

The logo for the 2010 Santa Monica Festival. It features a stylized sunburst or flower-like graphic at the top left, with the year '2010' inside it. To the right of the graphic, the words 'santamonica' and 'festival' are written in a bold, sans-serif font. 'santamonica' is in a smaller font size than 'festival'.

**Saturday, May 8, 2010**

**Food Booth Letter**

Dear Food Vendor,

2010 marks the eighteenth year of the **Santa Monica Festival**, to be held on Saturday, May 8th at Clover Park from 11:00 am to 6:00 pm. The City of Santa Monica Cultural Affairs Division, the City of Santa Monica Environmental and Public Works Management Department, and Community Arts Resources (CARS) are pleased to invite you to submit an application to participate in this exciting event.

The Santa Monica Festival celebrates the cultural and artistic diversity of Santa Monica and the environment that sustains this vibrant city. The Festival features traditional and cutting-edge music and dance performances on two stages, hands-on workshops, demonstrations, a Community Square, an Eco Zone, a Marketplace, as well as a Global Cafe. The free Festival has an ever-expanding profile in Santa Monica and Los Angeles and attracts close to 10,000 – 15,000 people.

Below you will find a Food Vendor Application Form and Condition Sheet. The Festival is a carbon neutral, zero waste, green powered event. To that end, you **must** only use biodegradable and plant based utensils, plates and containers, food will be composted, and all cans, bottles and paper materials will be recycled. All other food utensils, napkins etc. will not be permitted on the festival grounds. Once your application has been accepted you will receive a list of locations where you can purchase the aforementioned biodegradable food containers, utensils etc. **You will also need to obtain a Permit from the Health Department by contacting Verny Grajeda at 310/665-8425.** Please review each of these forms thoroughly and take notice of all pertinent dates. Failure to comply with these dates will be considered a forfeit of your participation. **Please return the completed form and payment to CARS by Friday, March 5, 2010 to reserve your booth at the festival.**

*Sending in an application does not guarantee acceptance as a vendor in the festival. All material will be considered and you will be informed shortly on whether or not you have been accepted.*

*Booth space is extremely limited. Late Applications will not be accepted. We look forward to hearing from you soon. If you have any questions, please contact me at CARS at 213/365-0605 or via email at rachel@carsla.net.*

Sincerely,  
Rachel Burke  
Booth Coordinator, Santa Monica Festival 2010

**Applications are due on March 5, 2010**  
**Incomplete applications will not be accepted and will be returned to you.**  
**Return applications to Rachel Burke at CARS:**  
**PHONE: 213/365-0605 FAX: 213/365-0702 EMAIL: [RACHEL@CARSLA.NET](mailto:RACHEL@CARSLA.NET)**



**Saturday, May 10, 2010**

## **Food Booth Application**

*INSTRUCTIONS: PLEASE COMPLETE THE APPLICATION FORM  
READ ALL INFORMATION CAREFULLY AND COMPLETELY*

- Read and sign the Agreement below
- **Full payment MUST accompany your application (two checks, one for the booth fee and any additional chairs/tables and a second check for the refundable \$75 security deposit)**
- Make checks payable to CARS (Community Arts Resources)
- Mail your completed application to:

**Rachel Burke**  
**Community Arts Resources (CARS)**  
**3780 Wilshire Boulevard, Suite 1020**  
**Los Angeles, CA 90010**  
**Ph. 213/365-0605 Fax: 213/365-0702**  
[rachel@carsla.net](mailto:rachel@carsla.net)

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

Company Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**CARS use only**

Deposit received: \_\_\_\_\_ Total Tables: \_\_\_\_\_

Booth fee rcvd: \_\_\_\_\_ Permit Received: Y/N

Total Chairs: \_\_\_\_\_ Check #'s: \_\_\_\_\_

## **Menu Information**

**This must be completed in detail or it will be returned to you.**

**Please return to Rachel Burke at Community Arts Resources.**

**PHONE: 213/365-0605 FAX: 213/365-0702 EMAIL: [rachel@carsla.net](mailto:rachel@carsla.net)**

**DEADLINE: MARCH 5, 2010**





**Saturday, May 8, 2010**  
**Food Booth Application**

**Check 1:**

	<b>Food Booth Rental Fee</b>	<b>\$325.00</b>
Contact Health Department at 310/665-8425 for permit information. <b>A copy of your permit and receipt is due in our office by March 5, 2010</b> Includes a 10 x 10 booth, 1 counter, 1-8' table and 2 chairs		

	<b>Food Cart</b>	<b>\$200.00</b>
Contact Health Department at 310/665-8425 for permit information. <b>A copy of your permit and receipt is due in our office by March 5, 2010</b>		

	<b>Cost of additional tables and chairs</b>		
_____	Folding Chair(s)	\$5/each	Add: \$ _____
_____	6' Table	\$10/each	Add: \$ _____
_____	8' Table	\$15/each	Add: \$ _____

**Total: \$ \_\_\_\_\_**

**Check 2:**

<b>4</b>	<b>Cleaning/Security Deposit</b>	<b>\$75.00</b>
<b>PLEASE ATTACH A SEPARATE \$75 CHECK</b> <i>Required for all booth categories</i> <i>Refundable contingent upon the terms of the Rental Conditions</i>		

**PLEASE MAKE BOTH CHECKS PAYABLE TO CARS.**  
 3780 Wilshire Blvd., Suite 1020, La, CA 90010

**Food Vendor Terms & Conditions**

If you have any questions please contact Rachel Burke at  
 Community Arts Resources.

