



Winter Snow Fest

Saturday, December 4, 2021



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

CRAFT FAIR/ INFORMATION BOOTH APPLICATION

VENDOR INFORMATION

Name of Vendor(s):

Address:

City:

Zip:

Cell Phone:

E-Mail:

APPLICATION – DUE FRIDAY, NOVEMBER 5, 2021

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

Description of craft or information items to be sold or handed out:

CRAFT FAIR AND INFORMATION BOOTH INFORMATION

- **Day of Event Procedures:** Booth operators may arrive and check in anytime between 6:30am 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 craft/ information booth location. One vehicle per booth will be allowed to drive on the field to drop off equipment. Vehicle must park on the street after drop off.
- **Confirmation Email:** You will be notified the week of November 18, 2021 with booth assignment and additional information.
- **Liability Waiver:** A City of Diamond Bar Liability Waiver (attached) is required to be signed by each vendor and turned in with the application.
- Failure to include complete information with your application may forfeit your entry.
- Event may be modified or cancelled per Los Angeles County Health Department guidelines found at <http://publichealth.lacounty.gov/media/Coronavirus>. Vendors are required to comply with all current guidelines at the time of the event.
- **Cancellations** - All cancellations must be received by Monday, November 8, 2021 for a full refund. No exceptions.

FREQUENTLY ASKED QUESTIONS

Q: How much is the booth?

A: Each booth will cost \$25.

Q: How big is the booth space?

A: Each booth space is 8' x 8'.

Q: Can I buy more than one booth?

A: No, you can only buy one booth per vendor.

Q: Does the booth come with tables and chairs?

A: No, the booth does not come with tables and chairs. Each vendor is responsible for their own tables and chairs.

Q: How are booths assigned?

A: Booths are assigned in order in which we receive the application. Example... application #1 is assigned to space #1 and so forth.

Q: Are we allowed to hang a banner or have signage?

A: Yes, as long as it is kept in your designated area.

Q: Who attends the event and how many people?

A: This event is open to the public. This event has anywhere from 1500-4000 people attend this event.

Q: Will carts be available for setup and tear down?

A: No, carts are not available for vendors. All vendors are responsible for setting up and tearing down their booth.

Q: Will electricity be provided?

A: No, electricity will not be provided.

Q: Are vehicles allowed to drive on the grass for drop off?

A: Yes, one vehicle per booth is allowed to drive on the grass and drop off equipment.

Q: Are vehicles allowed to drive on the grass to pick up?

A: No, vehicles are not allowed on the field after conclusion of the event.

As the vendor I have read and understand all the rules and regulations included in this "Craft/ Information Vendor Application" and I agree to comply with the conditions set forth.

Name (Print):

Signature:

Title:

Date:

INFORMATION – APPLICATION DEADLINE: FRIDAY, NOVEMBER 5, 2021

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: 909.839.7076

E-Mail: RValderrama@DiamondBarCA.Gov

CASH

CHECK

CREDIT CARD

For Credit Card please contact rvalderrama@diamondbarca.gov or 909.839.7076 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.