



City of Pico Rivera
Department of Parks and Recreation
Special Events Division

VENDOR HANDBOOK

“Creating Entrepreneur Opportunities”

ACTIVITY CLASSIFICATION

ARTS AND CRAFTS—HANDMADE BY APPLICANT

Crafter and artists shall be permitted, subject to juried selection, to display and sell original items, which they have personally created. To be considered for Arts & Crafts category, the applicant (not employees or designees), must hand-make 75% of the items.

CHARITABLE ORGANIZATIONS

Organizations raising funds during City Special Events shall have a non-profit status. Verification and identification number is required and must be provided upon submission of the application. In addition, monies generated by the sales or solicitation excluding direct material costs, shall go to the non-profit group. City reserves the right to request a full audit from the non-profit organization, at any time. City Limits participation of charity organizations.

ENTERTAINMENT

All entertainers, including but not limited to, roaming performers must submit an application for consideration. Performers are subject to regulations applicable to sound levels, presentation, solicitation of money, and program content. All entertainers will be viewed and subject to management's discretion.

EXHIBITORS

ALL businesses selling or promoting services not immediately deliverable from their booths are considered to be an exhibitor. This includes but not limited to financial services, construction services, mobile phone service, and data acquisition contests, etc. If the booth is to be used primarily for promotional or marketing purposes it is classified as an exhibitor. A limited number of high-quality, re-sale merchants will be approved to participate subject to management's discretion.

FARMERS

Items considered to fit into this category are fruits, vegetables, herbs, flowers, nuts, honey, etc. All farmers must have a current certificate naming exact products on current liability insurance.

FOOD CONCESSIONS

Applicants selling food items must be in compliance with the Los Angeles County Department of Environmental Health Services and the County of Los Angeles Fire Department prior to submitting an application. It is the responsibility of individual food vendors to become familiar with and adhere to all regulations and standards in accordance with the above entities requirements.

Food vendors MUST place a drop cloth within the booth area and in any outlying areas used by the vendor. Food vendors must remove all grease, food remnants, boxes and trash from the vendor area. Vendors properly dispose of trash generated inside designated trash bins. Failure to completely haul away all items or leaving dirty water, grease, spills, etc., on the grounds will result in penalties and or fines, applied to the responsible party.

RESALE—NOT HANDMADE BY APPLICANT

If items to be sold by artists and crafters are less than 75% hand-crafted by the applicant, (not employees or designees), it is considered resale. This excludes vendors falling under the exhibitor category. A limited number of high-quality, re-sale merchants will be approved to participate at the management's discretion.

**THANK YOU FOR CHOOSING
THE CITY OF PICO RIVERA
AS YOU VENDOR VENUE!**

GENERAL INFORMATION

IMPORTANT NUMBERS:

STATE BOARD OF EQUALIZATION
(RE-SALE NUMBER OR TAX ID#)
(800)400-7115
WWW.BOE.CA.GOV

LOS ANGELES COUNTY
DEPARTMENT OF ENVIRONMENTAL HEALTH SERVICE
(FOOD HANDLERS PERMIT)
(323)780-2272

CITY OF PICO RIVERA
DEPARTMENT OF PARKS AND RECREATION
(SPECIAL EVENT COORDINATOR)
(562)801-4430
ELEE@PICO-RIVERA.ORG
WWW.CI.PICO-RIVERA.CA.US

APPLICATIONS

The Pico Rivera festivals are a juried event with limited space. We encourage any crafter, exhibitor, food vendor and non-profit organization who wishes to participate to fill out our application.

SUBMISSION & APPROVAL

The City of Pico Rivera shall have full discretion concerning the use of City facilities and sites for activities. The City of Pico Rivera will make every attempt to process an application as soon as possible. Processing time is saved by fully completing the application, sending pictures and payments with application as indicated. Merchandise for sale must be reviewed and approved by the City of Pico Rivera Management before the application is accepted. **Applicants must send in at least two (2) photographs of their product and one (1) photograph of booth display.** Applicants will be notified two (2) weeks of receiving the application. All fees and photographs must be submitted with a completed application to be considered.

NOTE

Only approved items listed on application may be sold or displayed.

FEES

Fees vary by event, see vendor application for event participation fee.

- Please make check and money order payable to: City of Pico Rivera
- Cash payments may be made by walk in at our Recreation Department Office located at 6767 Passons, Boulevard, Pico Rivera, CA 90660
- There is a \$35 service charge on all returned checks.
- Fees are subject to change.

PARTICIPATION

No part of this agreement is transferable to another party, including but limited to space, sharing space with another entity other than the one named herein, etc.

INCLEMENT WEATHER POLICY/REFUND POLICY

1. If the City of Pico Rivera cancels an event, all vendors will be issued a credit towards the next City special event. Refunds will be processed if requested by vendor and returned to the contact person and contact address. Please allow 4-6 weeks for a refund check.
2. If vendor cancels on their own, no credit or refunds will be granted.
3. If vendor is a no show: no credit or refund will be granted.

BOOTH CRITERIA

Presentation and Display—Boxes and storage items shall not be in public view. Vendors must present an attractive display, including the use of floor-length table drapes, using the same color and material. Drapes must be hemmed, and long enough to cover any items stored underneath your table display case. Spaces and surrounding area must be kept clean during and after the event. Non-compliance may result in disqualification and forfeiture of any fees paid. When any booth covering or canopy is used, it must be an “E-Z Up” - type canopy in clean working condition. Canopy must be properly weighted down by weights and or stakes. All signs must be professionally or computer printed. No handwritten, weathered, tattered or otherwise aesthetically uncoordinated signs are allowed. Activities or sales that are deemed not appropriate, or do not coincide with City standards shall be discontinued from participation.

