

# Walnut Family Festival

## BUSINESS EXPO BOOTH APPLICATION

BOOTH #

**SATURDAY, OCTOBER 12, 2019**  
**SUZANNE PARK · 625 SUZANNE ROAD**

- Commercial or Resale Items are Permitted.
- **All Applications must include payment (payable to City of Walnut) and must be signed and filled out completely or they will not be processed and will be returned.**

**Mail Applications To:** Walnut Family Festival P.O. Box 682, Walnut, CA 91788-0682.

**Questions?** Call the Walnut Community Services Department at 909-598-5605

PLEASE PRINT LEGIBLY:

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Contact's Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel: (Day) \_\_\_\_\_ (Eve.) \_\_\_\_\_ Cell: \_\_\_\_\_

**DEADLINE FOR ALL APPLICATIONS IS THURSDAY, SEPTEMBER 5, 2019**

*(If space is available, any applications received after September 5 will be subject to a \$25 late fee.)*

*(Deadline for refund requests is Thursday, September 19, 2019. Refunds requests must be made directly to the City of Walnut.)*

**EARLY REGISTRATION DISCOUNT:**

Deduct \$20 per application if paid and submitted by 5:00 pm, **THURSDAY, JUNE 13, 2019.**

**PROVIDE A DETAILED LIST of ALL ITEM(S) TO BE SOLD/ADVERTISED** *(Please note sale of food items, water, beverages, live animals, insects or reptiles is prohibited):* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Is your product/material heavy?**     Yes     No    **(Please check one)**

# of BOOTHS	BOOTH SPACE ONLY	COST per BOOTH	AMOUNT
	10 x 12 - Walnut Business <i>(Must Be Located Within City Boundaries = North of Valley Blvd., East of Nogales, South of Amar Rd. and West of Spadra Landfill)</i>	\$ 100.00	
	10 x 12 - Non Resident (Outside City Boundaries)	\$ 120.00	
<b>RENTALS:    OPTIONAL ITEMS (Additional Costs Apply)</b>			
	Canopy (10' x 10')	\$ 100.00	
	Table with 2 Chairs (Table size is: 6' x 30")	\$ 35.00	
An Award will be given to the VENDOR with the BEST BOOTH PRESENTATION.		<b>LESS DISCOUNT</b>	
		<b>TOTAL DUE</b>	

**Make Your Booth Attractive and Fun!** The best way to attract people to your booth is to have a game or other contest in which they can participate. Spin the wheel for a free sample of your product or some candy, guess the number of beans in a jar for a free coupon, toss rings around some mini-cones and get a discount coupon. You get the idea.

**YOU MUST SIGN THE BACK OF THIS PAGE TO  
 COMPLETE YOUR APPLICATION**

**YOU MUST READ AND SIGN THE TERMS AND CONDITIONS BELOW TO COMPLETE YOUR APPLICATION**

**Application General Information & Event Participation Terms and Conditions:**

1. Set-up will be on Friday, October 11 from 4:00 pm until 8:00 pm.

\* **IMPORTANT:** There will be no cars allowed in the grass vendor area of the Festival. Vendors with heavy material will be located near the Suzanne Park parking lot and will have an assigned parking space in this lot as close to their booth as possible. All vendors will be required to carry-in their items. City staff and volunteers will be on hand to assist vendors as needed with this process. Your patience and understanding is appreciated.

2. Overnight security will be patrolling the park.
3. Booth spaces will be located in the Park. You will be on grass. Booth participants must supply their own canopies (sunshade), tables, chairs and any other set-up materials unless you have listed and paid for the rental of these items when you submitted your application to the City of Walnut. No additional rental equipment will be available the day of the Festival. Canopies must be secured by guide ropes or tie downs. Please note that in case of rain, many canopies accumulate water in the roof and may collapse under the weight of the water if left unattended.
4. Booth spaces will be 10' x 12' unless you paid for more than one booth. Booth space will be assigned according to the order in which the applications were received with consideration to avoiding placement near similar products when possible.
5. The majority of vendor parking will be provided in parking lots next to Suzanne Park or on Suzanne Road (north of Marcon Dr.). On Saturday, access to the church parking lot will be from Gartel Drive to Marcon Drive (no vehicle access via Suzanne Road). Please present your parking permit to the staff member and he/she will direct you to the correct parking lot.
6. You will be provided with a confirmation letter with your booth assignments, Festival map and two parking passes at least two weeks prior to the event. If you require an additional parking passes, please contact the City (parking is limited).
7. Participants are asked to be in their booths from 9:00 am to 5:00 pm.
8. Tear-down may begin at 4:30 pm on Saturday.

