



2013 California Lemon Festival in Goleta - Vendor Application
Saturday, September 28, 2013 (10am - 6pm) & Sunday, September 29, 2013 (10am - 5pm)
Girsh Park, Goleta

Thank you for your interest in becoming a vendor for the 2013 California Lemon Festival in Goleta. Please read through the following information, complete the attached booth registration form, and submit the form, payment and any necessary attachments prior to **August 15th, 2013**, to be considered for this year's Festival.

BOOTH TYPES:

- **Arts & Crafts Booth** - sell a vendor handcrafted product but not a food item
- **Commercial Booth** - sell a product other than vendor handcrafted
- **Non Profit Booth** - promote a non-profit organization
- **Trade Show Booth** - promote your business
- **Political Booth** - promote a candidate, ballot initiative or public policy action
- *All vendors except for Food Booth Vendors should use this application for consideration in the Festival.*

APPLICATION PROCESS:

- Complete attached registration form, sign at the bottom and attach payment.
- If you need electricity, please include the \$50 electricity fee in your payment.
- Make checks payable to "California Lemon Festival."
- Attach any necessary descriptions or photos of your booth set-up.
- **Registration & payment deadline: August 15th, 2013**

Proof of Liability Insurance Coverage

- All vendors must provide evidence of current liability insurance coverage in the amount of \$1,000,000 naming the Goleta Valley Chamber of Commerce and the California Lemon Festival in Goleta as additional insureds. A certificate of insurance must be included with registration form.
- If unable to provide proof of insurance, the Lemon Festival can obtain insurance for you for an additional cost of \$60. Please indicate insurance need on registration form.

FEES for 10' x 10' SPACE:

Arts & Crafts: \$215 per space (before 8/15/13), \$265 after (space permitting)

Commercial Booth: \$750 per space

Trade Show Booth: \$750 per space

Political Booth: \$400 per space

Non-Profit Booth: \$300 per space

Electricity Fee \$50 for use of electricity both days

Sales are not guaranteed. Fees are not refundable if the Festival cannot occur for any reason. Cancellations before September 6, 2013 will be refunded less a \$50 administrative fee.

GUIDELINES:

- Promotional materials and the decorative theme of vendor tables should embrace the spirit of the Festival.
- Booth must be staffed during all festival hours.
- Booths will be grouped by category.
- Political display tables:
 - Must have signs clearly stating the name, address and phone number of the organization. No literature may be distributed outside of the booth
 - No inflammatory material will be permitted. (Judgment of the Festival Committee will prevail.)
 - Voter registration is allowed but no petition signatures may be collected.
- All booth holders must bring their own canopy. Arts & Crafts must bring their own tables & chairs. All other booths will be provided with one 8' table and 2 chairs. All vendors will be provided with one yellow tablecloth if desired. Vendors may bring additional tables, chairs, tents, etc., as needed, but the 10x10 space limit will be enforced.

SECURITY DETAILS:

Overnight security will be provided on Friday and Saturday nights, but each vendor is responsible for their own display. The Festival is not responsible for loss or damage to any vendor, their equipment, inventory and/or materials. Winds sometimes come up overnight, so vendors should secure their equipment.

FESTIVAL TIMELINE

- **August 15:** Registration and payment deadline
- **September 3:** Vendors will be notified if their application has been accepted/declined.
- **September 27:** Booth set-up will begin at 3:00pm.
- **September 28:** *All vendors must be completely set-up by 9:00am.* Vehicles will not be allowed to enter the Festival grounds after 7:45am and must be removed by 9am. Vendors arriving after 7:45am must go to the vendor parking and walk supplies/equipment into Festival grounds. Festival begins at 10:00am and ends at 6:00pm. Vendors should leave booth area clean. No vehicles will be allowed to enter the grounds until 6:30pm.
- **September 29:** Festival begins 10:00am and ends at 5:00pm. Vendors should not begin take down of booth until after 5:00pm. No vehicles will be allowed to enter the grounds before 5:30pm. Each vendor area is to be left clean and trash free at the end of the Festival.

