

# SD Lunar New Year 2022

## 農曆新年 "TET" Festival

Officer Jeremy Henwood Memorial Park

January 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>

(Hereinafter the "EVENT")

[www.LunarNewYearFestival.org](http://www.LunarNewYearFestival.org)

**FREE ADMISSION**

To secure your merchandise, information or food booth, a completed application with deposit and full rental payment, plus any required documents, must be submitted by **January 14, 2022**. Space is limited and booths will be reserved on a first come, first serve basis. A \$50.00 late fee will be applied for all applications received after **January 14, 2022**. If you need special accommodation, please contact our office right away. We will accommodate you whenever possible.

A description of **all** merchandise or food items you are selling is required. Photos are recommended if you would like exposure on any social media platforms associated with EVENT. Any item or product added after application has been submitted must be approved at least one week prior to each EVENT. If your set-up includes a trailer or camper, please be sure to indicate which side is used for serving. A diagram may be attached to the application.

### FOOD VENDORS

By California State law, the Health Department requires a temporary food permit for each food vendor. Please include a copy of your temporary food facility permit and food handling card along with your completed vendor application.

**For your convenience, please use check off list below**

#### Directions and Check List:

- Fill out application completely (page 2)
- Read and acknowledge by Initial in front of each item (pages 3-4)
- Sign the agreement (page 4)
- Attach Payment and Deposit
- Permits
  - Food Handling (copy) (food vendor only)
  - Health Permit (copy) (food vendor only)
  - Non-profit Proof of Tax Exempt (if applicable)
- Save a copy for your record

Application Deadline:  
**January 14, 2022**

Send to:  
4419 Euclid Ave. Suite 103 | San Diego, CA 92115  
Email: [vendor@littlesaigonsandiego.org](mailto:vendor@littlesaigonsandiego.org)

# Vendor Application

Please PRINT clearly.

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Webpage: \_\_\_\_\_

TYPE OF VENDOR	PRICE	SUBTOTAL
<input type="checkbox"/> Corporate	\$1500	
<input type="checkbox"/> Food 10' x 10'	\$600	
<input type="checkbox"/> Food Truck	\$500	
<input type="checkbox"/> Commercial / Games	\$300	
<input type="checkbox"/> Art Exhibit/ Information	\$300	
<input type="checkbox"/> Government/ Non-Profit	\$300	
<b>SECURITY DEPOSIT (Food Booths = \$200.00; Others=\$50.00)</b>		
<b>(\$50.00 after January 14, 2022) LATE FEE</b>		
<b>GRAND TOTAL</b>		

PAYMENT TYPE:     Cashier's Check     Money Order     Credit Card\*

Cashier's Checks and Money Orders payable to **Little Saigon Foundation**. Cash and Personal Checks are not accepted.  
 \*Credit Card Payments: an electronic invoice will be sent to e-mail address provided once application has been approved.

**List of items to be sold at EVENT**


List all ELECTRICAL equipment that you will bring (total limit: 15 amps):

1		5	
2		6	
3		7	
4		8	
<b>GRAND TOTAL AMPS</b>			
(\$25 more if you need additional electricity)			

To convert from watts to amp  
 # of watts/110v = amps

Microwave 12.8 amps  
 Air Conditioner - 15,000 BTU 12.5 amps  
 Electric Water Heater - 6 gallon 12.5 amps  
 Toaster 10 amps  
 Electric Frying Pan 10 amps  
 Electric Coffee Pot 10 amps  
 Electric Deep Fryer 13.6 amps



## **CONDITIONS FOR VENDOR PARTICIPATION**

\_\_\_\_\_ **APPLICATION:** Submission of application does not guarantee approval or eligibility. If you have submitted payment by cashier's check or money order and your application is not accepted, your payment will be returned to you. Invoices for payments via credit card will not be issued until application is approved. Completed application, full payment and all necessary documents must be submitted by **January 14, 2022**. There will be a **\$50.00 late fee** for any application received after **January 14, 2022**.

\_\_\_\_\_ **SPACE ASSIGNMENTS:** Booth spaces are approximately 9x9 or 10x10 feet. Food booth spaces have additional 10 foot opening in the back as required by the city fire marshal. Booth spaces will be assigned and notices sent via e-mail up to one week prior to event but may be subject to last minute changes. Vendors who do not provide an e-mail address on the vendor application are required to contact the EVENT coordinator to find out assigned booth space number. All vendors must operate within their assigned spaces. It is not possible to set up the site plan to suit everyone, but we do try our best to satisfy vendor space requests. If you do not like your assigned space you are welcome to withdraw your participation; however, there will be no refunds.

\_\_\_\_\_ **EQUIPMENT PROVIDED:** Each booth will be provided with one (1) canopy and overhead lighting. Non-food booths will have one (1) table and two (2) chairs. Food booths will have two (2) tables + two (2) chairs. Taking table(s) or chair(s) from empty booths will result in a fine and/or removal from the EVENT without refund.

\_\_\_\_\_ **SET UP, HOURS OF OPERATION & DEPARTURE:** VENDOR shall set up their assigned rented space between 12:00 pm and 4:00 pm Friday, January 28, 2022. As a courtesy to other vendors, please do not set-up anything out-side your marked area. Vendors are not allowed to obstruct the view or adversely affect the display of other vendors. Setup must be completed and all vehicles must be out of EVENT space 1 hour prior to EVENT start time. Booth space assignments are subject to change up to the day of the EVENT. Please unpack your car, go park and then set up your booth.

