



Thank you for your interest in the La Habra Tamale Festival. The City of La Habra is inviting **NON PROFIT GROUPS** to host a booth at its eighth annual Tamale Festival. The 2021 La Habra Tamale Festival will be held on Saturday, December 4th, from 10:00 a.m. to 10:00 p.m., on Euclid St. between La Habra Blvd. and Bridenbecker Ave. Anticipated attendance for this event is 10,000 guests. All **NONPROFIT GROUP VENDORS** will be located on Second Ave. To learn more about our Tamale Festival, please visit: lahabratamalefestival.com

If you are interested in being a nonprofit vendor at the 2021 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 general vendor for this event. If you are approved, you will receive written confirmation and a receipt of payment. 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 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 festival eligibility.

With your Application (*Applications turned in past October 31st must include all documents listed below*)

- Nonprofit Vendor Application
- Booth Payment (Visa/Mastercard, Cash, or Check payable to: **City of La Habra**)
- Release of Waiver/Liability
- Covid-19 Health Waiver
- Documentation of Nonprofit status, 501(c)3 letter

What is included in the nonprofit vendor fee?

- 10x10ft. Space (Vendor must bring their own equipment)
- Inclusion in online marketing
- Inclusion in event program and announcements
- Electricity (\$60 fee)

2021 NONPROFIT GROUP Booth Prices

Before October 31, 2021

\$125.00	One Booth
\$200.00	Two Booths

After October 31, 2021

\$175.00	One Booth
\$250.00	Two Booths

Vendors are accepted on a first come, first served basis.

**For additional information, please contact
Alicia Kautz, Program Coordinator, at akautz@lahabracal.gov**



NONPROFIT GROUP VENDOR Rules and Regulations

Booth & Signage:

A 10x10ft. Assigned space will be provided. Booths must have a professional and clean appearance., including table cloth and skirting. All vendors must provide their own equipment: tables, chairs, individual trash cans as needed, etc. Vendors are responsible for keeping their booth attractive and well decorated. Signage/banners must be visible to guests and must reflect their approved items for distribution (flyers, promotional items, etc.) **Absolutely NO FOOD, DRINKS, RAFFLES OR OTHER ITEMS are allowed for sale as a Nonprofit Group Vendor.**

Booths must be completely set-up and ready for inspection by 9:00 a.m. on Saturday, December 4th. Set-up and vehicle access to your booth will be available on Friday, December 3rd from 10:00 a.m. to 1:00 p.m., limited vehicle access (food vendors will have priority access) on Friday, December 3rd from 1 p.m. to 7:00 p.m. and no vehicle access on Saturday, December 4th 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.

Booths may not be removed from the Festival site before the closing hour of 10:00 p.m. All booths and displays must be completely removed from the public streets on Sunday morning by 2:00 a.m. Everything brought in, must leave with the vendor aside from trash (approved for the dumpster).

Nonprofit Group Giveaways and Promotional Information:

All vendors are required to fill out a LIST OF PROMOTIONAL GIVEAWAYS AND INFORMATIONAL ITEMS. Only those items will be allowed. Inspections will be done throughout the event. NO alcoholic beverages of any kind may be sold or given away by a vendor. **RAFFLES AND ANY OTHER FUNDRAISING OPPORTUNITIES ARE NOT PERMITTED BUT YOU CAN APPLY TO BE A GENERAL VENDOR.**

Electricity Access is limited and on a first come first serve basis. There is a \$60 fee.

Please complete the electrical needs portion of the vendor application. Electricity use will be closely monitored. Electrical power will be available from 6:00 a.m. to 11:59 p.m. on Saturday, December 4th. 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.

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, Friday, December 3rd from 4:00 p.m. to 6:00 a.m. on Saturday, December 4th. 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.**



COVID-19 Waiver

The Covid-19 Pandemic is a fluid situation. The La Habra Tamale Festival is committed to providing a safe event for everyone attending and will closely monitor guidelines set by the Centers for Disease Control and Prevention (CDC) and the Orange County Health Agency (OC Health). The specific Covid-19 plan will be available as the event date gets closer.

Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing.

I agree to waive and release the City of La Habra, Community Services Department, its officers, agents, volunteers, and employees from and against any and all claims, costs, liabilities, expenses or judgements, including attorney fees and court costs arising from my (or my child’s) participation in the City of La Habra Programs. City of La Habra Programs have taken preventative measures to reduce the spread of COVID-19, which include taking participant’s temperature, wiping down surfaces and minimizing the number of people grouped together. However, we cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending City of La Habra Programs could increase your risk of contracting COVID-19.

By signing this agreement, 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 City of La Habra Programs 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 Programs may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Program employees, its officers, agents, volunteers, participants and their families.

