

*"68th Annual Long Beach Greek Festival & Cultural Event
Assumption of the Blessed Virgin Mary
Greek Orthodox Church
5761 E. Colorado Street
Long Beach, CA 90814
(562) 494-8929*

"Festival's Policy and Procedure Contract Agreement"

June 2, 2017

Dear Vendor,

It's that time of year again ... So, mark your calendars and get ready for Assumption's Long Beach Greek Festival & Cultural Event 2017!!! We are offering you an opportunity to secure a non-food vendor booth for this year's event. The Festival will be held on the church grounds at the Assumption of the Blessed Virgin Mary, 5761 E Colorado, Long Beach, **September 2nd, 3rd & 4th 2017**, from 12:00pm (noon) to 9:00pm each night.

Please read all vendor rules as our policies and procedures for they have changed, before submitting your application. No person has the authority to vary or change any rules unless it is in writing, agreed to by "The Long Beach Greek Festival Management Team" and attached to the vendor's application on file with the festival's Chairperson.

ALL PAYMENTS AND REQUIRED INFORMATION MUST BE INCLUDED WITH **APPLICATION**, and is due by **JULY 15, 2017 TO QUALIFY**; if you cancel after August 15th all fees will be forfeited.

THE ONLY FORMS OF PAYMENT ACCEPTED ARE: **Cashier's Check and Money Order**. Please make checks out to **Assumption of the Blessed Virgin Mary Greek Orthodox Church**.

Applications

All vendors interested in participation in the Greek Festival must submit a complete application, full payment and all other documentation required. Vendors will be considered for booth space assignment only after "The Greek Festival Management Team" has received, reviewed and approved a complete application.

Descriptions of all items you intend to sell must be attached. This includes all previous vendors. Please attach pictures of the items you plan to sell and attach them to the descriptions list. Photographs will not be returned.

Payment in full and all required information must be provided with application for the approval process. If your application is not approved you will be refunded.

Operating Hours Vendors must be ready and open for business during the hours of the Festival:

Saturday, September 3, 2016 – Noon to 9:00 pm.

Sunday, September 4, 2016 – Noon to 9:00 pm.

Monday, September 5, 2016 – Noon to 9:00 pm C

Check In/Set-Up/Tear Down/Loan-Out/Booth Space

Vendors **must** check-in at the Gate Entrance with a security guard to receive their booth space assignments. Festival staff will direct them to their correct location and oversee set-up. Vendors not arriving and checking – in by Saturday 6:00 am will be considered “no shows” and, in the best interest of the Festival, their space will be re-assigned and all monies will be forfeited.

Check-In/Set-up: Times: Friday, September 1st, 2017 – 12:00 noon to 6:00 pm

All exhibits or displays must be removed from the “The Greek Festival” area by midnight, Monday, September 4th, 2017. The booths shall be left in the same condition, as when exhibitors occupied them and must be left free of any trash, boxes, displays, or other objects; the booth shall be broom clean.

No portion of exhibitor’s exhibits or displays shall be removed prior to the close of the festival on Monday 9:00 pm September 4th, 2017. **Any exhibitor who does not clean up after himself or herself shall not be asked to return the following year.**

No vendors will be allowed to park within the barricaded festival area. Any violators will be towed at owner’s expense.

After vehicles are unloaded and prior to load-in, vehicles must be removed from the church festival areas, all pedestrian walking areas, and the venue areas.

All selling will discontinue and vendors will begin packing up promptly at 9:00 pm Monday night.

Vendors may not bring vehicles into the venue area until all items/merchandise is packed for loading and pedestrian safety is no longer in jeopardy.

ALL VENDORS MUST EXERCISE THE **GREATEST CAUTION AND CONCERN FOR PUBLIC SAFETY** WHEN RE-ENTERING THE VENUE WITH VEHICLES AND AT ALL TIMES.

Vehicles/Parking

There will be **no parking on church grounds**. This means that you need to drop off your merchandise and have your vehicle off the property before 8:00 am and be ready for Festival attendees by 12:00 noon.

You may not park on public streets and we encourage you to park at Long Beach State University, there will be buses to transport you to and from the church.

Space Allocation & Display Specifications

Participants must stay within their assigned space(s) and cannot conduct business outside their booth space or by walking about the Festival. The Greek Festival Management Team reserves the right to assign vendor booths in the best interest of the overall Festival design, theme, footprint, and flow of traffic.

