

EVENT LOCATION
Leimert Park
3333 W.43rd Place Los Angeles CA 90008
Information: 562-556-6284

2018" Haitian Heritage Festival"
Sunday, May 27- 2018
Beginning: 11:00 AM - 7:00 p.m.

VENDOR RULES AND REGULATIONS

FESTIVAL RULES: Initialing the following indicates your acceptance of the festival rules. Understand that the cleanup deposit will be forfeited if any of the agreed upon rules are broken and/or not met to the satisfaction of the Haitian Festival producers.

To be covered by \$1,000,000.00 of recovery liability insurance and provide an original copy to both Premiere Event & Promotion Services, Inc., producers of the "Haitian Heritage Festival" and the Vision Theater, The City of Los Angeles named as additional insured. I must provide copies of the certificate during the event. My application is not complete without this certificate.

To provide an accurate tip-to-toe length of the unit or space required for VENDOR APPLICATION.

To provide a LARGE TRASH BARREL at booth location and EMPTY IT as needed during the festival in order to keep the area clean AT ALL TIMES.

To operate only during the following hours: Saturday and Sunday, May 27th 2018 beginning at 11:00AM-7:00PM. Please note the closing times will be strictly monitored by the show producer's staff.

To be out of the event center in a timely manner after the festival concludes, vendors will have up to 2 hours to thoroughly clean their area to the satisfaction of the festival producer and vacate their assigned location.

To setup and breakdown only at the time designated by festival producers.

To sell only approved items from the proposed menu list on my application as agreed to by myself and festival producer. I will be asked to remove unauthorized items and/or to close if any additional items are being served.

To pay for any additional expenses that requires repairs, such as an electrician, to repair damages to festival power poles.

To accept the location assigned by the event producer and to stay within the allotted area, make sure there are no leaks into other service areas. (Vendors cannot request locations).

To not use any generators that not compliance with city ordinance for outdoor events.

Vendors are not permitted to use any public address systems or musical amplifiers.

To cooperate at all times with the "Haitian Heritage Festival" Security and staff members.

To pay a cleanup deposit of \$25.00 to ensure compliance with the rules of the festival. If all rules associated with this contract are honored as determined by the festival producer, the deposit will be refunded by mail following the festival.

Vendor applications are due by May 15th, 2018. The following items must be submitted for consideration with completed application: Check or money order for Booth Space, proposed items, initial on rules and signed copy of the vendor rules. All vendors must provide a copy of the active insurance certificate (with both Premiere Event and Promotion Services, Inc., the Vision Theater and the City of Los Angeles, named as additional insured. No refunds will be granted after application is presented.

Print Name

Signature

Date

VENDOR BOOTH APPLICATION

Please Print First and Last NAME:

Please Print Company NAME: _____

ADDRESS: _____ City: _____ State: _____ Zip: _____

CONTACT PERSON: _____ Home Phone: _____

Business Phone: _____ Cell: _____ Email: _____

Booth Size: __ 10 x 10 \$300.00 for One-day Rental __ 10 x 20 \$700.00 for One-Day Rental.

8ft. Information Table \$100.00 __ #OF BOOTH REQUESTED: __ Size Requested: _____

If Unit is Self-contained, What Size and Description (Please provide measurements in feet):

The length and width must include the total length and width of all trailer or trucks utilized. Please make certain to include the trailer tongue in your measurements. Vendors needing additional space will be asked to pay at a rate of \$25.00 per foot.

Two passes will be provided for vendors who purchase 10 x 10 Booths and Four for those who purchase 10 x 20 Booths. Passes are Included in all Booth packages. Additional passes may be obtained if needed for the cost of \$10.00 Per Person. However, this must be arranged prior to the show date if required.

NUMBER OF PEOPLE WORKING BOOTH: ____ NUMBER OF PASSES NEEDED: ____ and please provide us with Names:

PLEASE LIST & DESCRIBE ALL PRODUCTS, MERCHANDISE OR ARTS AND CRAFTS YOU WISH TO SELL OR DISPLAY IN YOUR BOOTH:

(PLEASE INCLUDE SMALLEST TO LARGE ITEMS)

Electricity will be provided in your Booth package. However, this only includes a 110 OUTLET allowing 3 plug-ins. If you require additional plug-ins, please specify now and an additional cost may be charged depending on electrical needs:

ELECTRICITY NEEDS: Please list all electrical equipment and wattage USED In Booth:

Will you have a need for additional electricity: Yes _____ No _____, if so how much: _____

TABLES AND CHAIRS: All Booths will include tables and chairs with your package. (10 x 10) Booths will come with (1) 6ft. table and two chairs. (10 x 20) Booths will come with (2) 6ft. table and four chairs and Information Booths will come with 8ft. Table and two chairs. Additional tables or chairs can be provided at a cost. Table and chair request must be made prior to the event date to secure.

