



LA HABRA TAMALE FEST

GENERAL VENDOR

Retail / Informational / Non-Profit / Non-Food & Cooking Booths

Thank you for your interest in the La Habra Tamale Festival. The City of La Habra is inviting vendors to its 10th annual Tamale Festival, which will be held on Saturday, December 2nd, from 10:00 a.m. to 8:00 p.m., on Euclid St. between La Habra Blvd. and Bridenbecker Ave. Anticipated attendance for this event is 10,000 guests. To learn more about our Tamale Festival, please visit: lahabratamalefestival.com.

If you are interested in being a general vendor at the 2023 La Habra Tamale Festival, please complete the appropriate paperwork and return it to the La Habra Community Center, 101 W. La Habra Blvd., La Habra, CA 90631. Turning in an application does not guarantee your acceptance as a vendor for this event. If you are approved, you will receive written confirmation and instructions on how to make payment, one payment is received you will receive a confirmation and will be an official vendor. Please read through all the vendor rules and regulations; we highly suggest you keep these on file so you can refer back to them as needed. There are no refunds for cancellations or no shows. Refunds only will be given if the Festival is cancelled by the event organizer.

What do I need to turn in with my application?

All documents listed below must be turned in by the deadline listed. Failure to turn in proper paperwork will jeopardize your eligibility to participate in the festival.

- Vendor (Non-Food) Application
- Booth Payment (Visa/Mastercard, Cash, or Check payable to: City of La Habra)
- Release of Waiver/Liability



Booth & Signage:

A 10 ft. x10 ft. assigned space will be provided. Booths must have a professional and clean appearance, including tablecloth and tent. All vendors must provide their own equipment: tables, chairs, individual trash cans as needed, etc. Vendors are responsible for keeping their booth attractive, decorated, and maintained throughout the event. Signage/banners must be visible to guests and must reflect their approved merchandise items, fees, and accepted payment methods.

Booths must be completely set-up and ready for inspection by 9:00 a.m. on Saturday, December 2nd. Vehicle access to your booth will be available on Friday, December 1st from 1:00 p.m. to 8:00 p.m. Vehicles may enter Euclid St. off of La Habra Blvd., and MUST check-in at the Information Booth. Vehicles must exit off of Euclid St. at the Bridenbecker Ave. side. It is strongly recommended that you set-up/drop-off a majority of your booth on Friday and bring smaller items on Saturday.

Vehicle access for General vendors will NOT be available on Saturday, December 2nd. Vehicles may use an equipment drop off designated area, but will need to walk all items to their booth location.

Booths may not be removed from the festival site before the hour of 7:00 p.m. 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 public streets by Sunday morning at 2:00 a.m. Everything brought in must leave with the vendor. Approved trash items may be placed in the dumpster.

Vendor Merchandise:

All vendors are required to fill out a LIST OF ITEMS TO BE SOLD. Only those items will be allowed. Inspections will be done throughout the event. NO alcoholic beverages or beverages of any kind may be sold or given away by a vendor. You MUST list all items to be sold, no exceptions, or your booth will be shut down.

Pre-packaged food will be approved on a case-by-case basis. Vendors that are approved to sell pre-packaged food items will be required to obtain an Orange County Health Care Agency (OCHCA) One-Day Permit for the event. The vendor is responsible for the permit fees associated with the OCHCA.

Electricity:

A select number of booths have electrical access. Booths with electrical access will have one 110Volt, 20 Amp supply available for use. Vendors need to supply their own power cord (three-prong) and surge protector to connect to the power boxes. **All equipment must be plugged into a surge protector.** Vendors that need to power larger equipment must provide their own generator. Check the vendor map for a list of booths that allow larger equipment such as generators.

Booths with electrical access is limited and on a first come first serve basis.

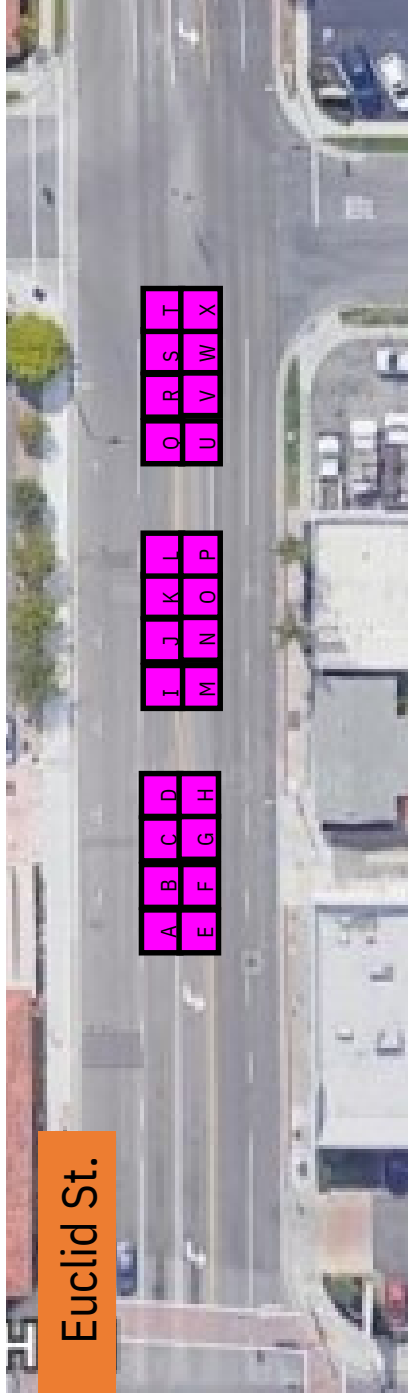
Cancellations:

The Festival will take place regardless of weather conditions. There are NO refunds for weather or vendor cancellations. Vendors must be prepared for inclement weather and any other unforeseen circumstances. In the case that the City of La Habra cancels the event, full refunds will be processed.