I voluntarily agree to assume all of the foregoing risk and accept sole responsibility for any injury to my child (ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)’s attendance at City of La Habra Programs or participation in event programming (“Claims”). On my behalf, and on behalf of my child(ren). I hereby release, covenant not to sue, discharge, and hold harmless the City of La Habra, Community Services Department, its officers, agents, volunteers, and employees from and against any and all claims, costs, liabilities, expenses or judgements, including attorney fees and court costs arising from my (or my child’s) participation in the City of La Habra Programs. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the City of La Habra, Community Services Department, its officers, agents, volunteers, and employees from and against any and all claims, costs, liabilities, expenses or judgements, including attorney fees and court costs arising from my (or my child’s) participation in the City of La Habra Programs, whether a COVID-19 infection occurs before, during, or after participation at City of La Habra Programs.

Printed Name _____ Date _____

Organization _____

Signature _____



RELEASE AND WAIVER OF ALL LIABILITY AND INDEMNITY AGREEMENT

For and in consideration of permitting X _____ to participate in the 2021 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 _____



NONPROFIT VENDOR APPLICATION

Vendor/Representative Information:

Nonprofit Name/Organization: _____

Contact Person: _____

Primary Phone: _____ Secondary Phone: _____

Address: _____

Email: _____

Event Set-Up Information:

Set-up and vehicle access to your booth will be available on Friday, December 3rd from 10:00 a.m. to 1:00 p.m., limited vehicle access (food vendors will have priority access) on Friday, December 3rd from 1 p.m. to 7:00 p.m. and no vehicle access on Saturday, December 4th 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 3rd from 10:00 a.m.-1:00 p.m. _____

Fri., December 3rd from 1:00 –7:00 p.m. _____ *(I understand that I have limited vehicle access during these times.)*

Sat, December 4th from 6:00 a.m. to 7:30 a.m. _____ *(I understand that I will have no vehicle access on this day.)*

**List of Items that will be distributed.
Nonprofit Groups are NOT ALLOWED TO SELL ANY ITEMS. RAFFLE TICKET SALES AND OTHER FUNDRAISING IS NOT ALLOWED.**

List of Equipment to be Used:

Please list all of the equipment that will be used in your booth. Equipment that is not listed on this application will not be permitted at the Festival.

Payment Methods Accepted:

Mastercard Visa Cash Other _____

Electrical Access is limited and on a first come first serve basis, additional \$60 fee applies.

Electrical power is limited to nonprofit vendors. Vendors need to supply their own power cords (three-prong) to connect to the power boxes. 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.

110 Volt, 20 Amp Supply

ITEM	VOLTAGE	AMPS

Marketing Information:

Cross promoting the event will assist in the marketing of the Festival, which is good for the Festival and you! Please let us know how we can help each other with the marketing.

Blurb about your booth (Could be used for Social Media/Program/Website)

Social Media Information:

Facebook: _____ Website: _____

Instagram: _____ Twitter: _____

Other: _____

What can we list on the website?

Nonprofit Group Name: _____

Business Address: _____

Business Phone Number: _____

Business Website Link: _____

Payment Information

NONPROFIT VENDOR FEES:

- _____ \$125/1 Booth (Before Oct. 31st)
- _____ \$200/2 Booths (Before Oct. 31st)
- _____ \$175/1 Booth (After Oct. 31st)
- _____ \$250/2 Booths (After Oct. 31st)

Multiple booths must register at the same time to receive this pricing. If booths are added on at a later time, then they will have to pay the current single booth price.

Additional (optional):

_____ Electricity at \$60 = \$ _____

VENDOR FEES INCLUDE:

- 10x10 Assigned booth space
- Electricity (Optional for a \$60 fee)
- Inclusion in all social media marketing
- Inclusion in event program and announcements

TOTAL AMOUNT DUE:

\$ _____

Checks payable to: City of La Habra

Please confirm you have received, read, and understand the following by initialing each item:

- Rules and Regulations _____
- COVID-19 Waiver _____
- City of La Habra Liability Waiver _____
- Nonprofit Group Vendor Application Form _____
- Documentation of Nonprofit status, 501(c)3 letter _____

I have read and understand the 2021 La Habra Tamale Festival rules and regulations and La Habra Tamale Festival requirements.

Signature _____ Date _____

Vendor Name: _____ Email: _____

FOR OFFICE USE ONLY:

Completed Application Received: _____ By: _____

Payment Receipt: _____

Returning Vendor: _____ Yes _____ No

Booth Assignment: _____

Notes:

ALL SPACES WILL BE ASSIGNED ON A FIRST COME AND FULLY PAID BASIS