

*"2023 Annual Long Beach Greek Food and Music Festival"  
Assumption of the Blessed Virgin Mary  
Greek Orthodox Church  
5761 E. Colorado Street  
Long Beach, CA 90814*

*"Festival's Policy and Procedure Contract Agreement"*

May 15, 2023

Dear Vendor,

It's that time of year again ... So, mark your calendars and get ready for Assumption's Long Beach Greek Food and Music Festival!!! 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 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>** from 12:00pm (noon) to 9:00pm each night.

**Please return all paperwork AND PAYMENT no later than July 10, 2023 to the following address:**

**Jerry Polychrones  
Attn: LB Vendors  
6111 Richmond Ave  
Garden Grove, CA 92845**

**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, due by JULY 15<sup>TH</sup>, 2023; if you cancel after August 5th all fees will be forfeited.**

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

**We do not accept credit cards or cash.**

### **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 2, 2023 – Noon to 10:00 pm.  
Sunday, September 3, 2023– Noon to 10:00 pm.  
Monday, September 4, 2023– Noon to 9:00 pm

### **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. **Booths will be marked with each vendor's name. Do not move to another space without prior approval from Angela Papastathis-McMillan.** Festival staff will direct them to their correct location and oversee set-up. Vendors not arriving and checking –in by **FRIDAY 1st at 6pm** 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 1, 2023 – 12:00 noon to 6:00 pm**

All exhibits or displays must be removed from the “The Greek Festival” area by midnight, Monday, September 4<sup>th</sup>, 2023. 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 4<sup>th</sup>, 2023. **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 10:00 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.

## **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."

## **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) 8' 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 (not provided). They must be kept clean of trash and debris at all times during the Festival AND STAY WITHIN YOUR BOOTH SPACE!

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, 2023 from 9:00 pm through Monday, September 4, 2023, 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](mailto: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. Visit <https://www.longbeach.gov/finance/business-info/business-licenses/special-event-vendor/> for more information. Contact the city with any questions.

### **Categories/Space Size/Pricing**

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” cannot guarantee that another vendor will not sell a similar item to yours.

There is absolutely **NO GUARANTEE** of a particular location; DO NOT CONTACT ME PRIOR TO MAKE A SPECIFIC REQUEST!

**Basic Space 10X10 \$700.**

**Basic Space with 1 corner 10x10 \$850.**

**Double Space 10x20 \$1,250.**

**Double Space with 1 corner 10x20 \$1,550.**

### **Assignment**

Booth spaces will not be assigned until mid to late August. DO NOT CONTACT ME OR THE CHURCH BEFORE TO REQUEST.

### **Advertisement on Website**

As a vendor you're eligible to have your company logo and website link on our Festival Website from the time payment is received. Please email [lbgreekfestivalvendors@gmail.com](mailto:lbgreekfestivalvendors@gmail.com) a copy of your logo (.jpg or .pdf files only) with a link to your website.

### **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.**

### **Shuttle Buses to and from CSULB**

The Greek Festival encourages and accommodates shuttle 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 email [lbgreeksfestivalvendors@gmail.com](mailto:lbgreeksfestivalvendors@gmail.com)

Please return all paperwork **AND PAYMENT** no later than July 10, 2023 to the following address:

Jerry Polychrones  
Attn: LB Vendors  
6111 Richmond Ave  
Garden Grove, CA 92845

*I have read and agree to comply with **ALL** the Policies and Procedures for "2023 Annual Long Beach Greek Food and Music Festival".*

*I understand that non-compliance will result in my expulsion from the Festival with no refund of fees and non-participation in future Festivals.*

ALL PAYMENTS AND REQUIRED INFORMATION MUST BE INCLUDED WITH **APPLICATION**, and is due by **JULY 10, 2023**; if you cancel after August 1st 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**.

Name of Business: \_\_\_\_\_

Printed Name of Person Signing Below: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions please email [lbgreeksfestivalvendors@gmail.com](mailto:lbgreeksfestivalvendors@gmail.com)

Sincerely,

Angela Papastathis-McMillan

# Vendor Application Form

Business Name: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number(s): (\_\_\_\_) \_\_\_\_\_  
(\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Description and pictures of vendor items that will be sold:

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

**PLEASE NOTE – These booths are for non-food items unless prior arrangements have been made with Angela Papastathis-McMillan.**

**Costs include:** (2) 8' tables, (2) chairs and lighting  
(Extra tables \$20 each & extra chairs \$10 each)

**PLEASE INDICATE BOOTH SIZE DESIRED**

**Basic Space 10X10 \$700** \_\_\_\_\_

**Basic Space with 1 corner 10x10 \$850** \_\_\_\_\_

**Double Space 10x20 \$1,250** \_\_\_\_\_

**Double Space with 1 corner 10x20 \$1,550** \_\_\_\_\_

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

**There is absolutely NO GUARANTEE of a particular location, including corner booths.**

Please return your signed contract, vendor application form, copy of your CA seller's permit, payment in full and a copy of the LB special permit to the following address below ASAP for consideration and participation for our event.

**Please return all paperwork **AND PAYMENT** no later than July 10, 2023 to the following address:**

**Jerry Polychrones  
Attn: LB Vendors  
6111 Richmond Ave  
Garden Grove, CA 92845**

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