



# GENERAL VENDOR RULES & REGULATIONS

## GENERAL VENDOR RULES AND REGULATIONS

Thank you for your interest in the La Habra Fourth of July Celebration. The City of La Habra is inviting vendors to the annual event. The Fourth of July Celebration will be held on Thursday, July 4, 2019, from 4:00 a.m. to 9:30 p.m. at La Bonita Park, 1440 W. Whittier Blvd., La Habra. General vendors must be open for operations by 4:00 p.m. Anticipated attendance for this event is 4,000+ guests. The City of La Habra will provide each vendor with a 10x10 space and inclusion in online marketing and event app.

If you are interested in being a general vendor, please complete the appropriate paperwork and return to the La Habra Community Center. Please note that turning in an application does not guarantee your acceptance as a general vendor for this event. Approved vendors will receive a receipt, which will serve as their confirmation.

**PLEASE READ VENDOR RULES AND REGULATIONS BEFORE SUBMITTING YOUR APPLICATION. WE RESERVE THE RIGHT TO DENY VENDORS, LIMIT NUMBER OF SPACES SOLD TO VENDORS AND LIMIT THE NUMBER AND TYPES OF VENDORS. PLEASE KEEP RULES AND REGULATIONS ON FILE SO YOU CAN REFER BACK TO THEM AS NEEDED. EVERYTHING MUST BE SUBMITTED WITH THE APPLICATION IN ORDER TO RESERVE YOUR SPACE AT THE FESTIVAL.**

## OPERATING HOURS

Vendors must be ready and open for business during the hours of the event: **Thursday, July 4, 2019 from 4:00 to 9:30 p.m.**

## CANCELLATIONS

THERE ARE NO REFUNDS FOR CANCELLATIONS. **NO EXCEPTIONS.**

## VENDOR FEES

VENDOR FEE INCLUDES: 10X10 SPACE AND INCLUSION IN ONLINE MARKETING AND EVENT APP.

## BOOTH/EQUIPMENT

Booth Structure: All booths must have a professional appearance. All vendors must provide their own equipment: canopy, tables, chairs, individual trashcans as needed, etc. **Canopies must be secured/anchored with sand bags/concrete blocks/canopy weights or something similar.** All 4-sides must be secured. Tying up to, another canopy will not pass inspection. If the booth is not secured, sandbags will be placed on the canopy, and a \$20 convenience fee will be charged to the booth.

It is required by the city fire department; therefore, each booth **MUST** have a 2A10BC Fire Extinguisher. Please make sure it is valid and not expired.

Tables: Tables must have a tablecloth.

## VENDOR MERCHANDISE

All vendors are required to fill out LIST OF ITEMS TO BE SOLD. Only those items listed will be allowed. Inspections will be done throughout event. **You MUST list all items to be sold, no exceptions! Vendors that wish to sell food must complete the food vendor application process.**

## **BOOTH SPACES/SETUP/TEARDOWN**

Booth spaces are 10' WIDE AND 10' DEEP. Set-up will be held from 1pm to 5pm on Wednesday, July 3<sup>rd</sup> November 25<sup>th</sup> and from 8am to 2pm on Thursday, July 4<sup>th</sup>. Booths MUST be set-up by 2:00 p.m. on Thursday, July 4<sup>th</sup>, ready for inspection.

There is NO vehicle access to the park. Vendors will be able to use the drop-off area, located at the top of the park. Vendors need to be prepared to carry their items to their designated spot.

Booths may not be removed from the Festival site before the closing hour of 9:30 p.m. on Thursday. Vendors who sell out prior to the Festival closing will be required to wait until the end of the event to tear down. All booths and displays must be completely removed from the park on Thursday night by 11:00 p.m.

## **ELECTRICITY**

Electricity is not provided by the event. Any electrical sources/equipment must be pre-approved by the event coordinator. Additional requirements may be applied.

## **INSURANCE COVERAGE**

The event will provide general liability insurance coverage for the event.