Will you need additional tables or Chairs: Yes ___ No ___ and how many: _____

Clean up Deposit is \$25.00 TOTAL DUE by Check, Money Order/Cashier Check: _____

Setup time for Vendors will begin Sunday, May 27th, 2018 between the hours of 8:00 am 10:00 am.

BOOTH BANNERS and PROMOTIONAL MATERIALS: Banners, Flyers and Promotional Materials are more than welcomed. It's encouraged in your booth space. The Haitian heritage Festival should serve as a place for you to sell market and promote your product during and after the event. Therefore, we ask that you take advantage of our services.

Should you need our resources or assistance at an **affordable price**, please inform us no later than one month prior to the event date. We will be happy to provide you with the following:

Banners ___ Promotional Card/Flyers ___ Promotion Products ___ One Sheets ___ Raffle Tickets ___
Brochures ___ Post Cards ___ Promotional Give-Aways ___ Book Markers ___ Displays ___

I understand and agree with the rules and regulations that are set forth in this application and agree to abide by and fully comply with said rules. I further understand and agree that the producer of the "Haitian Heritage Festival" or the venue are not responsible in any way for damage, loss or theft of me, my firm or of my customers and agree to indemnify and hold harmless the producer of the "Haitian Heritage Festival" and the venue against such loss, damage or theft. I understand that if I **cancel after May 15, 2018** my entire paid amount will be forfeited and I cannot use any amount toward future festivals.

I further understand that in the event of cancellation due to war, acts of God or acts of nature No refund shall be made and it is agreed that all contracts are null and void. There shall be no responsibility or liability on the part of the "Haitian Heritage Festival" producer for any losses sustained by any person caused by such event. The producer in no way guarantee any return or benefits to vendors.

It is also agreed and understood that the "Haitian Heritage Festival" producer assume no liability for any injury to person or property or any other damages or losses occurring in the festival premises during the festival. I agree to forever indemnify and hold harmless the "Haitian Heritage Festival" producer or venue from and against any and all claims for loss, death or damage of person or property and any other loss whatsoever arising out of any act, omission or negligence in the operation or conduct of myself/business, including violation of any law, and all attorney's fees and costs incurred by those parties.

All the foregoing is agreed to in consideration of and as a condition precedent to the "Haitian Heritage Festival" producer providing to me/my business the applied for vendor space. The indemnification provision shall survive after the 2018 "Haitian Heritage Festival".

Date Signed the ____ Day of _____ 2018.

Home/Business Address: _____

Home or Cell Phone Number: _____ Email: _____

VENDOR RULES & REGULATIONS

CANCELLATIONS:

All Vendor Booth reservations and fees are final. You will not receive a full refund do to cancellation. If you cannot attend the Festival, you must contact the producer office; Premiere Event & Promotion Services, Inc. at (562) 556-6284 no later than three days prior to the event date. You will still owe for half of the booth rental and forfeit your deposit. You may expect a partial refund mailed to you no later than (25) days after the event date. If you do not contact the producer office you will be considered a “No Call, No Show” vendor, and must pay a \$20.00 fine.

WEATHER:

The “Haitian Heritage Festival” is an all-weather event. Vendors; must be prepared for all weather conditions. The festival producers are not responsible for any weather-related damages. There are no refunds due to inclement weather or if the Festival producer closes for any reason.

BOOTH ASSIGNMENTS:

Vendors may request their booth preference. However Booth spaces will be assigned by the Arts and Craft vendor booth Project Manager. Trading or switching Booths without Project Manager permission is prohibited. The festivals producer **Staff** reserves the right to move vendors to alternative spaces at any time. First Come first Serve!

BOOTH DISPLAY:

1. All display materials; must be kept within the confinement of the marking of your booth space.
2. Walking around the festival site to advertise, pass out samples, or distribute flyers is not permitted.
3. The producer reserves the right to regulate various aspects of each display, but prefers not to.

BOOTH ETIQUETTE:

1. Booths must always be staffed by an adult, except for restroom or short lunch breaks.
2. Vendors are encouraged to help neighboring vendors if needed during bathroom breaks.
3. Smoking is not permitted in booth spaces during Festival hours.
4. “Hawking” or aggressively offering goods for sale by calling out, is not permitted at the Festival.
5. Vendors should not approach a customer viewing another vendor’s display.
6. Vendors should not approach a customer viewing another booth.

