

LA HABRA TAMALES FESTIVAL

Sunday, November 25, 2018
LHRecreation@lahabracal.gov



GENERAL VENDOR RULES AND REGULATIONS

Thank you for your interest in the La Habra Tamale Festival. The City of La Habra is inviting vendors to the fifth annual Tamale Festival. The La Habra Tamale Festival will be held on Sunday, November 25th, 9:00 a.m. to 6:00 p.m. on Euclid St. between La Habra Blvd. and Bridenbecker Way. General vendors must be open for operations by 9:00 a.m. Anticipated attendance for this event is 15,000+ guests. The City of La Habra will provide each vendor with a 10x10 space, event insurance, electricity (limited supply, first-come, first-serve), 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 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 Festival: **SUNDAY, NOVEMBER 25th – 9AM to 6PM**

CANCELLATIONS

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

VENDOR FEES

VENDOR FEE INCLUDES: 10X10 SPACE, ELECTRICITY (LIMITED SUPPLY, FIRST-COME, FIRST-SERVE), 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 trash cans 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. **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: ALL TABLES MUST HAVE SKIRTING AND 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 and vehicle access on the event site will be held from 11AM to 2PM on Saturday, November 24th. Additional set-up times WITHOUT vehicle access will be from 3PM to 7PM on Saturday, November 24th and 3PM to 7PM on November 25th and from 5 to 7:30 AM on Sunday, November 25th. All booths MUST be set-up by 7:30 a.m. on Sunday, ready for inspection.

Booths may not be removed from the Festival site before the closing hour of 6:00 p.m. on Sunday. 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 on Sunday night by 9:00 p.m.

ELECTRICITY

Please complete the ELECTRICAL NEEDS portion of the vendor application. Electricity use will be closely monitored. Electrical power will be available from 6:00 AM to 9:00 PM on Sunday, November 25th. Please arrange your electricity needs accordingly. Vendors will be responsible to provide their own heavy-duty extension cords needed for the distribution box. The appropriate cord gauge is determined by the amps being used. Vendors CANNOT bring their own generators.

INSURANCE COVERAGE

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

VEHICLES

VEHICLES WILL ONLY BE ALLOWED IN DESIGNATED AREAS ON THE PREMISE FOR GENERAL VENDORS ON SATURDAY, NOVEMBER 24TH from 11AM to 2PM. Only ONE vehicle may enter Euclid St. at a time. Vehicles may enter Euclid St. off of La Habra Blvd., and MUST check-in at the Information Booth. Vehicles must exit off First St., Second St., or at the end of Euclid St. A drop-off zone will be provided to the vendors on the day of the event, it is strongly recommended that you set up a majority of your booth on Saturday and bring smaller items on Sunday, November 25th.

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, Saturday, November 24th 4:00 P.M. to 6:00 A.M. on Sunday, November 25th. 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.