



UPLAND LEMON FESTIVAL

Thank you for your interest in retail space at the Upland Lemon Festival. The festival will continue to operate in the heart of downtown Upland and will take place on the weekend of April 29 – May 1, 2016. All space will be contracted with the Los Angeles County Fair Association through the Commercial Sales Department.

Space is very limited and is not a guarantee so you are encouraged to submit your application as soon as possible. Booth space will be assigned starting the week of January 18, 2016. Applications will continue to be accepted until all space is full. All applications are to be filled out completely and must include a recent booth photo or they will not be considered.

Event Dates/Hours:

- Friday, April 29 – 3:00 pm – 11:00 pm*
- Saturday, April 30 – 10:00 am – 11:00 pm*
- Sunday, May 1 – 10:00 am – 8:00 pm

All participating vendors must comply and be open for business all three days of the event.

**Carnival closes at midnight*

Dates and hours are subject to change

Space Information:

- All space is outdoors
- Space is offered in 10' increments – pricing provided on application
- Space includes canopy with **back wall only** and electricity (120V, 5amps), additional electricity available for an extra charge (please inquire)
- **Vendors must provide their own tables, chairs, signage and booth lighting**

Booth Space Guidelines:

- ALL booth displays must be neat in appearance with all boxes, packaging, garbage, etc. kept out of sight
- No hand written signs
- Business must be conducted within the confines of your booth space
- Display must incorporate the Lemon Festival theme

Security:

Security will be provided and will be roaming the entire festival area throughout the day and overnight. Vendors are responsible and recommended to secure their booths at night as well as removing all valuable items before closing up at the end of each day. LACFA will not be held responsible for loss or damage to any products, displays or other belongings at the event.

Set-up Information & Vendor Parking:

- Information will be provided at a later date.

We look forward to receiving your application for the 2016 Upland Lemon Festival.

For additional information, please contact:

Commercial Sales Department – 1101 W. McKinley Ave. Pomona, CA. 91768

Office (909) 865-4500 – Fax (909) 623-4368 or email lemon@fairplex.com.

FAIRPLEX



Were you a vendor at the 2015 Lemon Festival? Yes ____ No ____

If yes, please provide your space number(s) _____

Would you like the same space? Yes ____ No ____

(Please note that every effort is made to accommodate your request but never guaranteed)

BUSINESS INFORMATION

Business Name: _____

Contact Name(s): _____

Cell Phone: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

SPACE REQUEST (DO NOT SEND PAYMENT WITH YOUR APPLICATION)

Indicate the space size/quantity that you are applying for:

Commercial Space

____ 10X10 inline - \$565

____ 10x10 corner - \$665

If you would like a larger space, please indicate size: _____

Crafter's Space (items must be handcrafted, space is limited)

____ 10x10 inline - \$425

____ 10x10 corner - \$480

Not for Profit (limited space available)

____ 10x10 inline - \$325

Electrical – 120 volt, 5 Amp is provided. Charges will apply should you need additional electricity.

Please check the voltage and amperage that you will need:

Voltage: 120__ 220__ Amps: 5__ 20__ 50__ NO GENERATORS ALLOWED

REQUIRED FORMS – please read carefully

City of Upland Business License:

Do you currently hold a valid City of Upland Business License? Yes ____ No ____

If yes, please provide a copy with this application.

If you do not, a temporary 3 day business license must be purchased. A \$75 fee will be added to your space fees for this license.

Liability Insurance: Vendors are required and must provide LACFA with proof of general liability insurance of no less than \$1,000,000. The policy shall name LACFA and the City of Upland as Additional Insured. The policy must also name LACFA as the Certificate Holder. Policy must be in effect for duration of the event dates.

If you do not have your own insurance you may purchase a temporary policy **for \$70.00** through LACFA. Please fill out the attached form and attach with your application. This charge will be added to your space fees. **Deadline to purchase insurance is April 18th, 2016**

Check the appropriate form of insurance that you will be providing:

Own insurance policy _____ Purchase through LACFA _____

Vendors must also maintain **Worker's Compensation** insurance for all paid employees as required by California law. You are responsible to keep a copy of this in your booth.

California Seller's Permit: All vendors are required to obtain a seller's permit with the State Board of Equalization with the following address listed on it: 460 N. Euclid Ave, Upland, CA, 91786 (If you do not have a seller's permit you can apply for a temporary permit online at <https://efile.boe.ca.gov/ereg/index.boe>. *If you are lead generating a seller's permit is not required.* Should a contract be offered, a copy of your seller's permit must be submitted with your booth space fees. You are also required to keep a copy of this permit in your booth.

Contractor's License: Please provide a copy of your contractor's license should this apply to your type of business.

PRODUCTS/SERVICE

Product information must be specific. All listed products/services are subject to approval.

Products/Services	office use only

Compliance Agreement: I/we agree that this is an application and not a guarantee of space. Should my application be accepted, I/we agree to comply with the established event hours and understand I/we are required to have our booth open all 3 days/hours of the Lemon Festival. If non-compliant, you will be ineligible to participate in any future Festivals.

