

City of Inglewood Mayor and Council members presents

Inglewood Celebrates



Market Street Festival

## VENDOR INFORMATION

**DEADLINE: PLEASE RESPOND BY SEPTEMBER 13, 2007**

Dear Friend:

This letter invites your participation as a commercial, arts & crafts and/or food vendor for the City of Inglewood's annual arts street festival.

On **Saturday, October 6, 2007** the City of Inglewood will host the "Inglewood Celebrates the Arts" Market Street Festival, an annual event that celebrates diversity through the presentation of music, dance, arts, crafts and foods of various cultures. The event will take place from 11:00 a.m. – dusk, in beautiful Downtown Inglewood, along Market Street (between Florence Avenue and Hillcrest Boulevard). Live performing artists will be featured throughout the day on three stages and booths of high quality multicultural artists, crafters and food purveyors will line the streets. **The Festival is free and open to the public.**

We are inviting local merchants, crafters and eateries to be part of the Market Street Festival. We are anticipating over 5,000 attendees for this community-wide event and believe this is an excellent opportunity for you to highlight your business.

Interested persons should complete the attached Intent to Participate Form and City of Inglewood Business Tax Registration application (if applicable) and return it to Teresa Estrada, Parks, Recreation and Community Services Department, One Manchester Boulevard, Inglewood, CA 90301, by September 13, 2007.

For additional information, contact the Inglewood Parks, Recreation and Community Services Department Cultural Office at (310) 412-8700.



# "INGLEWOOD CELEBRATES THE ARTS"

## Market Street Festival

Saturday, October 6, 2007 • 11:00 a.m. – Dusk • Market Street (from Florence Avenue to Hillcrest Boulevard)

### FEES

**Commercial or Arts & Crafts Booth** \$ 100.00  
Includes a 10'x10' canopy (no sidewalls).

**Food Booth** \$ 200.00  
Includes a 10'x10' food service canopy, access to a hot and cold sink and electricity.  
Food Vendors must also pay \$158.00 for a temporary event permit from the Los Angeles County Health Department.

**NOTE:** Only Inglewood Waterworks drinking water shall be sold at the Inglewood Celebrates the Arts Market Street Festival. **All vendors are prohibited from selling bottled water other than Inglewood Waterworks drinking water.** By signing and returning the event intent form, vendor agrees to said provision. Vendors wishing to sell drinking water as part of their offerings may contact Erika Bustamante of the Public Works Department at (310) 412-5333 to arrange for the purchase of Inglewood Waterworks drinking water.

**Non-Commercial/Information Only Booth - NO SELLING** \$50.00  
Includes one 6ft. table and two chairs provided within a shared expandable tent. Space size is approx. 5"x10'.

### All vendors must provide their own tables and chairs.

In addition, vendors are required to pay for the necessary permits and licenses to operate. All vendors **must** have a valid City of Inglewood Business Tax Certificate (\$22) and California resale number (where applicable). The Inglewood business tax fee is waived for participants who have a current City of Inglewood Business Tax Certificate. Proof is required.

Space assignments are made by the event planning committee. Priority is given to applications based on the date received.

### DAY OF EVENT INSTRUCTIONS

Participants will receive a confirmation letter, space assignment and day of event instructions, including detailed information regarding loading and unloading, parking and an event map.

### WHO TO CALL

For information regarding Vendor Booths, Entertainment, Classic Car Show or Sponsorship Opportunities, please contact Teresa Estrada or Jarred Stephens at (310) 412-8700.

### CHECKLIST

To participate:

- ✓ Complete the Intent to Participate Form
- ✓ Enclose check or money order for the total amount of the booth rental fee.
- ✓ Complete Business Tax Registration form and include a separate check/money order for the \$22 fee (or proof of current Business Tax Certificate).
- ✓ **FOOD VENDORS ONLY** - Complete Los Angeles County Health Department Temporary Event Permit Application and include cash or money order for the \$158 fee.

Mail Intent to Participate form (and City of Inglewood Business Tax Registration application and health permit license application – if applicable) along with booth rental fee (MADE PAYABLE TO THE CITY OF INGLEWOOD) to Teresa Estrada, Parks, Recreation and Community Services Department, One Manchester Boulevard, Inglewood, CA 90301, fax (310) 412-8792. **DEADLINE: September 13, 2007.**

INTENT TO PARTICIPATE FORM  
**“INGLEWOOD CELEBRATES THE ARTS”**  
**Market Street Festival**

Saturday, October 6, 2007 • 11:00 a.m. – Dusk  
 Downtown Inglewood - Market Street (from Florence Avenue to Hillcrest Boulevard)

**PLEASE RETURN BY September 13, 2007**

Business Name: \_\_\_\_\_  
 (Print name as it should appear on program. Only one name per registered space)

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (email) \_\_\_\_\_

California Resale Number: \_\_\_\_\_ Inglewood Business Tax Certificate# \_\_\_\_\_  
 (Proof of sellers permit required. Please attach copy) (Proof of City of Inglewood Business Tax Certificate required. Please attach copy)