Vendor booths are **required** to remain open for the duration of the EVENT: Friday, January 28, 2022, 5:00 pm – 10:00 pm; Saturday, January 29, 2022, 10:00 am - 10:00 pm; and Sunday, January 30, 2022, 10:00 am – 5:00 pm. Vendors who leave early will forfeit their security deposit and/or will not be able to participate in future events. After the close of the EVENT, vendors must remove all displays and merchandise from the booth. Breakdown must be completed no later than 12:00 pm, Monday, January 31, 2022.

\_\_\_\_\_ **DELIVERIES:** Deliveries onto the grounds will be only by properly permitted vehicles through Vendor parking. Vehicles will not be allowed on the EVENT grounds between during EVENT hours. If you need help delivering heavy items into EVENT grounds, please let one of our staff know. We may be able to accommodate your needs.

\_\_\_\_\_ **LICENSES AND PERMITS:** All vendors are responsible for obtaining the required licenses, permits, and insurances. State and local sales tax collection and remittance is vendor responsibility. Food vendors must obtain the appropriate health permits and must provide EVENT Producer with a complete list of all food items to be sold at the time the vendor application is submitted. All food handlers must comply and meet with Health Department requirements. Food vendors must provide a hand wash station and garbage receptacles at booth for vendor use. All food vendors will be inspected by the local health department. The responsibility for proper food service is that of the VENDOR. VENDOR is responsible for knowledge of information regarding proper food preparation and handling, and equipment necessary to pass inspection. **NO REFUNDS WILL BE MADE TO ANY VENDOR WHO FAILS TO ACQUIRE THE NECESSARY LICENSES AND PERMITS or fails the health inspection and/or is required to be closed down by the local health department or fire marshal.** In addition, food vendors are responsible for having the prescribed fire extinguisher in their booth.

- Deep fried or cooking greasy food -> Class-K Wet Chemical Fire Extinguisher (Silver)
- Grill, gas burner, etc. -> Regular ABC Type Fire Extinguisher (Red)

\_\_\_\_\_ **ELECTRICAL:** Maximum 15amps of electrical power will be provided to each booth. VENDOR must provide electrical outlets for all appliances and equipment. If you plan to bring an electric generator, intention must be noted on vendor application and located within your assigned space. Please be mindful of noise and exhaust considerations. Extra electrical power can be arranged and accommodate for a small fee. Please contact our coordinator for more details. **WE RECOMMEND USE OF PROPANE OVER ELECTRICITY FOR FRYING AND HEAVY-DUTY COOKING. ANY OVER- USAGE OF ELECTRICITY CAUSING POWER BLOW-OUT WILL RESULT IN A FINE OF \$50 EACH TIME THE BLOW-OUT OCCURS.**

\_\_\_\_\_ **TRASH, LITTER, DAMAGE & MISSING ITEMS:** The VENDOR shall be required to maintain its site free of all garbage and litter. During the EVENT, vendors are responsible for taking care of their own trash and putting it in the EVENT's large trash containers. Vendors are responsible for cleaning up their booth areas during and after the EVENT. A \$50.00 disposal charge will be sent to any vendor who leaves behind items that do not belong to EVENT Producer. Damage/replacement charges will be billed to you on a separate invoice for any replacement costs due to damaged or missing canopy/table/chair/extension cord/any other rented equipment in your vendor booth. Please be sure to inspect and properly notify EVENT COORDINATOR before the EVENT start for replacement.

\_\_\_\_\_ **CANCELLATION & REFUND:** The VENDOR shall have the right to cancel by TWO-WEEKS PRIOR TO EVENT DATE and receive 50% monies paid. Cancellation after this time will result in loss of all monies paid. No refund for "no show" vendors. Vendor shall assume risk of weather or other causes beyond the control of the EVENT Producer, which may affect EVENT attendance in any way. Security Deposits refunded no later than one month after EVENT, as per terms of this contract.

\_\_\_\_\_ **VENDOR PASSES AND PARKING PERMIT:** Each vendor may have up to 5 staff per day. Wristbands for access to the event will be provided at vendor gate when vendor contact person checks in on Friday, January 28, 2022. Additional passes may be purchased at \$5.00 EACH. One parking permit per **VENDOR BOOTH**.

**Vendor Contract**

I, the undersigned, hereby agree to participate\* in the EVENT at **my own risk** and subject to all rules, regulations, and conditions of this EVENT whether those rules and regulations are posted or not. I understand that the rules and regulations of the EVENT may change at any time with or without notice. I understand no refund will be provided beyond the deadline set by EVENT organizers unless agreed upon by EVENT organizers. I further agree to indemnify and hold harmless to the Little Saigon Foundation, The City/County of San Diego and its officers, employees and agents, all EVENT Producers, and anyone involved in the support and/or production of this EVENT against any legal proceedings for any personal injury or property damage including equipment and vehicles during my participation at this EVENT.

I, the undersigned, agree to take full responsibility for any real or potential loss of profit due to my involvement in the EVENT and for any other reasons. These reasons include, but are not limited to, natural or man-made disasters.

I, the undersigned, have read and agreed to all the items and conditions stated in this contract.

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Signature of Business Representative	Print name	Date
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Signature of Festival Representative	Print name	Date
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Please complete this form and arrange payment by **January 14, 2022**. Duplicate for your records.

**CASHIER's CHECK or MONEY ORDERS only.**

No Cash, Personal or Company Check.

**Please wait for electronic invoice for ONLINE PAYMENTS.**

Mail to: Little Saigon San Diego                      or E-mail to: vendor@littlesaigonsandiego.org  
4419 Euclid Ave. #103    contact@littlesaigonsandiego.org  
San Diego, CA 92115

\*Please note that "Participation" can be defined as one or all of the following conditions, as determined by the EVENT organizer:  
- Submission of this Contract (with or without payment)  
- Payment of Fees (with or without contract)  
- My presence as a business at the EVENT (with or without Payment or Contract)