



**CITY OF DIAMOND BAR  
GAME/CRAFT VENDOR APPLICATION**



Winter Snow Fest

Saturday, January 20, 2018

Pantera Park from 9:00am-3:00pm

Applications are available for non-profit organizations only with valid 501(c)3

**ORGANIZATION INFORMATION**

Organization:		Contact Person:	
Address:	City:	Zip:	
Home Phone:	Cell Phone:	E-Mail:	

**REQUIREMENTS - DUE BY FRIDAY, DECEMBER 1, 2017**

Space is limited. Priority will be given to Diamond Bar based organizations. Applications will be accepted until deadline or until all spaces are full. Limit 3 booths per organization.

**All organizations must provide the following documents:**

- Completed application
- Certificate of General Liability Insurance—\$1,000,000 per occurrence
- Additional Insured Endorsement - The additional insured Endorsement must contain the following recital: City of Diamond Bar, its officials, employees and agents as additionally insured.
- 501(c)3—Proof of non-profit status (Issued from IRS)
- Articles of Incorporation with State of California seal

Failure to provide all the required documents to the City of Diamond Bar on above due date may result in cancellation of acceptance to participate in the event .

**WINTER SNOW FEST INFORMATION**

**Day of Event Procedures:** Booth operators may arrive and check in anytime between 7:30am and 8:30am. Booths must be ready for operation by 9am and stay operation until 3pm. Upon arrival please check in with City Staff to verify game/craft location.

The space will consist of the following equipment:

- (1) 10x10 canopy - shared
- (1) 6ft table per game
- (2) chairs.
- All game or crafts supplies needed.

Your game or craft will be assigned to you and an e-mail prior to the event will be sent with your game or craft Information. Space is limited and Diamond Bar Based organizations will have first priority. Organizations are limited to 3 game or craft booths of any combination.

## RULES AND REGULATIONS

- Submittal of completed application does not constitute acceptance into the event by the City. Priority will be given to Diamond Bar based organizations. To qualify as a local non-profit organization, the organization shall have a minimum membership of 60% Diamond Bar residents. A membership roster will be needed to verify priority prior to the December 1 deadline.
- Vendors may provide information about their organization at their designated table space. Please only handout or discuss organizational information if participant inquires. Walking the grounds to sell merchandise or handout fliers is strictly prohibited.
- Vendors may provide organizational signage to hang at table - **no tape allowed on canopies.**
- Each vendor is responsible for organization's own equipment and merchandise. The City of Diamond Bar will not be liable for any lost, stolen, or misplaced merchandise or equipment at the event.
- Game and Craft booth operators will receive a portion of the proceeds from the wristband and game/craft card sales.
- We recommend 2-3 volunteers to operate at your game/craft booth. For youth organizations, at least one adult over the age of 21 needs to be present at all times. Please do not leave your area unattended. City staff will monitor every 30 minutes to ensure your constant participation.
- Parking is on your own. Shuttles will operate around the surround neighborhood starting at 8:30am.
- Additional information will be provided prior to the event with game/ craft assignments and frequently asked questions.
- If you feel that you need additional information, or have further questions, please feel free to schedule a personal one on one meeting prior to December 1, 2017.

Failure to comply with any of the above listed rules and regulations may result in immediate forfeit of participation in said event. In addition, it may forfeit your organization's opportunity to participate in future events based on City staff's recommendations.

**As the representative from my organization I have read and understand all the rules and regulations included in this "Food Vendor Application" and I agree to comply with the conditions set forth and share this information with the rest of my organization.**

Name (Print):

Signature:

Title:

Date:

GAME BOOTH

CRAFT BOOTH

**APPLICATION DEADLINE: FRIDAY, DECEMBER 1, 2017**

Applications will be accepted in person, mail, e-mail or fax at:

Diamond Bar City Hall

Attention: Andrea Nino

21810 Copley Drive, Diamond Bar CA 91765

Office: 909.839.7073 / Fax: 909.348.8316

E-Mail: ANino@DiamondBarCA.Gov

BOOTH FEE: \$50 (Per Game or Craft)

Check

Credit Card - See credit card authorization form

Cash