GENERAL INFORMATION

SPACE LOCATION

Space numbers are marked accordingly. Standard space size is 10' x 10'. Participants must stay within their assigned spaces. The midway, sidewalk, streets, planters, fire lanes and grass areas must be clear at all times.

SPACE ASSIGNMENT

Vendors will be informed of their assigned spaces by mail, e-mail, and/or phone call. City reserves the right to relocate vendors and reassign spaces at City's discretion. Your space assignment may not allow you to sell from booth sides. If you wish to sell off the side of your space, please request and we will do our best to accommodate you.

LOAD IN

Vehicles will not be allowed onto city grounds. No exceptions. A citation or warning will be distributed to any car violating this rule. Vendors will be allowed into these spaces three (3) hours prior to event time for set up. We recommend you bring a dolly to assist you with your hand carried items.

LOAD OUT

Sales will conclude at the designated event end time. Vendors must then pack their merchandise for load out. No vehicles will be allowed onto park grounds due to public safety concerns. Items must be hand carried.

ELECTRICAL REQUIREMENTS

No electrical requirements will be granted without written request from vendor. Specific guidelines have been established for special event electrical facilities due to "overload" circuits. The City is under no obligation to provide power, water or any other equipment to participants. Pre-approved vendors are restricted to 120 watts. Pre-approved vendors may choose from the following options:

- A) One (1), 96 inch fluorescent fixture or Two (2), 48 inch fluorescent fixtures
- B) One (1), 100-watt incandescent light; or Two (2), 60-watt incandescent lights, or Three (3), 40-watt incandescent lights.

Additional fees may apply.

EQUIPMENT REQUIREMENTS

Pre-approved vendors are required to bring a 100 ft. heavy duty extension cord in order to access electricity. Any power bars and extension cords used by vendors must be firmly taped down (with industrial tape) parallel to the cord, for the entire length of the cord, to avoid danger to pedestrians. It is the responsibility of each vendor to tape down and maintain the power cords, power bars and all other equipment in a manner that will ensure the safety of all who attend and participate in the event. Repeated warnings to tape down cords for the allotted electricity will result in loss of electrical use. Battery powered camping lanterns may be used, but the use of all types of fuel-powered lanterns is prohibited.

PERMITS

Participants must comply with all City, County, and State permit requirements. Food vendors must comply with County of Los Angeles Department of Environmental Health permits.

HANDOUTS

Distribution-Vendors and groups are responsible for picking up any litter generated by the distribution of handouts. There shall be no posting of handbills or stickers on trees, buildings, vehicles, or other objects or structures within the event proximity. Stickers or other items that may be used to deface city property are prohibited from being distributed to attendees.

GENERAL INFORMATION

INSURANCE / INDEMNIFICATION

- **Indemnify**-All applicants must agree to indemnify and hold harmless the City of Pico Rivera, employees etc. from any and all losses incurred or to be incurred as a result of participants actions.
- **Liability Insurance and Workers Compensation**-All food vendors and attraction contractors must maintain General Liability in the amount of \$1 million and list the City of Pico Rivera as additionally insured. Vendors with employees attending city event must supply city with a copy of workers compensation insurance covering dates of participation. Forms will be verified prior to event date.
- **Additional Insured**-General Liability with additional insured and Workers Compensation certificates needs to read:

Mailing Address:
City of Pico Rivera
6768 Passons Boulevard
Pico Rivera, CA 90660

Event Address:
(Must indicate event address)

LOSSES/DAMAGES

Damage/Vandalism- The City is not responsible for theft or damage to property.

SPECIAL EVENT POLICIES AND PROCEDURES

All Participants shall Comply with all City Policies and procedures. Non-compliance, including offensive conduct, may result in immediate revocation of and rejection from City participant and forfeiture of fees, City reserves the right to refuse admittance, services, terminate vendor/booth exhibitor/sponsor participation without notice and require entities whose admittance to the event is terminated to cease operation immediately and vacate location.

PROHIBITED CONDUCT/ACTIVITIES AND PROCEDURES

Conduct- Participants are expected to conduct themselves in a manner that shall not interfere with the goals and purpose of City Special Events and shall not harass, follow or intimidate City Special Event Visitors.

Noise- Bullhorns, load speakers or any other means of sound amplification are prohibited.

Harassment- Vendors shall not interfere, either verbally or physically, with the activities of other City Special event participants. All questions and/or complaints should be directed to City staff.

PROHIBITED ITEMS AT SPECAIL EVENTS

Prohibited Merchandise- Participants may not sell merchandise of an adult nature, alcohol, or drug paraphernalia. Merchandise sold shall not imply, suggest or support any type of activity listed above. Should merchandise of this type be displayed, vendor will be asked to remove it immediately. If it continues to be displayed, vendor will immediately be suspended from the event without refund or credit.

Licensed/Trademark Items- Vendors selling or transferring of items for sale during this event will not transfer or permit for resale items that do not bear a registered trademark, without the written approval of the registered agency and its companies. In the event that a vendor is caught selling illegal items, City management, and the City of Pico Rivera will not be held responsible for actions of the vendor and the vendor will immediately be suspended from the event without refund of fees paid.

Alcoholic Beverages- Alcoholic beverages may not be sold or consumed during the event.

Rules Changes- Policies and Procedures are subject to change with out notice.