



CITY OF  
**Los Alamitos**  
*California*

# SPECIAL EVENT VENDOR PACKET



My City  My Los Al



# Los Alamitos Recreation & Community Services Department

## 2026 Special Event Vendor Information

**Los Alamitos**  
Recreation & Community Services  
*Creating Quality of Life*

**INSTRUCTIONS:**

1. Select the events your business, nonprofit, or organization would like to participate in.

2. Complete and return this form (front and back) along with the following:

- Full payment
- Any required insurance and/or health permits.

You will be contacted by the event coordinator for additional details.

For questions, please contact:

562-430-1073

eventvendors@cityoflosalamitos.org

Event	Location	Date	Event Time	Setup/teardown	Estimated Attendance	Additional info	Pricing
Weekend of Art	Los Alamitos Community Center 10911 Oak Street	Saturday, March 28	4:00-7:00pm (Sat)	2:30-3:30pm (setup) 7:00pm (teardown)	1,500	*arts & crafts vendors only	<input type="checkbox"/> \$25 Nonprofit/501c3 <input type="checkbox"/> \$27 Arts & Crafts Vendor
Spring Carnival	Little Cottonwood Park 4000 Farquhar Avenue	Saturday, April 4	9:30am-12:00pm	7:00-9:00am (setup) 12:00pm (teardown)	4,000	*2 snack and 1 drink vendor only	<input type="checkbox"/> \$25 Nonprofit/501c3 <input type="checkbox"/> \$105 Business <input type="checkbox"/> \$105 Food <input type="checkbox"/> \$158 Food Truck
Paws for the Planet / Arbor Day	Laurel Park 10862 Bloomfield Street	Saturday, April 25	9:00am-12:00pm	7:00-8:00am (setup) 12:00pm (teardown)	350	*Pet/animal vendors only, 2 food trucks only	<input type="checkbox"/> FREE <input type="checkbox"/> Rescue/Nonprofit/501c3 <input type="checkbox"/> \$25 Pet/Animal Vendors <input type="checkbox"/> \$53 Food Truck
Summer Concert Series	Various locations	Thursdays: June 11- August 6	6:30-8:00pm	4:00-6:15pm (setup) 8:00pm (teardown)	200 per day	<b>Circle dates and list total in Pricing column:</b> June 11, June 18, June 25 July 9, July 16, July 23 July 30, August 6 (No concert July 2)	<b>*Price is per date. Include total:</b> <input type="checkbox"/> \$27 (each) Business/info <input type="checkbox"/> \$158 (all 8) Business/info <input type="checkbox"/> \$53 (each) Food/Truck <input type="checkbox"/> \$263 (all 8) Food/Truck
3rd of July Fireworks Spectacular	Joint Forces Training Base 11200 Lexington Drive	Friday, July 3	4:00-9:30pm	12:00-3:30pm (setup) 9:30-11:00pm (teardown)	14,000	*Additional insurance wording specific to military to be met along with vendor background.	<input type="checkbox"/> \$53 Nonprofit/501c3 <input type="checkbox"/> \$158 Business <input type="checkbox"/> \$315 Food <input type="checkbox"/> \$368 Food Truck
Elevate Senior Expo	Los Alamitos Community Center 10911 Oak Street	Wednesday, August 26	10:00am-12:00pm	8:00-9:30am (setup) 12:00pm (teardown)	250	*Senior-related services only	Vendor application available online after May 1. The number of vendors per industry is limited.
Celebrate Los Al	Pine Street	Saturday, September 12	4:00-10:00pm	12:00-3:00pm (setup) 10:00pm (teardown)	5,000	*table & 2 chairs provided *No food vendors	<input type="checkbox"/> \$25 Nonprofit/501c3 <input type="checkbox"/> \$105 Business
Trunk or Treat	Little Cottonwood Park 4000 Farquhar Avenue	Saturday, October 24	5:00-7:30pm	2:00-4:00pm (setup) 7:30pm (teardown)	5,500	*Trunk application separate. Visit website for more info.	<input type="checkbox"/> \$25 Nonprofit/501c3 <input type="checkbox"/> \$105 Business <input type="checkbox"/> \$105 Food <input type="checkbox"/> \$158 Food Truck
Winter Wonderland	Pine Street	Saturday, December 5	4:00-7:30pm	2:00-3:30pm (setup) 7:30pm (teardown)	7,500	*4 food vendors, 2 snack vendors	<input type="checkbox"/> \$25 Nonprofit/501c3 <input type="checkbox"/> \$105 Business <input type="checkbox"/> \$53 Food/nonprofit <input type="checkbox"/> \$105 Food <input type="checkbox"/> \$158 Food Truck
<b>TOTAL:</b>							_____

**Please initial below your understanding and agreement to the following:**

\_\_\_\_\_ Events take place rain or shine with exception for severe weather.

\_\_\_\_\_ **No refunds or transfers between events. No exceptions.**

\_\_\_\_\_ Space dimensions: 10x10 booth area or 10x24 food truck area. Vendors requesting additional space will be charged Food Truck pricing for specified event.