## **WEATHER/UNFORESEEN CIRCUMSTANCES**

The Festival will take place regardless of weather conditions. There are NO refunds for weather or otherwise. Vendors must be prepared for inclement weather and any other unforeseen circumstances.

## **ALCOHOLIC BEVERAGES**

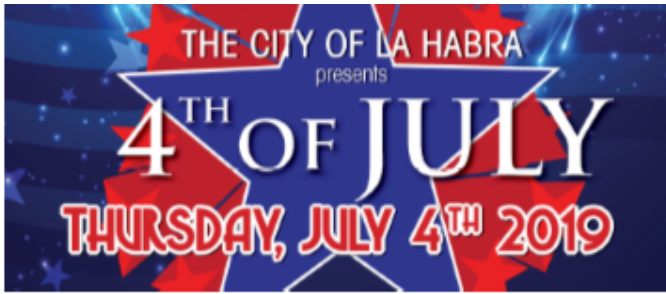
NO alcoholic beverages of any kind may be sold or given away by a vendor.

## **SECURITY**

The City will provide overnight security, Wednesday, July 3<sup>rd</sup> from 5:00 p.m. to 8:00 a.m. on July 4, 2019. However, the Festival is not responsible for the security of individual vendor booths and products. **Vendors are responsible to secure their own booths, supplies and equipment at night.**

## **COMPLIANCE WITH LAWS**

Vendors must comply with all laws, ordinances, and regulations of the State of California, County of Orange and City of La Habra.



# GENERAL VENDOR APPLICATION

**Vendor Fair: 4:00 to 9:00 p.m.**  
*La Bonita Park, 1440 W. Whittier Blvd.*

- All vendors must RSVP and receive approval prior to submitting payment and application.
- Please RSVP to: Marie Murillo at [mariem147@yahoo.com](mailto:mariem147@yahoo.com) & Alicia Kautz at [Akautz@lahabraca.gov](mailto:Akautz@lahabraca.gov)
- Questions regarding the event? Contact Alicia Kautz 562-383-4219 or [akautz@lahabraca.gov](mailto:akautz@lahabraca.gov)
- Checks MUST be made payable to: **City of La Habra**
- Limited number of booths are available, and are assigned on a first-come, first serve basis

ITEM	FEE	QUANTITY	TOTAL
Booth Fee (10x 10)	\$75.00		
Booth Fee (10 x 20)	\$105.00		
8Ft Table & 2 Chairs	\$25.00		
<b>TOTAL AMOUNT DUE TO CITY OF LA HABRA:</b>			

Mail completed application and payment to:

**City of La Habra**  
**Attn: Alicia Kautz/LHCC**  
 101 W. La Habra Blvd.  
 La Habra, CA 90631

*Booths can be set-up on Wednesday, July 3rd from 1:00 to 5:00 p.m. or July 4th from 8:00 a.m. to 2:00 p.m. Booths must be set-up by 2:00 p.m. Please select set-up date & time below.*

*Please note: Vehicles will NOT be allowed to enter the event site*

**I will be setting up on:** \_\_\_\_\_ **Wednesday, July 3rd** \_\_\_\_\_ **Thursday, July 4th**

Business Name: \_\_\_\_\_  
*Business name will be used in marketing for the event*

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

Event Contact Name (if different from above): \_\_\_\_\_

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

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

E-Mail: \_\_\_\_\_

All items you wish to sell MUST be listed: \_\_\_\_\_

METHOD OF PAYMENT: \_\_\_\_\_ CHECK \_\_\_\_\_ CASH (In-Person) CREDIT CARD: \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD

*Once submitted, no cancellations or refunds - no exceptions. The City of La Habra reserves the right to terminate vendors at their discretion. Event will take place rain or shine. No early break downs. No sharing booths. You are only allowed to display and sell items listed in your description. Vendors are required to bring their own display set-ups (canopy, tables, chairs, etc.) and extension cords. The undersigned does hereby release forever any event coordinators, servants, assigns, and property location, and its employees harmless of any and all liability resulting from damages, lost, stolen items and injuries. Participation is at your own risk. Absolutely no alcohol may be sold or distributed.*