Signature: _____ Print Name: _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Date Received: _____ Space Number: _____
 Proof of Insurance _____ Seller's Permit _____ Business License: yes / no Additional electrical: yes / no

Haas & Wilkerson Insurance will provide General Liability coverage for licensees in the mentioned event under a master insurance policy. Coverage for concessionaires and exhibitors includes public liability and property damage liability with a \$1,000,000 each occurrence limit and \$3,000,000 aggregate & products liability limit. **LIQUOR LIABILITY IS SPECIFICALLY EXCLUDED. PLEASE CALL OUR OFFICES IF YOU NEED LIQUOR LIABILITY.** General Liability coverage provided conforms with the requirements of the contractual agreement with your venue. *This insurance is excess over any other valid and collectible insurance.*

LICENSEES INSURANCE PROGRAM:

General Liability coverage will be provided for the period of the Fair or Scheduled Event only, to include set-up and tear-down.

ITEMS LISTED BELOW ARE *NOT* ACCEPTABLE FOR ENDORSEMENT

❖ Amusement Rides/Devices (Includes: Gyroscopes & Spaceballs)	❖ Gun Shows	❖ Psuedo-Fighting/Wrestling Activities
❖ Body Piercing & Massages & Wraps	❖ Haunted Houses	❖ Rodeo Events
❖ Bungee Attractions	❖ Henna Tattoos	❖ Roller/Ice Skating
❖ Child Care	❖ Inflatable Amusements (Includes: Moonwalks, Bounces, & Pillows)	❖ Sales of Autos or Auto Parts
❖ Climbing Walls	❖ Mazes	❖ Sales of Herbal Supplements
❖ Concert Promoters/Performers	❖ Medical/Dental Testing & Screenings	❖ Sales of Tobacco
❖ Dart Games	❖ Motorsports Events	❖ Sales of Weight Loss/Stop Smoking Aids, Pills, Patches
❖ Dunking Booths	❖ Permanent Tattoos	❖ Simulators
❖ Fireworks Operator	❖ Playground Equipment	❖ Wheelchair/Stroller Rentals

ITEMS LISTED BELOW REQUIRE ADDITIONAL PREMIUM & MUST BE APPROVED BEFORE ENDORSEMENT

▪ Concerts-Local & Regional talent only	▪ Golf Carts/Scooters	▪ Pony Rides
▪ Exotic Animals	▪ Liquor Liability	▪ Sales of Pets/Rodents

Entertainers (Includes: mimes, clowns, balloon artists, magicians, walking characters, face painters, sketch artists, choirs, etc.)

ENDORSEMENT REQUEST FORM

TODAY'S DATE:		INSURED NAME (Fair/Fest):	
APPLICANT NAME:		NAME OF EXHIBIT/CONCESSION/VENDOR:	
APPLICANT FULL ADDRESS:		APPLICANT PHONE:	
TYPE OF EVENT/PRODUCT(S) PROVIDED:			
WILL THERE BE ANY ATHLETIC ACTIVITIES, EVENTS, OR COMPETITIONS, OR ANY RECREATIONAL PHYSICAL ACTIVITIES OR CONTESTS BETWEEN INDIVIDUALS OR AS A GROUP? <input type="checkbox"/> Yes <input type="checkbox"/> No		IF YES, PLEASE EXPLAIN:	
EVENT DATE(S):		EST. ATTENDANCE:	
LIQUOR LIABILITY REQUIRED? *Must call for acceptability and/or premium			
PREMIUM: \$		+ SERVICE FEE: \$10.00*	
		= TOTAL: \$	
*Service Fee DOES NOT apply to Vendors/Concessionaires/Exhibitors			
PERSONAL CHECKS FROM EVENT SPONSOR WILL NOT BE ACCEPTED			

ACE SPECIAL EVENT PRICING

Attendance Based Events Meeting, Weddings, Picnics, Socials, Dinners, Trade Shows, Small Animal Shows		Per Day Based Events	
TOTAL ATTENDANCE	PREMIUM	EVENTS PER DAY	PREMIUM
Under 200	\$65	Flea Markets	\$105/day
201 – 500	\$90	Livestock includes-cattle, goat, horse, mule, pig, sheep	
501 – 1,500	\$115	Livestock Sales	\$105/day
1,501 – 3,000	\$165	Livestock Show	\$80/day
3,001 – 5,000	\$215	Christmas Tree Lot	\$25/day
5,001 – 7,500	\$265	Pumpkin Patches	\$25/day
7,501 – 10,000	\$315		
Over 10,000	Please Call		
VENDOR/CONCESSIONAIRE/EXHIBITOR	PREMIUM	PARADE PARTICIPANTS	PREMIUM
First Booth (each exhibitor)	\$70	Walking Units	\$25/unit
Each Additional Booth (same exhibitor)	\$50	Mobile Units	\$55/unit
Each Game Booth	\$85	Equestrian Units	\$80/unit
Please contact: Dustin Sadowski	Phone: 913.676.9341	Fax:	Email: userliab@hwins.com

This insurance is excess over any other valid and collectible insurance.