Type of booth: \_\_\_\_\_ FOOD \_\_\_\_\_ ARTS & CRAFTS \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ INFORMATION ONLY

Product Description (Describe in detail the items you will be selling/exhibiting/promoting in the festival): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>RENTAL RESERVATIONS:</b>	<b># Requested</b>	<b>Total</b>
Non-Commercial/Information <b>ONLY</b>	_____ @ \$ 50 each	_____
Arts & Crafts /Commercial	_____ @ \$100 each	_____
Food (requires L.A. County health permit)	_____ @ \$200 each	_____
Business Tax Certificate Fee* (Separate Check Made Payable to the City of Inglewood) @ \$22		_____
L.A. County Health Department Permit Fee* (Cash or Money Order Made Payable to L.A.C.H.D.) @ \$158		_____

<b>AMOUNT ENCLOSED</b>
<b>\$</b>

**PLEASE REFER TO BACK SIDE FOR COMPLETE LIST OF TERMS & CONDITIONS FOR PARTICIPATION**

I have read the terms and conditions set forth in this prospectus and agree to abide by all health and safety rules and regulations. Furthermore, I agree to relieve the City of Inglewood and its employees and agents from liability, expenses, and claims for damages of any nature whatsoever, arising from or connected with this event.

\_\_\_\_\_  
 Signature Title Date

**Mail Intent to Participate form (and City of Inglewood Business Tax Registration application and Temporary Event Health Permit application – if applicable) along with booth rental fee (MADE PAYABLE TO THE CITY OF INGLEWOOD) to Teresa Estrada, Parks, Recreation and Community Services Department, One Manchester Boulevard, Inglewood, CA 90301, fax (310) 412-8792.**

## TERMS & CONDITIONS

1. Submitting an application does NOT guarantee acceptance in the Market Street Festival.
2. Commercial entries may sell products, give away free samples, gather a mailing list or otherwise market your business. Non-Commercial entries may NOT sell products or exchange any money.
3. All vendors MUST have a City of Inglewood Business Tax Certificate. Permits from other cities are NOT valid. Certificate applications are enclosed and must be returned with the \$22 fee made payable to the City of Inglewood. The fee is waived for participants who have a current Inglewood Business Tax Certificate. Proof of business certificate is required.
4. All vendors MUST have a current California Resale Permit.
5. All food vendors must have a temporary event permit from the Los Angeles County Health Department. The Los Angeles County Health Department Temporary Event Permit application and fee must be submitted with intent to participate form.
6. A 10'x10' tent with **no** walls will be provided for Arts & Crafts and Commercial vendors; a 10'x10' tent with enclosures (as required by the L.A. County Health Department) will be provided for food vendors. **You will need to provide all other necessary equipment including tables, table covers and chairs. Non-commercial/information only participants will get a table and two chairs and will be housed under an expandable tent with other participants within this category.**
7. Open flame appliances are not allowed within the tent structure.
8. NO drug or alcohol-related items (t-shirts, buttons, or posters with advertising or slogans) allowed. All work MUST be appropriate for family viewing.
9. Participants will adhere to all Market Street Festival opening and closing times. Booths MUST remain open throughout the Festival hours, from 11 a.m. to approximately 7:00 p.m. (dusk).
10. Participants will conform to all entry and exit procedures.
11. Participants CANNOT move to another location without permission from a Market Street Festival official. All decisions on booth placement are final.
12. Participants must remain within their designated space. Booths MUST conform to size restrictions on all sides and NOT infringe on walkways or neighboring booth spaces.
13. Participants are responsible for their own display. The City of Inglewood, its employees or agents shall NOT be held liable for any lost, damaged or stolen items belonging to the participant.
14. NO pets or other animals of any kind are allowed (except seeing-eye dogs or canine companions).
15. Only one vendor per booth. Sharing a booth is not permissible.
16. ALL alcoholic beverages are prohibited in booths and throughout the entire Festival area.
17. Refunds (less the \$50 cancellation fee) will be made **ONLY** if a request is made in writing before September 21, 2007.
18. Vendors are prohibited from selling bottled water other than Inglewood Waterworks drinking water.

---

### I HAVE ENCLOSED THE FOLLOWING:

- \_\_\_\_ 1. Completed Intent to Participate Form
- \_\_\_\_ 2. A check or money order for the total amount of the booth rental fee.
- \_\_\_\_ 3. Completed Business Tax Registration form and a separate check/money order for the \$22 fee (or proof of current business tax certificate).
- \_\_\_\_ 4. **FOOD VENDORS ONLY** - Completed L.A. County Health Department Temporary Event Permit application and a separate money order (or cash) for the \$158 fee.
  - I understand that deposit of moneys does not constitute acceptance. If not accepted, a full refund will be issued.
  - I have read and will comply with all the rules and regulations regarding this festival.
  - I fully realize that neither the City of Inglewood nor its employees or agents, in any way, assume responsibility for or is liable for any injury to any person or loss or damage to property before, during or after this Festival.
  - I understand that if any of the requested fees are not included with this application, it will be returned to me and not processed until properly completed.
  - I will remain open during the hours as indicated at the top of this form.

---

Date

---

Participant's Signature *(Required)*