



Winter Snow Fest

Saturday, December 7, 2019



Pantera Park from 8:00am - 2:00pm

INFORMATION BOOTH APPLICATION

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

ORGANIZATION INFORMATION

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

APPLICATION – DUE FRIDAY, OCTOBER 25, 2019

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

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 7:00am and 7:30am. Booths must be ready for operation by 8am and stay in operation until 2pm. Upon arrival please check in with City Staff to verify booth location.

The booth will consist of a 10x10 SPACE ONLY. No additional equipment will be provided. Organizations are responsible for bringing any and all equipment needed. All canopies/umbrellas must be weighted down.

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 booth 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.
- Each organization will receive one parking space for loading and unloading. In addition, shuttles will operate around the surrounding neighborhood starting at 7:30am.
- Please note that there is no wifi at the park. In addition, there is no electricity, and no outside generators are allowed.
- Additional information will be provided prior to the event with 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 November 15, 2019.

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 – APPLICATION DEADLINE: FRIDAY, OCTOBER 25, 2019
BOOTH FEE: \$25 PER BOOTH**

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

Diamond Bar City Hall - 21810 Copley Drive, Diamond Bar CA 91765

Attention: Winter Snow Fest

Office: 909.839.7067

E-Mail: AWilliams@DiamondBarCA.Gov

CASH

CHECK

CREDIT CARD

For Credit Card please contact awilliams@diamondbarca.gov or 909.839.7067 for payment options.

Please be advised that a 2.5% convenience fee will apply for all credit/debit payments. The fee will be collected by a third-party vendor named Card Connect.