



August 14, 2019

RE: Halloween Party 2019

Dear Pet Vendor,

The City of Diamond Bar is once again proud to host Halloween Party! This is a wonderful opportunity for the residents of Diamond Bar and surrounding communities to have a scare-free, tail-wagging good time for pups and people! This event will take place at Pantera Park (738 Pantera Drive), on Saturday, October 26 from 9 a.m. to 12 p.m.

Dog Activities: doggie games, photo backdrop, costume contest

Kiddie Activities: games (recommended for ages 2-8), craft area, face painter, and photo backdrop.

The City would like to invite you to take part in this exciting event by offering your pet-related products, services, or information to the community. The City will provide each vendor with two tables (6ft) and two chairs, space will vary depending on your need. A large canopy will be provided to cover all vending spaces. In order to participate for free, vendors must provide dog treats for pups and candy for kids to "trick or treat" through the vendor fair. In addition to the free treats, vendors must have products to sell or information about services, and signage for their assigned space. If you are interested in participating, please complete and submit the attached application by October 4 at 4:30 p.m.

Please feel free to contact me with any further questions, at 909.839.7073 or awilliams@DiamondBarCA.Gov

Sincerely,

A handwritten signature in black ink, appearing to read "Andee Williams".

Andee Williams
Recreation Supervisor

Carol Herrera
Mayor

Steve Tye
Mayor Pro Tem

Andrew Chou
Council Member

Ruth M. Low
Council Member

Nancy A. Lyons
Council Member



HALLOWEEN PARTY

FOR PUPS AND KIDS

VENDOR APPLICATION

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

Vendor tables will be located on the basketball courts under one large tent adjacent to the dog park. No wifi or electricity provided.

The City will provide - free:

- (2) 6ft tables (covered and skirted)
- (2) Chairs

Vendor will provide:

- Free treats to pass out to dogs.
- Free candy to pass out to children.
- Products to sell or information about pet related services.
- Signage for assigned space.

In order to participate for free, vendor must provide dog treats for canines and candy for kids to trick or treat through the vendor fair.

Please list items to be sold or information to be distributed (brief):

October 26, 2019

9 a.m. to 12 p.m.



Pantera Park

738 Pantera Drive

Diamond Bar, CA

91765



For Pet Products

& Services Only

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

Diamond Bar City Hall

Attention: Andee Williams

21810 Copley Drive, Diamond Bar CA 91765

Office: 909.839.7067

E-Mail: awilliams@DiamondBarCA.Gov

**Application
Deadline:**

October 4, 2019