Vendors may not move booths at any time unless directed by Festival’s Management. If a vendor does move without the consent of our Festival Management, the vendor will be asked to leave the premises immediately and all fees will be forfeited.

The Long Beach Greek Festival and the Assumption Church reserves the right to alter festival layout and make any vendor booth reassignments it deems necessary at its sole discretion.

All extra product and supplies stored in a booth shall be covered or screened from view; this includes all food and drinks. There is no storage outside of your allocated space.

Indemnity

All vendors are responsible for costs of all labor, their materials, equipment, supplies and any other items necessary for the performance of their participation in the Festival. The Greek Festival will not be held liable for any debt, tax or assessment accrued by any vendor in the operation of their booth and participation.

Sub-Lease of Space

Vendors (on their own) are prohibited from sub-leasing, assigning or apportioning the whole or any part of their contracted space to any other business or individual, unless prior approval has been given in writing by the Festival Management.

Equipment Requirements

Each booth includes: (2) tables; (2) chairs; and lighting. Additional tables and chairs are available upon request for an additional fee. All tables must have skirting and a tablecloth. They must be kept clean of trash and debris at all times during the Festival.

Each booth must visibly post their own signage, their policy for refunds and exchanges for customers, *as well as all permits required by the City of Long Beach in case of inspection.*

Sound Restrictions/Un-prohibited Conduct

The uses of sound devices are only approved for the use of the "The Long Beach Greek Festival". Any sound broadcasted must be maintained at a conversational level to avoid interference with neighboring vendors. No bullhorns allowed.

Volume in excess of conversational level is strictly prohibited, as is profane or volatile content. If the policy is violated, Festival Management will ask you to leave the premises immediately and all fees will be forfeited.

Participants/Vendors are expected to conduct themselves in a manner that shall not interfere with the goals and purposes of the "The Long Beach Greek Festival".

Participants/Vendors shall not harass, follow or intimidate each other or any of the guests or festival staff and their policies and church rules.

Safety & Security

For the safety of everyone, **NO CARS** will be allowed to park inside the Festival area, during festival hours.

Overnight security if provided, starting Friday, September 1, 2017 from 9:00 pm through Monday, September 4, 2017, 9:00 pm.

Although we have 24 hour security on the premises for the festival holiday weekend, the "Assumption Church" and the "The Long Beach Greek Festival & Cultural Event" is not responsible for the security of individual vendor booths, or any stolen, damaged or broken merchandise.

Vendors are responsible to secure their own booths, supplies and equipment at night.

If any of the policies and procedures are not followed, the Festival Management will ask you to leave the premises immediately and all fees will be forfeited.

Food and Beverages

No food of any type or beverages will be allowed to be sold at the "The Greek Festival". If any violations occur, the Festival Management will ask you to leave the premises immediately and all fees will be forfeited.

Permits

All Participants selling any type of product must have a seller's permit issued by the State Board of Equalization, and a copy must be included with your application to qualify. Out of state vendors may apply for a temporary permit by contacting the Long Beach office at 562-901-2483.

All vendors are required by the City of Long Beach, to obtain a Long Beach Special Event Vendor Permit, and a copy must be included with your application to qualify. You can contact the City of Long Beach Business License Department for Special Events at (562) 570-6211 or email at lbbiz@longbeach.gov. Enclosed is an application form for your convenience.

Should you not obtain and/or display the proper permit documentation, any fines charged by the City of Long Beach to The Long Beach Greek Festival and the Assumption Church (as "promoter") will be the responsibility of the vendor.

Categories

A limited number of high-quality re-sale merchandise vendors will be selected to participate. Selection for any business is at the discretion of the "The Greek Festival Management Team".

The quantity of booths is limited. Please send completed application and all necessary paperwork as soon as possible to reserve your booth. Please remember, we have a first come first serve policy.

“The Greek Festival Management Team” makes every effort to limit duplication of items to be sold, but cannot guarantee that another vendor will not sell a similar item to yours.

There is absolutely **NO GUARANTEE** of a particular location; including corner booths; unless prior arrangements have been made.

Basic Space 10X10 \$600.

Basic Space with 1 corner 10x10 \$800.

Double Space 10x20 \$1,200.