\* **Important:** There will be no cars allowed in the grass vendor area after the Festival concludes. All vendors will be required to carry-out their items. City staff and volunteers will be on hand to assist vendors as needed with this process. Your patience and understanding is appreciated.

9. There will be a "Best Booth Presentation" award for the best decorated booth. Use your imagination to pick a fun theme or use the Fall Festival theme of "Celebrating Family." The winner will receive one free booth registration for Family Festival 2020!
10. Please note: NO AMPLIFIED MUSIC and the sale of food items, water, beverages, live animals, insects or reptiles is prohibited.

**Please Read Entire Application Terms and Conditions Below Before Signing:**

I have carefully read the City of Walnut Family Festival Business Expo Application and understand that if my application is approved, I accept the terms and conditions of participating in the Family Festival and set forth in this application. I understand that by signing this application, I am personally responsible for all supplies, materials and equipment I bring to the Walnut Family Festival and that during my participation in the Walnut Family Festival I shall indemnify, defend, and hold harmless the City, its officers, employees, volunteers and agents ("indemnities"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of my participation in the Walnut Family Festival, including the City's active or passive negligence, except for such loss or damage arising from the sole negligence or willful misconduct of the City. I am aware that this is a release of all liability and sign it on my own free will as an individual or as an authorized representative of the group participating in the Walnut Family Festival.

**Initial and Sign the Statement Below:**

\_\_\_\_\_ I accept the terms and conditions of this application. I understand that by signing this application,  
(Initial) I am personally responsible for compliance with all terms of this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Initials: \_\_\_\_\_

Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Credit Card: \_\_\_\_\_ Copy To Chair: \_\_\_\_\_



43<sup>rd</sup> Annual  
**Walnut Family Festival**  
Saturday, October 12, 2019  
Held at Suzanne Park (625 Suzanne Rd., Walnut)

**Business Expo Booth**

Enclosed you will find a Business Expo booth space application. Please consider joining us by returning the application in the enclosed envelope at your earliest convenience. Please carefully read the Event Participation Terms and Conditions outlined in the application on in this letter.

The Walnut Family Festival originally began in 1977 when residents, businesses, and friends of the City of Walnut began to get together to inform Walnut residents about the commercial aspects the City offered, as well as the many services available in Walnut. The Festival includes a parade, live continuous entertainment, food court, children's game area, and numerous booths representing businesses, crafters, and non-profit organizations.

The Festival celebrates all that is Walnut by encouraging as many organizations to become involved in bringing community awareness to its residents. There is an estimated 2,000 people in attendance each year. This annual community event is planned by a volunteer committee of local residents.

**Event Participation Information and Terms and Conditions**

1. The deadline for applications is Thursday, September 5, 2019. (A \$20 discount applies if the application is received in the office no later than Thursday, June 13, 2019.)
2. All applications must be completely filled out and signed or they will not be processed and will be returned.
3. The deadline to request a refund is Thursday, September 19, 2019.
4. Festival booth hours on Saturday, October 12 are 9:00 am to 5:00 pm.
5. Set-up will be on Friday, October 11 from 4:00 pm until 8:00 pm.
  - \* **IMPORTANT:** There will be no cars allowed in the grass vendor area of the Festival. Vendors with heavy material will be located near the Suzanne Park parking lot and will have an assigned parking space in this lot as close to their booth as possible. All vendors will be required to carry-in their items. City staff and volunteers will be on hand to assist vendors as needed with this process. Your patience and understanding is appreciated.
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Walnut, CA 91788-0682  
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