



## Vendor Application

Company Name \_\_\_\_\_ Person Responsible \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Company Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Product Name \_\_\_\_\_

Product (including sale items\*) Description \_\_\_\_\_

Display Description \_\_\_\_\_

Name on Reserved Parking List \_\_\_\_\_

**FACE MASKS REQUIRED FOR THE EVENT.**

*Please check one of the following options (All spaces include 1 10x10' space, 1 table, & 2 chairs)  
(A \$100 refundable security deposit (cash or money order) is required for all spaces):*

\_\_\_\_\_ **\$35: Non-Profit Booth Space:** Ability to distribute program/business information and promotional items or sell approved items.  
Non-Profit ID Number \_\_\_\_\_

\_\_\_\_\_ **\$60: Vendor Space (Non-sale):** Ability to distribute program/business information and promotional items.

\_\_\_\_\_ **\$100: Vendor Space (Sale):** Ability to distribute program/business information and promotional items or sell approved items.  
(City of San Fernando business license required)

**Additional options:** \_\_\_\_\_ **\$75: Rent a 10x10 canopy** \_\_\_\_\_ **\$30: Electricity** Accommodations may be limited and will be determined on a first-come/first-serve basis.

Complete and return form with booth space payment and refundable security deposit by **5pm on Monday, October 18**. Application payment and documents will be submitted to San Fernando Recreation Park (208 Park Avenue) front office. Security deposit must be cash or money order; security deposit will be refunded within 30 days after event. Please contact office to make arrangements to pick up refund. Payments and business license (if required) must be received with application to guarantee space. Additional information is provided on the back page. Initial and sign all required spaces on front and back before submitting application. Please make sure to include your email as additional event logistics will be emailed to you prior to event.

Signature of Exhibitor \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

*For additional questions please contact  
Patty Garcia or Marisol Diaz at 818.898.1290*

***Thank you for joining us!***

# Vendor Information

Please make sure to read each section and initial on left as a sign of confirmation.

## Event Location

San Fernando Recreation Park  
208 Park Avenue, San Fernando CA, 91340

## Event Date & Time

Saturday, October 30<sup>th</sup> 10am—4:00pm

## Vendor Check-In / Set-Up

Early check-in will begin on **Friday, October 29 from 6:00pm to 10:00pm**. There will be a designated check-in table where staff may direct you towards your vendor space location. Set-up must be complete by 9:00am on Saturday, October 30. It is recommended that you drop off materials at your booth during early check-in. There will be two security guards and staff on-site during these hours. The City of San Fernando is not responsible for any damaged or stolen items. You are welcome to stay and participate during the overnight celebration.

## Reserved Parking

Each vendor will be permitted 1 parking space. Parking area directions will be emailed to you prior to event. Please make sure to provide your email on the front page. Reserved parking will secure your parking during street closure hours. Once street closures are open, all public parking will be open.

## Business License

If you are a selling vendor, you must turn in your business license with your application. For cost and purchase information, please visit <https://sanfernando.hdlgov.com/>. Please select the "SPECIAL EVENTS VENDOR" on the drop-down when asked for business type. Applications will not be accepted without license. For questions regarding a business license, please call support at (818) 898-1211.

## Altar Information

The recommended time for altar setup is Friday, October 29<sup>th</sup> at 6:00pm to midnight. You are welcome to stay alongside your altar as a celebration of your loved ones. Please be set up by 9:00am on Saturday, October 30. Upon arrival, check in at the designated check-in area. Staff will then direct you towards the altar space section (spaces are first come first served). If you wish to spend the night alongside your altar, please provide all sleeping materials. Please have all sleeping materials removed by 6:00am. There will be two security guards and staff on-site during these hours. ***The City of San Fernando is not responsible for any damaged or stolen items.***

## Additional Altar Information

Altar spaces are free of charge and filled on a first-come, first-serve basis.

The maximum size of space for altar is 10x10'.

Set-up must be completed by 9:00am on day of the event.

Weights may be used to weigh down altar. Staking to the ground is not permitted.

You may use battery operated candles. No open flames allowed.

You must provide all set-up items.

If you are using a 10x10' canopy, please communicate that to a staff member in advance to ensure space.

## Security Deposit

**A \$100 refundable security deposit must be submitted with application in the following forms only: Cash or money order made payable to The City of San Fernando.** Please contact office to make arrangements to pick up deposit. Security deposits will be returned within 30 days after event. In order to have your security deposit refunded to you, a staff member must initial the following items before your departure on the day of the event, indicating that you have done the following:

- ☐ Arrived on time for set-up.
- ☐ Vendor space was left clean before departure.
- ☐ All rented or borrowed items are returned in the same shape they were given in.
- ☐ Vendor occupied space throughout entire event.

**Filled By (Staff Name):**

\_\_\_\_\_