Double Space with 1 corner 10x20 \$1,500.

Assignment

Booth spaces will not be assigned until mid to late August. Please do not contact me or the church office before that.

Insurance

Participants and specific Arts & Crafts and Resale vendors that have an insurance policy, please, attach a copy to your vendor application/contract for our records. **(This is Optional)**

All Vendors that give food samples such as oil, vinegar, sauces etc, or sell ice cream must obtain a special health permit from the Long Beach Health Department for the 3-day festival event. You will also need to get the 3-day special event permit from the City of Long Beach as well. **These vendors will be required to give the festival an Insurance Accord as well. This is MANDATORY.**

Vendors who only give information pamphlets at the festival need to check with the City of Long Beach (562) 570-6211 to find out if they need to obtain a 3-day special permit.

Any vendor not having the proper paper requirements and permits will not be permitted to set up for the festival and all fees will be forfeited.

Animals

Under no circumstances at ALL will there be allowed at any time on Festival Grounds any dogs, cats, birds, lizards, snakes, fish or turtles etc. (Health Department Issue)

The only exception is that of a Seeing Eye Dog or a Registered Service Dog. (We have the right to ask for proper documentation). All others will be asked to leave festival grounds.

Weather

The Festival will take place regardless of weather conditions. **There are NO REFUNDS.**

Tour Buses

The Greek Festival encourages and accommodates tour buses by providing a convenient parking area at Long Beach State University, that there will be buses to transport you to and from the church. No one will be allowed to pack up before the end of the festival

Restricted/Offensive Items

“The Long Beach Greek Festival, and their Management Team,” reserves the right to determine whether an item is considered offensive or not within the “Church’s” standards and will prohibit the sale/display of such items. It also has the right to refuse or deny any booth rental to any past or new vendor.

You will be asked to remove item(s) from your display if the items are as described above. If you do not follow the “The Greek Festival Management Team” request you will be asked to leave the premises immediately and all fees will be forfeited.

Items that will not be considered for sale are as follows:

1. Any type of gun
2. Any type of knife
3. Anything pornographic and/or offensive
4. Anything drug-related
5. Any food or beverages, with the exception on the festival's items
6. No Silly String or poppers
7. No tobacco or lighters
8. Any sale of live animal
9. No fart bombs or anything that smell bad or makes a mess and needs to be cleaned up
10. Any item that is considered offensive to others

Refunds will be returned for all unaccepted applications unless you are told to leave the festival grounds. "The Greek Festival Managements Team" will assign all space locations and **NO MONEY WILL BE REFUNDED FOR ANY VENDOR REFUSING SPACE.**

**If you have any questions please call me at 714-318-4482 or email me at lbgreekfestivalvendors@gmail.com
Please return all paperwork and payment no later than July 15, 2017 to the following address:**

**Angela Papastathis-McMillan
1913 East 17th Street, Suite 213
Santa Ana, CA 92705**

*I have read and agree to comply with **ALL** the Policies and Procedures for "67th Long Beach Greek Festival & Cultural Event". I understand that non-compliance will result in my expulsion from the Festival with no refund of fees and non-participation in future Festivals.*

Indemnification

Vendor shall indemnify, hold harmless and defend the City of Long Beach, the Church including its Priest, officers, parishioners, employees, volunteers and agents, from and against any and all liability, loss, damage expense, costs of every nature, including costs of defense and attorney fees, as a result of the negligent acts omissions, or any claimed or alleged negligent acts or omissions of Vendor, its employees or agents, arising out of or in connection with use of Church's property, except for such liability, loss or claims caused by the sole negligence of the church. Vendor understands and agrees that its obligation to defend City of Long Beach, the Church, including its Priest, officers, parishioners, employees, volunteers and agents shall start with a claim or allegation is first made.

I certify that I am the responsible person referred to in the Policies and Procedures, and that I am authorized to (1) execute on behalf of the business and (2) accept legal process on behalf of the business.

This agreement is between "The Long Beach Greek Festival" their "Management Team", the "Assumption of the Blessed Virgin Mary Greek Orthodox Church, Inc." and the "City of Long Beach."

We appreciate your cooperation and we look forward to having you at our "2017 Long Beach Greek Festival & Cultural Event!"

Name _____

Name of Business _____

Signature _____ **Date** _____