

2020 Wistaria Festival Application



Please write legibly. All information must be complete for your application to be processed.

Artist or Business Name _____
Name of Representative _____
Mailing Address _____
City _____ State _____ Zip _____
Phone _____ Cell _____
Email _____
Website _____

Select a category that best represents your work:

NON FOOD VENDORS

- | | |
|---|---|
| <input type="checkbox"/> Ceramics/Pottery | <input type="checkbox"/> Crafts |
| <input type="checkbox"/> Garden | <input type="checkbox"/> Culinary/Food (Pre-Packaged) |
| <input type="checkbox"/> Textiles | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Fine Art | <input type="checkbox"/> Silver |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Beaded |
| <input type="checkbox"/> Watercolor | <input type="checkbox"/> Gem |
| <input type="checkbox"/> Sculpture | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other Category : _____ |

Description of all items for sale:

Special Requests (No guarantees)

FOOD VENDORS:

Pre-packaged MUST PAY AN ADDITIONAL \$80 LA COUNTY PERMIT AND PROCESSING FEE

Prepared On-Site: MUST PAY AN ADDITIONAL \$100 LA COUNTY PERMIT AND PROCESSING FEE

FOOD TRUCKS WITH LA COUNTY PERMITS DO NOT HAVE TO PAY THE ADDITIONAL \$100, HOWEVER, YOU MUST ALSO COMPLETE THE APPLICATION FORM AND INCLUDE A COPY OF YOUR LA COUNTY ISSUED PERMIT.

ALL FOOD VENDORS WHOSE APPLICATIONS ARE RECEIVED AFTER FEBRUARY 22, 2020 MUST INCLUDE A \$50 EXPEDITED PROCESSING FEE PAYABLE TO LA COUNTY.

All Food Vendors must submit completed LA County DEPARTMENT OF ENVIRONMENTAL HEALTH SERVICES TEMPORARY FOOD FACILITY APPLICATION.

<http://www.publichealth.lacounty.gov/eh/docs/Events/FoodFacilityApp.pdf>

REGISTER EARLY AND SAVE BIG!

BOOTH FEES - \$300.00 Per 10 x 10 space for applications/payments received BEFORE January 1, 2020
\$350.00 Per 10 x 10 space for applications/payments received January 2 – March 1, 2020
\$400.00 Per 10 x 10 space for applications/payments received March 2 – March 10, 2020
\$450.00 Per 10 x 10 space for ALL applications received AFTER MARCH 10TH including day of the event. Price includes \$50 FOR ADMINISTRATION & PUBLIC SAFETY

MAKE CHECKS FOR BOOTH FEES PAYABLE TO: SIERRA MADRE CHAMBER OF COMMERCE

Payment Information

- Check
- Money Order
- Credit Card Authorization: (Please note that there will be a \$5.00 service fee for all credit card transactions)
Name As it Appears on Credit Card: _____
Credit Card # _____ CVC Security Code: _____
Expiration Date _____
Billing Address: _____ Billing Zip Code _____
Signature of Cardholder (Authorization for Card to be Charged) _____

X _____

Terms & Conditions- Please Read Carefully

The Sierra Madre Chamber of Commerce staff and representatives reserve the right to jury any item based on quality, uniqueness and product mix. Acceptance into the event does not constitute exclusivity.

