



# LOS ALAMITOS RECREATION & COMMUNITY SERVICES

## VENDOR APPLICATION

June 24 @ Laurel Park  
July 8 @ Little Cottonwood Park  
July 22 @ Orville R. Lewis Park  
August 5 @ Laurel Park

Company/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

I, the undersigned, represent the listed organization and do hereby agree to contribute the agreed upon dollar amount and to participate in the aforementioned activity and further agree to indemnify, defend, and hold harmless the City of Los Alamitos and the event sponsors or any other individuals, volunteers, or organizations associated with the above, and any of their officers, agents, or employees from any liability, claim, or action for damages resulting from or in any way arising out of, or in any way connected with participation in this activity. I further agree to abide by and enforce the rules of the City of Los Alamitos. My booth or food truck may be shut down by officials at anytime if they deem my product or marketing supplies to be unsuitable for the event participants or if they will cause damage or problems to City, and/pr Military Property. I hereby certify that, on behalf of our organization, we shall be personally responsible for any damage or unnecessary abuse of booth, grounds, or equipment by our organization.

## VENDOR INFORMATION

Vendor booth includes 10' by 10' space ONLY. Please inform us if you need a larger space for a trailer/truck. There may be a fee for additional space. Canopy and any additional equipment are not supplied. Set-up time is at 4:30pm. Your booth must be ready by 6:00 pm.

**Please provide the details of merchandise/information:** \_\_\_\_\_

## METHOD of PAYMENT

Vendor Booth-\$35 (per date)       Food Vendor/Truck-\$50 (per date)

### Check all dates that apply:

June 24 @ Laurel Park       July 8 @ Little Cottonwood Park  
 July 22 @ Orville Lewis Park       August 5 @ Laurel Park

For more information, contact:  
Ron Noda  
Email: [Rnoda@cityoflosalamitos.org](mailto:Rnoda@cityoflosalamitos.org)  
Phone: (562) 430-1073 ext. 520  
Fax: (562) 594-9657

\*PLEASE NOTE: a Certificate of Insurance and an Additionally Insured Endorsement is required for participation at this event.

OC Food Truck Permit # \_\_\_\_\_

Print Name: \_\_\_\_\_

Method of Payment (circle one):    Cash    Check    MasterCard    Visa    Discover

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Exp Date: \_\_\_\_ / \_\_\_\_    CVV2: \_\_\_\_\_

Signature for Credit Card \_\_\_\_\_    Date: \_\_\_\_\_

Pay by check, money order, cash, MasterCard, Discover, VISA or check payable to the City of Los Alamitos. Mail payment and completed form to: City of Los Alamitos, 10911 Oak Street, Los Alamitos, CA 90720

**No refunds. In the event of inclement weather, event will be cancelled and refund will be granted.**



# VENDOR POLICIES 2017

1. Registration for a vendor booth will be conducted through walk in, mail-in and faxed registration only. **Applications must be postmarked by Friday, June 17, 2017.** Applications are processed in order of being received. Mail all applications to: City of Los Alamitos, Attn: Rachel Jarvis, 10911 Oak Street, Los Alamitos, CA 90720.
2. **Only a minimum number of vendors will be accepted on a first come, first serve basis.:**
  - \$35 per booth per event date
  - \$50 per food vendor/truck per event date
3. Booths spaces are 10' x 10'. If additional space is needed please notify us and we will do our best to accommodate the space needed.
4. Vendors will be expected to fulfill their commitment on their specific dates from 6:00 pm. - 9:00 pm. No refunds will be granted if you do not show up.
5. Setup time begins at 4:30 p.m. and vendors **MUST BE READY TO SELL by 6:00 p.m.** or earlier. Cleanup is from 9:00-10:30 p.m. Adherence to this requested time frame will be considered when awarding booths.
6. The City of Los Alamitos reserves the right to approve those groups and items that are best suited for the event. Also, location of booth space will be made at the discretion of the City of Los Alamitos. Because of aisle clearance requirements between booths and emergency vehicle lanes, vendors will not be allowed to extend their booth beyond the allotted space.
7. **A Certificate of Liability Insurance and Additional Insured Specific Endorsement is required. Upon request, an insurance sample may be provided.**
8. Confirmations of Vendors will be sent out the week prior to the confirmed event date via email. Included will be another copy of the rules and regulations, set-up times and booth locations. Once you receive this confirmation, please reply confirming you received it.
9. Vendor booths are granted contingent upon the condition that all rules and regulations established by the City of Los Alamitos will be observed.
10. The vendor shall accept full responsibility for any breakage or damage to City properties or equipment.
11. The vendor shall accept full responsibility for the conduct of those using the booth spaces. Vendor must leave the booth and immediate area in a clean and orderly condition. Each booth must be supervised by at least one adult at all times.
12. No alcohol, firearms, fireworks, motor homes are permitted at the event.
13. Storage space will not be available prior to or after the event. Vendors are encouraged to bring all supplies necessary for the event.
14. This vendor booth may be revoked for failure to observe the regulations, improper conduct, or when cancellation is necessary for other reasons deemed by the City of Los Alamitos and/or the Orange County Health Department.
15. There will be no refunds for the vendor booths for any reason other than the event is cancelled or other circumstances deemed worthy of a refund by the cities of Los Alamitos.
16. All rules and regulations of the City of Los Alamitos, Orange County Health Department and Orange County Fire Authority must be followed.
17. No vehicles are allowed on the grass area. Please be prepared to cart in/haul in your supplies.