



**Saturday, September 26, 2015  
10:00am - 4:00pm**

## **D o w n t o w n F u l l e r t o n**

The Founders Day Fair provides an opportunity for artisans, merchants, businesses and service organizations to offer their unique products and services in a fun and festive atmosphere. The Founders Day Fair includes a variety of features including: prepared food, arts and crafts, jewelry, novelty and gift items, live entertainment and kids' activities.

**Please read this GUIDE in its entirety prior to submitting an application!**

## **PARTICIPATION GUIDELINES**

### **Space Activity**

Activities of participating vendors must not disrupt or interfere with the operation of the event, or participating vendors. If a situation is deemed disruptive to the event operation, the Event Planner will remove vendor at any time during the event.

The use of the rental space shall be limited to "Permitted Use" (the sale of approved items). Tenant shall not operate the premises for any illegal use or prohibited use. Examples of illegal use include selling, storing or transporting illicit drugs, drug related paraphernalia or other contraband, violation of any law or ordinance, or commission of a waste or nuisance on or about the premises. As used in this paragraph, "prohibited use" shall be defined to mean sale of pornography or items depicting sex in any medium including but not limited to film, DVD, print material or statues and figurines, the sale of swords, knives or weapons of any kind and the sale of alcohol. Tenant shall at all times operate business in compliance with all applicable regulations and requirements of all county, municipal, state, federal and other governmental law or regulations in effect during the term of this agreement.

**Vendors agree to participate for the entire time of the event from 10:00 am – 4:00 pm. If a vendor vacates their space prior to the 4:00 pm closing time or leaves their space unattended for a long period of time, that vendor will be prohibited from future participation in the event.**

### **Food Vendor**

#### **Deposit:**

Each FOOD vendor must include an additional \$50.00 security deposit with their application. To receive your security deposit refund in full, vendors must follow all policies and procedures, completely clean

their booth area and dispose of all debris in the appropriate receptacles in the back of the Plaza, prior to **CHECKING OUT WITH THE EVENT STAFF**

### **RAIN OR SHINE!**

The Founders Day Parade is a rain or shine event. **Vendors should not assume the event is cancelled.** In the event of a natural disaster, extreme weather, or unexpected circumstance the Fair staff will notify vendors of event postponement or cancellation.

### **Vendor Entrance & Arrival**

NOTE: The vendors will be located in downtown Fullerton on Wilshire Avenue, one block east of Harbor Boulevard. Take the 91 freeway to the HARBOR & LEMON exit. Exit north to Fullerton. If traveling North on Harbor turn right onto COMMONWEALTH AVE. If traveling North on Lemon turn left onto COMMONWEALTH AVE and make a right on LEMON AVE.

**All vendors must check in at Wilshire and Lemon Ave. NO EXCEPTIONS. This is the Vendor check-In area.**

Free parking is available in the Wilshire Parking Structure. To get to the parking structure, turn east on to Amerige from Harbor Blvd. then turn left into the first driveway.

- Vendors must enter from Lemon and Wilshire Avenue.
- Vendors may arrive for set-up between 7:30 a.m. - 9:00 a.m.
- Vendors arriving after 9:15 a.m. must enter at the parking structure and walk items to their vendor space.
- **All vehicles must be removed from the Plaza area by 9:00 a.m.**
- All vendors must be **ready to sell their product no later than 10:00 am**; vendors who are **not set-up by this time will pay a \$15.00 LATE FEE**

### **Set-Up**

Staff will direct you to your space upon arrival to the event. ALL VENDORS WILL FIND OUT THEIR SPOT ASSIGNMENTS ON THE **DAY OF THE EVENT** AT CHECK-IN.

When arriving to your space, off-load your vehicle directly in front of your space and then go park in the Wilshire Parking Structure (free parking). **Please set-up your space AFTER parking your vehicle.**

### **Display Specifications**

Spaces are 10' x 10' and located throughout the Plaza and Wilshire Ave.

Your set-up may not obstruct fire lanes (beyond 2' in front of or 2' behind booth).

Sound amplification at your space is not permitted.

### **Flyers, Banners, Signs & More**

Do not post any materials, i.e. signs or banners, on trees, pillars, walls etc. Materials can only be posted in vendor area on tables or canopies. Do not pass out stickers of any kind. Do not pass out or use chalk.

### **Equipment**

Vendor is responsible for providing all equipment necessary for their space operation including: tables, chairs, lights, canopy, extension cords, etc. **EQUIPMENT is NOT provided by the Founders Day Fair.**

### **Electricity & Lighting Policy**

Electricity is available for lighting only.

- Each vendor must supply their own lighting.
- The use of low watt fluorescent lighting is encouraged.
- Every 10' x 10' space has approximately 100 watts maximum capacity with two plugs.
- **You may NOT plug in multiple outlet adapters (i.e. electrical strips).**
- If you wish to use electricity for your space, it **must be approved** with the Event Manager **prior** to the event.

### **Closing Procedures**

The Founders Day Fair is officially closed at 4:00 pm. **Tear down and vacating of your space may not begin prior to this time. Cars will not be allowed to enter the event until 4:45pm and/or when the event area has been cleared.**

No vendor will be permitted to tear down until the official close of the event. You must dismantle your space completely prior to bringing your vehicle back into the site.

