



CITY OF DIAMOND BAR INFORMATION BOOTH APPLICATION

30th City Birthday Party
Saturday, April 13, 2019
Pantera Park from 11:00am-5:00pm

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, MARCH 1, 2019

Applications will be accepted until deadline or until all spaces are full.

All organizations must provide the following documents (all together):

- 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 .

CITY BIRTHDAY PARTY INFORMATION

Day of Event Procedures: Booth operators may arrive and check in anytime between 9am and 10:30am. Booths must be ready for operation by 11am and stay operation until 5pm. Upon arrival please check in with City Staff to verify booth location.

The space will consist of the following equipment:

- (1) 10x10 canopy
- (2) 6ft tables
- (2) chairs

Your booth space will be assigned to you. An e-mail prior to the event will be sent with additional information regarding your booth.

RULES AND REGULATIONS

- Vendors may provide organizational signage to hang at their booth space- **no tape allowed on canopies.**
- All information/ equipment must be passed out and set-up within your 10x10 booth space.
- 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.
- Each organization will received 1 parking space for loading and unloading. In addition, shuttles will operate around the surrounding neighborhood starting at 10am.
- Additional information will be provided prior to the event with a confirmation and frequently asked questions handout.
- Pleas note that there is no wifi at the park. In addition, there is no electricity, and no outside generators are allowed.
- 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 March 1, 2019 (not mandatory).

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 "Information Booth 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:

INFORMATION BOOTH

OF BOOTHS

APPLICATION DEADLINE: FRIDAY, MARCH 1, 2019

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

FEE: \$100.00 (Per Booth)

Check

Credit Card - See credit card authorization form

Cash