



Saturday, October 27th
8:00am—4:00pm

Vendor Application

Company Name _____ Person Responsible _____

Address _____ City _____ State _____ Zip Code _____

Company Phone _____ Cell _____ Fax _____

Email _____ Product Name _____

Product (including sale items*) Description _____

Display Description _____

Name on Reserved Parking List _____

Please check one of the following options (All spaces include 1 10x10' space, 1 table, 1 reserved parking, & 2 chairs)
(A \$100 refundable security deposit is required for all spaces):

_____ **\$35: Non-Profit Booth Space:** Ability to distribute program/business information and promotional items or sell approved items.
Non-Profit ID Number _____

_____ **\$60: Vendor Space (Non-sale):** Ability to distribute program/business information and promotional items.

_____ **\$100: Vendor Space (Sale):** Ability to distribute program/business information and promotional items or sell approved items.
(City of San Fernando business license required)

Additional options: _____ **\$75: Rent a 10x10 canopy** _____ **\$30: Electricity**

Complete and return form with booth space payment and refundable security deposit prior to **Monday, October 8th**. Application payment and documents will be submitted to San Fernando Recreation Park (208 Park Avenue). Security deposit must be cash or money order and is available to be picked up from the San Fernando Recreation Front Office from November 5th to November 30th. Payments and business license (if required) must be received with application to guarantee space. Additional information is provided on the back page. Initial and sign all required spaces on front and back before submitting application. Please make sure to include your email as additional event logistics will be emailed to you prior to event.

Signature of Exhibitor _____

Print Name _____ Date _____

For additional questions please contact
Virginia Diediker or Jeanette Sandoval at 818.898.1290

Thank you for joining us!

Vendor Information

Please make sure to read each section and initial on left as a sign of confirmation.

Event Location

San Fernando Recreation Park
208 Park Avenue, San Fernando CA, 91340

Event Date & Time

Saturday, October 27th
8:00am—4:00pm

Vendor Check-In / Set-Up

Check-in will be from 12:00am—5:00am on October 27th. There will be a designated check-in table where staff will direct you towards your vendor space location. You will not be allowed to set up after 5:00am. (There will be two security guards and staff on-site during these hours.) The City of San Fernando is not responsible for any damaged or stolen items.

Altar Check-In

The recommended time for altars to be set up is from 12:00am to 5:00am on October 27th. If you are not able to set up between these hours, please make arrangements to be set up at least one hour before the start of the event. Upon arrival, check in at the designated check-in area. Staff will then direct you towards the altar space section (spaces are first come first served). There will be two security guards and staff on-site during these hours. The City of San Fernando is not responsible for any damaged or stolen items.

Altar Information / Rules

Altar spaces are free of charge and filled on a first-come, first-serve basis.

The maximum size of space for altar is 10x10’.

Set-up must be completed by 7:00am on day of the event.

Weights may be used to weigh down altar. Staking to the ground is not permitted.

You may use battery operated candles. No open flames allowed.

You must provide all set-up items.

If you are using a 10x10’ canopy, please communicate that to a staff member in advance to ensure space.

Drop-off Zone

Drop-off zone is available for vendors and altar set-ups. This zone is located behind the Recreation Park Gymnasium. If you are interested in utilizing the drop-off area, you must communicate with the parking attendant located at the reserved parking area / closure and wait for approval to enter the area. Limited space is available. If there is no space at the time, you must wait until permitted. Please provide your own dolly. Drop-off zone may only be used for a maximum of **10 minutes** per car.

Reserved Parking

Each vendor will be permitted 1 parking space. Parking area directions will be emailed to you prior to event.

Please make sure to provide your email on the front page. Reserved parking will secure your parking during street closure hours (approximately 5:30am—11:30am). Once street closures are open, all public parking will be open.

Business License

If you are a selling vendor, you must turn in your business license with your application. The cost of the license is \$12 and may be purchased online at <https://sanfernando.hdlgov.com/>. Please select the “SPECIAL EVENTS VENDOR” on the drop-down when asked for business type. Applications will not be accepted without license. For questions regarding a business license, please call support at (818) 898-1211.

Security Deposit

A \$100 refundable security deposit must be submitted with application in the following forms only: Cash or Money Order. You may pick up security deposit from the **Recreation Park Front Office from November 5th to November 30th**. In order to have your security deposit refunded to you, a staff member must initial the following items before your departure on the day of the event, indicating that you have done the following:

Arrived on time for set-up.

Vendor space was left clean before departure.

All rented or borrowed items are returned in the same shape they were given in.

Vendor occupied space throughout entire event.

Security Deposit Refunded on _____ (Date)
By _____ (Print Staff Member Name)

Filled By (Staff Name): _____