1. An Exhibitor may be removed from the event if he or she attempts to sell items other than what was juried and accepted into the show based on photographs submitted at time of application. Exhibitor understands that the Sierra Madre Chamber of Commerce also reserves the right to remove any works that do not meet the standards set forth in the Exhibitors Information & Requirements.
2. Sierra Madre Chamber of Commerce reserves the right to refuse booth space to inappropriate or controversial Exhibitors, and to remove any participant any time before or during the event who presents a threat to public safety or commonly accepted rules of decency.
3. Participants must sell from their designated space; no moving around to another location without written permission from Sierra Madre Chamber of Commerce staff or their representatives.
4. Exhibitors are responsible for set-up and tear down of their own displays. All Exhibitors must clean area before leaving at the end of the event. **SET UP TIME IS BETWEEN 6:00 AM and 8:00AM ONLY**
5. Participants must comply with all local and state fire codes.
6. Booths must conform to size restrictions on all sides and not infringe on walkways or neighboring booth spaces (unless prior written permission has been obtained).
7. Exhibitor will cooperate in any way necessary to provide a safe and enjoyable event for festival goers as well as fellow Exhibitors.
8. Sierra Madre Chamber of Commerce in association with local businesses shall have no liability for damage of property belonging to Exhibitors, guests or works of art before, during or after the festival. Neither Sierra Madre Chamber of Commerce, City of Sierra Madre, and/or sponsors or agents and/or their representatives or any member or employee of the event is responsible for any injury, loss or damage caused by any exhibitor, his/her employee or property. The Exhibitor, upon execution of this contract, expressly releases the forgoing names, parties, individuals, and employees from any and all claims for such loss, damage, or injury.
9. Refunds will be made only if a written request is received no less than two weeks prior to the event. Only booth fees will be refunded. No refunds or rain checks will be given due to bad weather, acts of terrorism, or force majeure.
10. Sierra Madre Chamber of Commerce does not provide tables, chairs, electrical cords, or lights to vendors in any booth.
11. Electricity is not guaranteed to be available to every participant. Although we try to provide electricity to Exhibitors that request it, it is the responsibility of the Exhibitor to be sure they have their own source of electrical power.
12. Exhibitor agrees to allow Sierra Madre Chamber of Commerce and its representative's use of any photos and other promotional materials taken during the Wistaria Festival for purposes of promoting the Wistaria Festival this year and for future years.
13. Exhibitor agrees to allow Sierra Madre Chamber of Commerce and its representatives to release name, telephone number, email, and website addresses to the public for sales and promotion of the event.
14. The Sierra Madre Chamber of Commerce reserves the right to revise these regulations and/or terminate this agreement at its sole discretion.
15. Exhibitor agrees to all terms and conditions set forth in Terms & Conditions, requirements set forth of the Exhibitor Information & Requirements, and have read and understand the Jury Criteria Form.

Signature _____ Date _____

Mail the completed application to: **Sierra Madre Chamber of Commerce**
80 W Sierra Madre Blvd., No. 405, Sierra Madre, CA 91024 (626) 355-5111 www.SierraMadreChamber.com
Visit us on Facebook at: Sierra Madre Wistaria Festival

For office use only
Booth # _____
Ck/Mo/CC _____
Date Received _____



2020 SIERRA MADRE WISTARIA FESTIVAL ARTS & CRAFTS FAIRE

Exhibitor Information & Requirements

The Sierra Madre Chamber of Commerce invites you to apply to participate in the Wistaria Festival's Arts & Crafts Faire held on March 22nd, 2020. Each year thousands of people visit our village for this heavily publicized Festival, which includes the opportunity to view the 120-year old Wistaria Vine, certified by the Guinness Book of World Records as the World's Largest Blossoming Plant. During the Festival, downtown streets will be turned into an arts and crafts faire, with more than 200 artisans and food vendors displaying original works--clothing, jewelry, paintings, garden art, textiles, and other gift items. Along with our Sierra Madre boutiques and shops, other attractions during the Wistaria Festival include a children's play area, live musical acts performing at multiple outdoor venues, and special food offerings and al fresco dining offered by local restaurants and non-profit organizations.

Application & Registration Checklist

- Completed Application form. Please read the application and sign the terms & conditions page. Incomplete applications may delay the processing of your application.
- Application Fees – **See Above**; **INCLUDES a \$50 non-refundable admin. fee and public safety fee.** Credit Card Payments are also accepted. Please see application for payment information.
- Food Vendors Only:** Please submit a completed LA County Temporary Food Facility Permit Application <http://www.publichealth.lacounty.gov/eh/docs/Events/FoodFacilityApp.pdf>

Booth Assignments & Special Requests

Booth assignments will be mailed prior to the festival. Although the festival committee provides a place for special requests on the participant application, we cannot guarantee accommodation of special requests. Every effort will be made to honor requests for booth location and special events. **No changes** can be made once your booth has been assigned.

Festival Check-In

The 2020 Wistaria Festival is being held on Sunday, March 22, 2020. Check-in time will be from 6:00 am to 8:00 am. The festival hours are 9am to 5pm. No vendor or other traffic will be allowed in the exhibit area after 8am or before 5pm. **Vendors who are not off the street by 5pm will be billed and additional public safety fee of \$100 per hour or fraction thereof.**

Terms of Booth Set-Up

- The Wistaria Festival is held outdoors on two paved streets.
- A slight slope is an inherent condition of both streets used for the festival.
- All booths are 10'x10' squares, will share one common wall with another booth and will back up to the curb.
- Booths must be accessible to customers on at least one side.
- **NO BOOTH MAY BE CONSTRUCTED IN A MANNER WHICH CREATES A VISUALLY SOLID WALL ON THE SIDEWALK SIDE OF THE BOOTH. ONLY displays that do not obstruct a clear view of a Sierra Madre storefront are acceptable.**
- Non-compliance of these requirements is grounds for removal from the Wistaria Festival and can put the Exhibitor at risk of being barred from future events.
- Use of canopies or exhibit tents are recommended but not required.