\_\_\_\_\_ Vendor is responsible for providing their own: Power, tables, chairs, weighted canopies/shade.

\_\_\_\_\_ Vendor responsible for having a representative present at their booth the entire event.

\_\_\_\_\_ The City funds a portion of the costs for all events and State law prohibits the City from expending funds to support a campaign. As a result, no booths supporting or opposing candidates for public office or other election activities other than voter registration and ballot measure information will be permitted.

\_\_\_\_\_ Marketing material distributed should be for informational purposes only and free of offensive, lewd, discriminatory or obscene language/images and promote only legal activities. Staff reserve the right to remove any materials considered non-compliant.

\_\_\_\_\_ It is the responsibility of each vendor to provide all necessary and required insurance/permits at least three weeks prior to event in addition to food vendors complying with all Orange County health requirements. Failure to provide approved documents will result in forfeiture of space without refund. Full listing of such requirements can be found on the City's Special Event Vendor webpage.

\_\_\_\_\_ The City reserves the right to accept or decline vendors at their own discretion.

# Vendor Application Form

Business Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Description of merchandise/food: \_\_\_\_\_

Booth Type:

Nonprofit

Business

Food Vendor

Food Truck

I fully understand that my participation in City of Los Alamitos events exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in this event and agree to assume any such risks. I hereby release, discharge and agree not to sue the City of Los Alamitos or Military Department of the State of California and each of their respective officers, agents, employees, representatives, board members, volunteers and sponsors for any injury, death or damage to or loss of personal property arising out of, or in connection with my participation in the event from whatever cause, including the active or passive negligence of City of Los Alamitos or Military Department of the State of California and each of their respective officers, agents, employees, representatives, board members, volunteers and sponsors, or any other participants in the event. The parties to this agreement understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision. In consideration for being permitted to participate in the event I hereby agree, for myself, my heirs, administrators, executors, assigns, and agents that I shall indemnify and hold harmless City of Los Alamitos or Military Department of the State of California and each of their respective officers, agents, employees, representatives, board members, volunteers and sponsors, from any and all claims, demands, actions or suits arising out of or in connection with my participation in the event. I also grant my irrevocable right and permission with respect to photographs, videos, motion pictures, and/or sound recordings being taken of myself/my employees. I further certify that said person/minor is in good health and has no physical or other impediment which would endanger him/her from participating in such an activity. I hereby consent to any x-ray, examination, anesthetic, medical or surgical diagnosis or treatment and hospital care to be rendered to myself by a physician or hospital selected by staff for any injury or incident arising out of or connect with this event. The City of Los Alamitos has put into place preventative measures and protocols to protect event participants from the spread of COVID-19; however, the City of Los Alamitos cannot guarantee that you will not become infected with COVID-19. Further, attending the event could increase your risk of contracting COVID-19. By signing this Liability Release and Assumption of Risk, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending the event and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the event may result from the actions, omissions, or negligence of myself and others, including, but not limited to, the City of Los Alamitos, its officers, agents, and employees, and other event participants and their families. I voluntarily agree to assume all the foregoing risks and accept sole responsibility for any harm, injury, or damage that may befall my attendance to the event. I hereby release, covenant not to sue, discharge, and hold harmless the City of Los Alamitos, its officers, agents, and employees (collectively "Released Parties") from any and all claims, including all liabilities, actions, damages, costs or expenses of any kind arising out of the event ("Claims"). I understand and agree that this Liability Release and Assumption of Risk includes any Claims based on the actions, omissions, or negligence, whether passive or active, of the Released Parties and irrespective of whether a COVID-19 infection occurs before, during, or after my attendance at the event. 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. 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 of if they will cause damage or problems to city 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. The City of Los Alamitos reserves the right to approve the groups that want to have a booth at a City sponsored event to ensure that the services and merchandise offered are consistent with the family-oriented entertainment event. The City funds a portion of the costs for the event and State Law prohibits the City from expending funds to support a campaign. As a result, no booths supporting or opposing candidates for public office, ballot measures, or other election activities other than voter registration will be permitted. 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. **High risk vendors must submit a certificate of Liability Insurance and Additional Insured Specific Endorsement naming the certificate holder must be submitted prior to event date, for the following certificate holder: City of Los Alamitos, and its officers, employees, agents and volunteers (10911 Oak St., Los Alamitos, CA 90720). Additional wording required for 3rd of July event. See insurance information following this application.**

I HAVE CAREFULLY READ THIS WAIVER, RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Method of Payment

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

Total Charge: \_\_\_\_\_

Method of Payment: Mastercard Visa Discover Check (Make payable to the City of Los Alamitos)

Credit Card:

Expiration: \_\_\_/\_\_\_/\_\_\_ CW2:

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pay to the City of Los Alamitos Return Application and Payment to:  
City of Los Alamitos Recreation & Community Services Department 10911 Oak Street, Los Alamitos , 90720  
eventvendors@cityoflosalamitos.org