PHONE: 213/365-0605 FAX: 213/365-0702 EMAIL: [RACHEL@CARSLA.NET](mailto:RACHEL@CARSLA.NET)



**Saturday, May 8, 2010**

## **Food Booth Application**

- **Electricity needs must be arranged prior to the event** by completing the Electricity Form which we will send you once your application has been accepted.
- **Attend mandatory meeting** with the Santa Monica Fire Department at the site before the event. Date and time to be determined.
- **Obtain permit in advance** of Festival at Dept. of Health Services (Call Victor Delmalc at 310/665-8428 for more information) and pay the fee. Fax or mail a copy of your receipt to CARS by March 5, 2010.

### **FOOD VENDOR RESPONSIBILITIES**

- **Zero Waste Policy:**  
The City of Santa Monica has banned Styrofoam and other non-recyclable food containers as an important interim step toward protecting oceans lakes and streams from the ravages of plastic litter. You **must** provide biodegradable napkins, utensils, cups and food packaging in compliance with the festival's Zero Waste Policy. All other food utensils, napkins etc. will not be permitted on festival grounds. You will receive a list of locations to purchase biodegradable utensils, napkins etc. once your application has been accepted. (Be prepared for approximately 1,000 customers) You must abide by the above rules regarding food containers and utensils. **No exceptions will be made.**
- Food Vendors are responsible for bringing all equipment (display cases, racks, shelves, extension cords, etc. indicated and approved on the application) beyond what is provided by the Festival.
- Displays, decorations and items to be sold should not extend beyond the dimensions of the booth.
- Food Vendors may sell only those items indicated and approved on application form.
- Food vendors are **not** permitted to sell sodas and/or bottled water.
- **All vendors must be set-up and ready to serve by 10:30 AM.** Failure to appear one hour before the official start of the event may result in forfeiture of your booth space.
- **Load-in time is between 7:30 – 9:30 AM.** All vendors must load-in during this time and all vehicles must be parked in the designated lot by **9:45 AM.**
- The Santa Monica Festival and its producers are not responsible for your booth belongings and will not supervise your booth in your absence. **Vendors are responsible for bringing ample representatives for their booth.**

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**Saturday, May 8, 2010**

## **Food Booth Application**

- Food Vendors are required to bring their own dolly or cart if necessary. **The Festival CANNOT provide a dolly/cart for you the day of the festival.**
- **Follow all Department of Health regulations** including proper use of propane and gas, fire extinguishers, etc.
- **Booth location is non-negotiable.**

### **CONDITIONS FOR RETURN OF REFUNDABLE CLEANING DEPOSIT**

- **Remain open until the close of the Festival (6:00 PM)**
- **Upon leaving festival grounds all food related waste must be must be recycled or composted (including the biodegradable utensils, plates and food containers) in the provided receptacles.**
- Clean table(s) and remove all waste to appropriate recycling receptacles. Large recycled items such as boxes must be torn down and taken to bins in parking lot.
- Leave table(s) and chairs in the booth area.
- Remove all personal equipment, decorations, etc.
- **Check out with the Food Vendor Supervisor before departing the Festival grounds.**

### **HOLD HARMLESS AND CANCELLATION CLAUSE**

The Santa Monica Festival and its producers shall remain harmless against and from any and all claims arising from the vendor's use of the Festival premises or the conduct of the vendor's business or from any activity, work or things done. Notwithstanding anything else said or written, Santa Monica Festival 2010 may cancel the event or any portion of the event, or change the nature of the event or date and timing thereof, at any time for any reason, such as inclement weather conditions, financial constraints, civil commotion, acts of nature. In the event of such cancellation, Santa Monica Festival 2010 will, at its sole discretion, refund a sum equal to or no more than 50% of the rental fee set forth; the booth fee is otherwise non-refundable. Any party to any agreement with Santa Monica Festival 2010 relating to the event, hereby acknowledges and agrees

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**Saturday, May 8, 2010**

## **Food Booth Application**

that under no circumstances will the Santa Monica Festival 2010 and its producers be held responsible for any consequential or indirect damages that may result from a cancellation or modification of the event.

### **Booth Agreement**

***All applicants must sign the agreement below.  
We will not accept any unsigned applications.***

The undersigned has read and agreed to the conditions of booth rental for the Santa Monica Festival 2010 and understands that the matters set forth do not constitute a binding contract until written notification has been issued by the Festival producer (CARS).

Signature of organization representative: \_\_\_\_\_

Name (PLEASE PRINT): \_\_\_\_\_

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

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