ELECTRICITY:

1. Electrical service will be will be available at booth if requested prior to the event if needed (110 volt/ac outlets).
2. Vendors may not use more than (3) outlets.
3. Festival staff has the right to limit/deny electrical usage for the day if there is too much electrical pull on these (3) outlets.
4. High amperage equipment, such as space heaters, is not; permitted at festival.
5. Vendors are not; permitted to bring generators to festival.

SETUP AND BREAKDOWN:

1. Setup hours are from 8:00 a.m. to 10:00 a.m. Sunday, May 27, 2018.

2. Breakdown will begin immediately following the Festival at 7:00 p.m.
3. Please make sure your booth is clean before leaving to receive your \$25.00 deposit.
4. Please be courteous and patient with neighboring vendors during set-up and break-down time.
5. Vendor's vehicles are not, allowed inside the Pavilion area. However, they are, allowed in the front for loading and unloading only. Please do not keep your vehicle in the Pavilion area longer than necessary.

PARKING:

1. Festival vendors will have a private parking area, which event staff will guide you to your proper area.
2. Decals will be distributed; on the morning of Festival at vendor check-in. Please display the decal Prominently; in your front window of your vehicle.

ON-SITE MANAGEMENT & RULES ENFORCEMENT:

1. The Haitian Heritage Festival Management will be on site to answer any questions.
2. All questions concerning the rules and regulations of Festival should be directed; to the event staff.
3. Festival Staff has the authority to remove any vendor or visitor. Only management and security does.
4. If a vendor or visitor disagrees with the event staff, the vendor may file a grievance report with the producer Premiere Event & Promotion Services, Inc.

RAMIFICATIONS: THE (3) STRIKE POLICY:

1. The First Warning is a verbal notification of which rule(s) are being broken.
2. The Second Warning is verbal notification as the final warning before, being removed from the festival.
3. The Final written notification presented to you removing vendor from festival and asking them to vacate the pavilion grounds even though your product may have been approved

and booth rental fees paid. Once this occurs there will be no refunds for any reason.

ETHICS AND CONDUCT:

1. Vendors shall be aware and comply with all current Festival rules, regulations, and guidelines. Producers of the Haitian Heritage Festival reserve the right to modify the policies, rules and regulations at its discretion. Festival producer will make every attempt to be reasonable. Please be aware that violators may be banned from Festival and any future events

2. Vendors shall conduct themselves in a professional and business-like manner while participating in the “Haitian Heritage Festival”.

3. Vendors agree to sell only their product during the entire duration of the day unless the event closes early due to unforeseen circumstances.

4. Vendors are allowed to sell only those items pre- approved by the Product Review Committee of the “Haitian Heritage Festival”

5. Vendors must comply with all federal, state, and local regulations, special statutes and ordinances regarding public health, safety, and welfare, including but not limited to product labeling laws and required licenses.

6. Vendors are responsible for collecting and reporting California State and County Sales Tax on all products sold. Vendors must have a Business Tax Receipt (formerly known as an occupational or peddler’s license). For more information about Business Tax Receipts, please contact event producer.

7. Vendors should refrain from using profanity and any other form of behavior that is verbally or physically abusive and disruptive to the “Haitian Heritage Festival” activities.

8. Vendors whose product (i.e. scents and sounds) that may have an impact beyond the confines of their booth must be sensitive to the impact of their products on other vendors and the public.

9. Vendors may not use illegal or mood-altering drugs during the event or be intoxicated while selling at the “Haitian Heritage Festival”.

11. Vendors must cooperate with any reasonable requests made by the Event Staff and Manager to remedy any problem that might arise during festival hours.

12. Failure to uphold any of these Guidelines may result in an immediate dismissal of vendors, even though their work may have been approved and booth rental fees paid.

VENDOR BOOTH RULES & REGULATIONS

Please return this form with your application and payment.

Vendor Booth Rules and Regulations Signature Page

The “**Haitian Heritage Festival**” producer reserves the right to remove any vendor who does not adhere to rules and regulations established by the company presenting the Haitian Heritage Festival.

NO REFUNDS will be given if you are removed for rule violations!

I, _____, have read and understand the requirements to operate a Commercial Vendor Booth(s) inside the “Haitian Heritage Festival”

Signature: _____ Date: