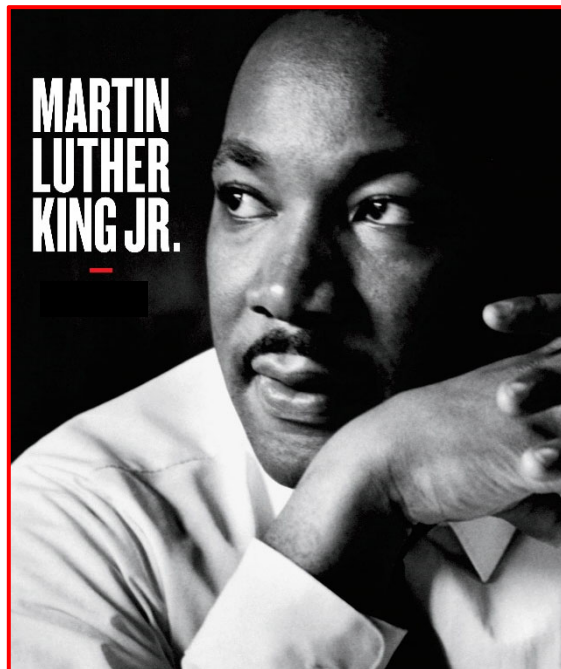


CITY OF INGLEWOOD
**37th ANNUAL DR. MARTIN LUTHER KING JR.
CELEBRATION**



VENDOR INFORMATION

DEADLINE: PLEASE RESPOND BY DECEMBER 12, 2019

Dear Friend:

This letter invites your participation as a commercial/arts & crafts, information and/or job fair vendor for the City of Inglewood's 37th annual Dr. Martin Luther King Jr. Celebration.

On **Saturday, January 18, 2020**, the City of Inglewood will host the 37th annual Dr. Martin Luther King Jr. Celebration, an annual event that celebrates the life and legacy of the late leader. The event includes a commemorative service and parade followed by a street festival. The festival will take place from 11:00 a.m. – 5:00 p.m. on Market Street – from Florence Avenue to Hillcrest Boulevard – in downtown Inglewood. **The Festival is free and open to the public.**

Interested persons should complete the attached Intent to Participate Form and City of Inglewood Business Tax Registration application (if applicable) and return it to:

ATTN: Teresa Estrada
Parks, Recreation and Community Services Department
One Manchester Boulevard
Inglewood, CA 90301

Complete and return by December 12, 2019. For additional information, contact the Inglewood Parks, Recreation and Community Services Department at (310) 412-8750.



Dr. Martin Luther King Jr. Celebration

Saturday, January 18, 2020 • 11:00 a.m. – 5:00 p.m.

Market Street – from Florence Avenue to Hillcrest Boulevard – in downtown Inglewood

FEES

Job/Resource Fair

\$50.00

Includes one 6ft. table and two chairs provided within a shared expandable tent. Space size is approx. 5'x10'.

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'.

Commercial or Arts & Crafts Booth

\$ 150.00

Includes a 10'x10' canopy (no sidewalls).

All Commercial/Arts & Crafts 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 (\$26) 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.

CHECKLIST

To participate:

- ✓ Complete the Intent to Participate Form
- ✓ Enclose a money order for the total amount of the booth rental fee.
- ✓ Complete Business Tax Registration form and include a separate money order for the \$26 fee (or proof of current Business Tax Certificate).

Mail Intent to Participate form and City of Inglewood Business Tax Registration application, along with booth rental fee (MADE PAYABLE TO THE CITY OF INGLEWOOD) to:

ATTN: Teresa Estrada

Parks, Recreation and Community Services Department

One Manchester Boulevard

Inglewood, CA 90301

APPLICATION SUBMISSION DEADLINE: December 12, 2019

INTENT TO PARTICIPATE FORM

37th Annual Dr. Martin Luther King Jr. Celebration

Saturday, January 18, 2020 • 11:00 a.m. – 5:00 p.m.

Market Street – from Florence Avenue to Hillcrest Boulevard – in downtown Inglewood

PLEASE RETURN BY December 12, 2019

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

Contact Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ 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: _____ JOB/RESOURCE FAIR _____ INFORMATION ONLY _____ ARTS & CRAFTS

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

RENTAL RESERVATIONS:	# Requested	Total
Job/Resource Information ONLY	_____ @ \$ 50 each	_____
Non-Commercial/Information ONLY	_____ @ \$ 50 each	_____
Arts & Crafts /Commercial	_____ @ \$ 150 each	_____
Business Tax Certificate Fee* (Separate money order made Payable to the City of Inglewood) @ \$26 _____		

AMOUNT ENCLOSED
\$

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, 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.

TERMS & CONDITIONS

1. Submitting an application does NOT guarantee acceptance in the Dr. Martin Luther King Jr. Celebration.
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 \$26 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. A 10'x10' tent with no walls will be provided for Arts & Crafts and Commercial vendors; **You will need to provide all other necessary equipment including tables, table covers and chairs. Non-commercial/information only and job/resource fair participants will get a table and two chairs and will be housed under an expandable tent with other participants within this category.**
6. Open flame appliances are not allowed within the tent structure.
7. NO drug or alcohol-related items (t-shirts, buttons, or posters with advertising or slogans) allowed. All work MUST be appropriate for family viewing.
8. Participants will adhere to all Festival opening and closing times. Booths MUST remain open throughout the Festival hours, from 11:00 a.m. to 5:00 p.m.
9. Participants will conform to all entry and exit procedures.
10. Participants CANNOT move to another location without permission from a festival official. All decisions on booth placement are final.
11. 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.
12. 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.
13. NO pets or other animals of any kind are allowed (except seeing-eye dogs or canine companions).
14. Only one vendor per booth. Sharing a booth is not permissible.
15. ALL alcoholic beverages are prohibited in booths and throughout the entire festival area.
16. Refunds (less the \$50 cancellation fee) will be made ONLY if a request is made in writing before December 16, 2019.

I HAVE ENCLOSED THE FOLLOWING:

- 1. Completed Intent to Participate Form
- 2. A money order for the total amount of the booth rental fee.
- 3. Completed Business Tax Registration form and a separate money order for the \$26 fee (or proof of current business tax certificate).
 - ✓ 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)