**Vendors ONLY have until 6:00 pm to clean their space and vacate the area. If a vendor is not vacated by 6:00 pm, a \$50.00 late fee may be assessed to cover the cost of staff.**

## **APPLICATION PROCEDURE**

**Complete & submit an application - be sure to submit photos or samples!**

Business must submit a copy of their business license and non-profit organizations must submit proof of non-profit status.

### **Enclose Payment:**

Enclose a \$75 fee (Craft/Business), \$65 fee (non-profit) and make a check payable to **"City of Fullerton"**.

Food Vendors Enclose a \$110 fee and additional \$50 deposit check payable to **"City of Fullerton"**

### **Where to Submit Your Application:**

Mail To: Founders Day Fair  
c/o Fullerton Museum Center  
301 N. Pomona Avenue  
Fullerton, CA 92832

### **Application Deadline**

**Friday, September 11, 2015, 5:00 pm**

**\*APPLICANTS WILL BE NOTIFIED IF THEY ARE ACCEPTED BY TUESDAY, September 15, 2015**

### **Not Permitted:**

Drive-up and stand-by applicants are not permitted.

If you have any further questions regarding the application process for the Founders Day Fair, please call the Special Events office at 714-738-3338.

*Thank you!*



Saturday, September 26, 2015  
10:00am - 4:00pm

## Vendor Application

(Complete both sides of application)

NAME (CONTACT PERSON): \_\_\_\_\_

COMPANY NAME/ORGANIZATION: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

### 2 TYPE OF PARTICIPATION (mark one only)

\_\_\_\_\_ Craft/Business Vendor - **please enclose \$75 participation fee**

\_\_\_\_\_ Non-profit Vendor – **please enclose \$65 participation fee**

\_\_\_\_\_ Pre-packaged/cart/cold/On-site prepared/hot FOOD vendor – **\$110 Participation Fee + \$50 deposit**

**(Includes electricity, an additional health permit fee may apply)**

3 Seller's Permit Number: \_\_\_\_\_

4 **PRODUCT DESCRIPTION:** (Describe product you plan to sell or hand out under the scope of your license; please attach pictures and/or samples. FOOD VENDORS must submit a menu with prices and pictures of food booth set-up)

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5 All booth spaces are outdoors. This is a rain or shine event. **No refunds.**

6 Each food vendor must include a \$50.00 security deposit with their application. To receive your security deposit refund in full, vendors must completely clean their booth area and dispose of all debris in the appropriate receptacles in the back of the Plaza prior to CHECKING OUT WITH EVENT STAFF.

**7** FOUNDERS DAY FAIR 10 a.m. – 4:00 p.m. (Located in Downtown Fullerton on Wilshire Ave. between Harbor Blvd. and Pomona Ave.). Vendors must provide their own fire code approved canopy, tables, chairs, lights, extension cords, and any other supplies necessary for their booth operation.

## **8 INDEMNIFICATION CLAUSE**

(ADDENDUM TO Vendor Application)

\_\_\_\_\_ agrees to defend, indemnify, and hold harmless the City of Fullerton,  
(name of organization)

its officers, agents, employees, and volunteers, from all loss, cost, and expense arising out of any liability, or claim of liability, for personal injury, bodily injury to persons, contractual liability, and damage to property sustained, or claimed to have been sustained, arising out of the activities of \_\_\_\_\_, or those of any of its officers,

(name of organization)

agents, or employees, whether such act is authorized by this agreement or not; and \_\_\_\_\_ shall  
(name of organization)

pay for any and all damage to the property of the City of Fullerton, or loss or theft of such property, done or caused by such persons. The City of Fullerton assumes no responsibility whatsoever for any property placed on the premises.

\_\_\_\_\_ further agrees to waive all rights of subrogation against the City of Fullerton. The provisions  
(name of organization)

of this agreement do not apply to any damage or loss caused solely by the negligence of the City of Fullerton, or any of its agents or employees.

\_\_\_\_\_  
**SIGNATURE OF OWNER OR LEGAL REPRESENTATIVE OF ORGANIZATION**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PLEASE PRINT NAME AND TITLE**

**9 WHAT TO MAIL BACK:** Remove this page from packet (retain the Packet Information for your reference). Enclose appropriate fees with completed application, photos or samples, business license (if applicable), proof of non-profit status (if applicable) and menus (applies to food vendors only):

Founders Day Fair  
c/o Fullerton Museum Center  
301 N. Pomona Avenue  
Fullerton, CA 92832

**Make checks payable to "City of Fullerton."**

If you have any questions, please call the Special Events Office at (714) 738-3338.

## **10 SIGNATURE OF AGREEMENT:**

The applicant Vendor (VENDOR) is an authorized agent of the group submitting this application and is 21 years of age or older, has read the VENDOR GUIDE & APPLICATION, and accepts responsibility for information contained in said GUIDE & APPLICATION. VENDOR understands that failure to comply with PARTICIPATION GUIDELINES as specified in the GUIDE & APPLICATION may result in removal from the event and/or denial of participation in the future. The City of Fullerton reserves the right to refuse any application without recourse.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Office Use Only**

Date Received:

Time:

Initials: