

*Temecula Sister City Association  
presents*



TEMECULA SISTER CITY ASSOCIATION

Temecula ★ Daisen

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2009

# MARKET VENDOR APPLICATION

Application Deadline:  
Friday, May 1<sup>st</sup> at 5pm

# GENERAL INFORMATION

The Temecula Sister City Association invites local businesses and non-profit organizations to apply to participate in the 2009 Children's Matsuri.

**Event Date & Time:** Saturday, June 6, 2009, 11am-6pm

**Event Location:** The Old Town Community Theater & Children's Museum back parking lots, Theater and Museum at 42051 Main Street in Old Town Temecula

**Application Deadline:** Friday, May 1, 2009 at 5:00pm

**Vendor Booth Size:** 10' x 10' outdoor space, one 6 foot table and two chairs provided  
Per each space paid for, vendor/non-profit organization may set up a '10x'10 canopy and sidewalls. Additional equipment not to exceed the specified space size.

**Mail Completed Application to:** Temecula Sister City Association, P.O. Box 904, Temecula, CA 92593; be sure to fill out the "Vendor Checklist".

**Fees:** All vendor space fees are due with the application. The following types of payment are accepted: check, money order, or cashiers check. Checks should be made payable to: Temecula Sister City Association

Vendor Space Fees	
<b>Business</b> Vendor booth size – 10' x 10' space (1 six foot table and 2 chairs provided)	\$75
<b>Non-Profit Organization</b> booth size – 10' x 10' space (1 six foot table and 2 chairs provided)	\$50

## VENDOR INFORMATION AND REQUIREMENTS:

- Anticipated attendance: 5,000+.
- Volunteers will be present to direct vendors to their assigned area for set-up beginning at 8am. All Vendors must be completely set up by 1030am.
- All vendors must be set-up in their assigned area by 1030am on Saturday, June 6, 2009, and remain set-up and in place until 530pm. Do not breakdown before 530pm.
- Market items for must be of good quality and non food related.. A selection committee will review all applications to determine the appropriateness for this event.
- Summary of items to be sold is required.
- **All required certificates (copies) must be submitted with the completed application.**

**\*\*\*\*Keep this page for your records\*\*\*\***

## **VENDOR INFORMATION AND REQUIREMENTS CONTINUED:**

- All vendors should provide a banner, if possible to identify their booth.
- Banners and signage shall only indicate the name of your business or organization.
- Vendors can distribute flyers, business cards or other materials to spectators within their vendor booth area.
- All entries will be reviewed by a committee. Temecula Sister City Association reserves the right to deny access to any vendor that does not satisfy these guidelines.
- **In order for the vendor application to be processed, applications must be completed and all items on the VENDOR CHECKLIST must be enclosed.**
- The Children's Matsuri will also include live entertainment, crafts, games, demonstrations, indoor entertainment and much more.
- For additional vendor information, please call (951) 750-1088.

## **VENDORS MUST SUPPLY ALL OF THE FOLLOWING WITH THEIR APPLICATION:**

- **Copy of Business License**
- **Copy of State Board of Equalization Seller's Permit (excluding Non-Profit organizations)**
- **Liability Waivers** for all individuals working in your booth during the event

*The intent of these guidelines is to establish rules to enable the Temecula Sister City Association to implement a successful and safe event that can be enjoyed by spectators and participants.*

**APPLICATIONS SUBMITTED ARE NOT GUARANTEED A POSITION.  
ALL ENTRIES WILL BE REVIEWED BY A COMMITTEE BEFORE BEING APPROVED.**

**\*\*\*\*Keep this page for your records\*\*\*\***

# LIABILITY WAIVER



I recognize and understand that officials, volunteers, and members of the Temecula Sister City Association will not accept any responsibility for restaurant and cooking items or personal property left or lost at the Children's Matsuri.

I realize every precaution is taken to eliminate any injuries or hazard and a competent supervisor is present; however, in the event of any injury, I hereby waive, release, defend and hold harmless from any liability for damages for personal injury including accidental death, as well as from claims for property damage which may arise in connection with the above named activity, against the supervisor, the City of Temecula, Temecula Sister City Association, its officers, agents, employees, and volunteers. I further permit the use of activity/event photography and/or video for media promotion.

Participants Name: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature of Parent/Guardian if participant is a minor)

**EVERY PARTICIPANT OR GUARDIAN OF A MINOR PARTICIPANT IN THE FOOD VENDOR AREA MUST SIGN A WAIVER AND RETURN IT TO THE TEMECULA SISTER CITY ASSOCIATION BEFORE TAKING PART AS A FOOD VENDOR. LARGE GROUPS MAY MAKE COPIES FOR DISTRIBUTION.**

For more information, or to return a completed entry form, please contact:

Temecula Sister City Association

P.O. Box 904,

Temecula, CA 92593

Phone: (951) 750-1088

Fax: (951) 750-1088

**CHILDREN'S MATSURI**  
**MARKET VENDOR APPLICATION**  
 (Space is limited, mail today)

Organization Name \_\_\_\_\_

Booth Operator Name \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

California State Board of Equalization Permit # \_\_\_\_\_

State or Federal Non-profit I.D. # \_\_\_\_\_

Please provide a summary of your items for sale:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of 10' X 10' spaces requesting: \_\_\_\_\_

**SPACE FEE:**

Market Vendor Options	Fee	Quantity	Total
<b>Business</b> Vendor booth size – 10' x 10' space (1 six foot table and 2 chairs provided)	\$75 <input type="checkbox"/>		
<b>Non-Profit Organization</b> booth size – 10' x 10' space (1 six foot table and 2 chairs provided)	\$50 <input type="checkbox"/>		
	<b>TOTAL</b>		

**Make Checks Payable to "Temecula Sister City Association"**  
**Application Deadline: Friday, May 1<sup>st</sup> at 5pm!**

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**For Committee Use Only:**

Date Received \_\_\_\_\_ Accepted \_\_\_\_\_ Denied \_\_\_\_\_  
 Fees Paid \_\_\_\_\_ Space # \_\_\_\_\_  
 Notes: \_\_\_\_\_

**\*\*\*\*Please complete the VENDOR CHECKLIST\*\*\*\***

## VENDOR CHECKLIST

THIS FORM MUST BE COMPLETED AND TURNED IN WITH APPLICATION

- Completed Vendor Application**
- Payment**
- Copy of State Board of Equalization Seller's Permit** – (909) 680-6400  
(Required from all vendors, excluding non-profit organizations)
- Copy of Business License** (Required from all vendors, excluding non-profit organizations)
- Summary of vendor items** – list of items your organization will sell (Required from all vendors)
- Liability Waivers** for all individuals working that day

*All items listed above must be included with vendor application in order to be considered as a vendor for the Children's Matsuri. By signing below you are verifying that you have included all required items.*

**X** \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Potential Vendor