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

RELEASE AND WAIVER OF ALL LIABILITY  
AND INDEMNITY AGREEMENT

For and in consideration of permitting X\_\_\_\_\_ to participate in the 2019 4th of July Event sponsored by the City of La Habra's Department of Community Services, the Undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of participation in said recreational program or any activities incidental thereto wherever or however the same may occur and for whatever period said program may continue, and the Undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or cause of action, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute or present any claim for personal injury, property damage or wrongful death against the City of La Habra and its officers, officials, agents, contractors, volunteers, boards, departments, servants or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise. IT IS THE INTENTION OF X\_\_\_\_\_ BY THIS INSTRUMENT, TO EXEMPT AND RELIEVE THE CLTY OF LA HABRA AND THE RELATED PARTIES MENTIONED HEREIN, FROM ALL LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH CAUSED BY THE NEGLIGENCE OF ANY PERSON OR ENTITY.

The Undersigned, for him/himself, his/her heirs, executors, administrators or assigns agrees that in the event any claim for personal injuries, property damage or wrongful death shall be prosecuted against the City of La Habra and/or its officers, officials, agents, contractors, volunteers, boards, departments, servants or employees, he/she shall defend, indemnify and save harmless the same City of La Habra and the aforementioned related parties from any claim, cause of action, loss, liability, damage, lawsuit, cost or expense (including reasonable attorney's fees) by whomever or wherever made or presented for said personal injuries, property damage or wrongful death.

In case of accident or other emergency, the Undersigned hereby gives permission for the City of La Habra and/or its officers, officials, agents, contractors, volunteers, boards, departments, servants or employees, to obtain emergency medical treatment. The Undersigned further agrees to pay any costs incurred as a result of such treatment. In addition, the Undersigned has been notified that participants involved in City-sponsored recreation programs are subject to being photographed or videotaped, and he/she hereby gives permission for the City of La Habra to use such photographs or videotapes to publicize and promote the City's recreation programs.

THE UNDERSIGNED ACKNOWLEDGES THAT HE/SHE HAS PERSONALLY READ, UNDERSTANDS, AND VOLUNTARILY SIGNS THIS RELEASE AND WAIVER OF ALL LIABILITY AND INDEMNITY AGREEMENT, IS FULLY AWARE OF THE POTENTIAL RISKS AND HAZARDS WHICH ARE INHERENT TO ENGAGING IN THE SPECIFIED RECREATIONAL PROGRAM OR ANY ACTIVITIES INCIDENTAL THERETO, INCLUDING BUT NOT LIMITED TO, ANY NEGLIGENT ACTS PERFORMED BY THE CITY OF LA HABRA AND/OR ITS OFFICERS, OFFICIALS, AGENTS, CONTRACTORS, VOLUNTEERS, BOARDS, DEPARTMENTS, SERVANTS OR EMPLOYEES, NEGLIGENTLY CREATED OR MAINTAINED DANGEROUS CONDITIONS OF PUBLIC PROPERTY, WEATHER CONDITIONS, EQUIPMENT, MACHINERY, PLAYING CONDITIONS, OTHER PARTICIPANTS, ON-SITE PHYSICAL PREMISES, STRUCTURES OR SUBSTANTIAL WORKS OF IMPROVEMENT. THE UNDERSIGNED VOLUNTARILY ASSUMES ALL RISKS OF LOSS, DAMAGE, OR INJURY ASSOCIATED WITH HIS/HER PARTICIPATION IN THE SPECIFIED RECREATIONAL PROGRAM OR ANY ACTIVITIES INCIDENTAL THERETO.

---

Representative Name

Company/Group Name

---

Signature

Date