Overnight Security:

The City will provide overnight security from Friday, December 1st at 4:00 p.m. to 6:00 a.m. Saturday, December 2nd. 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.

2023 La Habra Tamale Festival General Vendor Map & Price Sheet



Euclid St. Booth (A-X)
 \$350—On or Before 10/31/23
 \$400—On or After 11/1/23

Electricity End Booth (7, 13, 14, & 20)
 \$300—On or Before 10/31/23
 \$350—On or After 11/1/23

Electricity Booth (8-12 & 15-19)
 \$275—On or Before 10/31/23
 \$325—On or After 11/1/23

Prime Booth (No Electrical) (21, 27, & 28-34)
 \$250—On or Before 10/31/23
 \$300—On or After 11/1/23

Standard Booth (No Electrical) (1-6 & 22-26)
 \$200—On or Before 10/31/23
 \$250—On or After 11/1/23

\$100 Discount on the second booth, if purchased at the same time.

\$50 Discount on qualifying Non-Profit Informational Booths. (To qualify, a copy of your 501c3 is required. No selling or fundraising allowed)

Booths subject to change at the discretion of the event production team. Changes will be communicated to vendors.



Booth Name:

Vendor/Organization:

Company Name/Organization: _____

Contact Person: _____

Primary Phone: _____ Secondary Phone: _____

Address: _____

Email: _____

Non-Profit Organization (NPO):

_____ No, we are not.

_____ Yes, but we are selling/fundraising and will purchasing vendor booth.

_____ Yes, our 501(c)3 document is attached. We will be operating as a NPO Informational booth only.

Event Set-Up Information:

Set-up and vehicle access to your booth will be available on Friday, December 1st from 10:00 a.m. to 1:00 p.m., limited vehicle access (food vendors will have priority access) on Friday, December 1st from 1:00 to 8:00 p.m., and no vehicle access on Saturday, December 1st from 6:00 to 7:30 a.m. Vehicles may enter Euclid St. off of La Habra Blvd., and MUST check-in at the Information Booth. Vehicles must exit off First St. or at the end of Euclid St. It is strongly recommended that you set up a majority of your booth on Friday and bring smaller items on Saturday.

I will be setting up on the following date(s)_(Please select ONE or MORE):

_____ Fri., December 1st from 1:00 - 8:00 p.m. (Vehicle Access Allowed)

_____ Sat., December 2nd from 6:00 to 7:30 a.m. (No Vehicle Access Allowed)

List of Items to be Sold:

Please list all items and prices that you intend to sell. Vendors will not be allowed to sell items that are not listed. Non-Profit Organizations may NOT sell any items under an NPO Informational Booth permit. Attach additional pages if necessary.

Booth Name: _____

What payments will you accept at your booth?

____ Mastercard ____ Visa ____ Discover ____ AMEX ____ Cash ____ Apple Pay ____ Venmo
____ Other: _____

Electrical Needs:

Access is limited and on a first-come first-served basis and is only available at select booths. Vendors need to supply their own power cord (three-prong) and surge protector to connect to the power boxes. **All equipment must be plugged into a surge protector.** You must fill out the form in its entirety, the La Habra Tamale Festival will not be responsible for providing electrical needs that are not indicated on this form.

If you purchase a booth with electricity, one **110 volt, 20 amp** supply will be available for use. Please list the items that will be plugged into the surge protector.

Marketing - What can we put on the website and/or social media:

Business Name: _____
Business Phone: _____
Facebook: _____
Instagram: _____
Website: _____
X (Twitter): _____
Other: _____

I have read and understand the 2023 La Habra Tamale Festival rules and regulations and La Habra Tamale Festival requirements.

Printed Name _____ Date _____

Signature

Booth Assignment Request

Call 562-383-4200 to check booth availability.

First Choice: _____ Second Choice: _____ Third Choice: _____
Fourth Choice: _____ Fifth Choice: _____ Sixth Choice: _____

OFFICE USE ONLY:

Amount Due: _____ **Confirmation #:** _____

_____ **Activenet** _____ **Matrix** _____ **Website**

Booth Name:

RELEASE AND WAIVER OF ALL LIABILITY AND INDEMNITY AGREEMENT

For and in consideration of permitting X _____ to participate in the **2023 Tamale Festival** 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 CITY 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/herself, his/her they/them, 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 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.

Printed Name:

Date:

Organization:

Signature: