

CRAFT VENDOR APPLICATION



Sunday, October 27, 2019

3:00 PM – 9:00 PM

**Location: 6th St. between Centre St. &
Pacific Ave. in San Pedro**

Presented by the San Pedro Property Owners' Alliance

BEFORE YOU APPLY – YOU SHOULD KNOW

Thank you for your interest in our Annual San Pedro Dia de Los Muertos Festival.

Please read the below requirements & information, for becoming a vendor.

- ❖ APPLICATIONS ARE SUBJECT TO APPROVAL - LIMITED SPACE IS AVAILABLE
Early Bird pricing \$400.00 – Pricing deadline: September 1, 2019 (excludes Insurance)
- ❖ Incomplete applications & any applications received after September 1, 2019; will have a rush fee.
Total cost after September 1st: \$450.00 (excludes Insurance)
- ❖ Vendor set up, booth set-up information & details can be found on **Page 2.**
- ❖ Acceptable forms of payment, methods of payments, & payment details, can be found on **Page 3.**
- ❖ Insurance – is not included in any of the pricing. An insurance link for our event can be found on **Page 4**
Send a copy of the Certificate of Insurance via email to: Grizzi@sanpedrobid.com or
Fruiz@sanpedrobid.com
- ❖ You can submit your application multiple ways, but please note that craft vendor participation is on a first-come, first-served basis. Details on submitting your application can be found on **Page 4.**
- ❖ All applications will not be guaranteed until all items are received. Please use the below checklist as a reference when submitting your application.

CHECKLIST

APPLICATION

CERTIFICATE OF INSURANCE

SIGNED WAIVER AGREEMENTS

PAYMENT

**Application is not considered complete until all boxes are checked.
Incomplete applications are subject to \$450.00 application fee if not completed by Sept. 1st.**

BOOTH SPACES ARE LIMITED.

PLEASE SUBMIT APPLICATION AS SOON AS POSSIBLE.

ONCE VENDORS SPACES HAVE BEEN FILLED, YOU WILL BE PUT ON A WAITING LIST

SETUP, PRICING & BOOTH DETAILS

Early Bird Space Fee is \$400.00 and this application must be received by September 1st, 2019
Applications received after Sept. 1st, 2019 will be charged \$450.00 (Insurance not included in price)

- Participation is limited to vendors selling handcrafted items only.
- Vendors must dedicate at least 50% of their inventory to Dia-themed goods.
- All Vendors are required to rent a booth.
- Vendors are required to have insurance. For your convenience, a one-day insurance policy is available to you online. The insurance premium is \$50 & payable directly to the insurance provider.
- Booth space fee includes: 10' x 10' canopy, lighting in tent, one 8' table, and two chairs, and an electrical connection.
- Booths will be open on two sides.
- Be sure to provide adequate staffing to handle customers and watch your inventory.
- Space assignments are provided by San Pedro Property Owners' and not subject to change

EARLY BIRD APPLICATION FEE - \$400.00 and this application must be received by September 1st, 2019 with payment and insurance supplied
Applications received after Sept. 1st, 2019 will be charged \$450.00.
Applications will not be considered complete without receipt of payment and insurance.

CORNER BOOTH SPACES

- * Corner Booth Spaces are available on a first-come-first-served basis.
- *Corner Booths are an additional fee of \$50.00 per booth
- *There is a limited quantity of corner booth spaces. Corner booth spaces will be assigned on a first-come, first-served basis.
- *Sponsors will be offered priority for Corner Booth spaces

APPLICANT INFORMATION

Business/Organization: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: Cell phone: _____

Other phone: _____

E-mail (Required): _____

Website: _____

Please write in description and attach images of the handcrafted art or item(s) you would like to Sell: _____

FEE: Number of booths requested _____ (limit 2): \$400 per booth. EARLY BIRD PRICING

FEE: Number of booths requested _____ (limit 2): \$450 per booth. NON- EARLY BIRD PRICING

Corner Booth Space is an additional \$50.00 per space. Spaces are limited.

Please indicate here if you would like to request a corner booth _____

Event Insurance Policy is \$50.00 additional & is mandatory

Application deadline is September 27, 2019.

CANCELLATION - Cancellations must be made before Sept. 13th, 2019 at 3:00 PM, in order to receive a 100% refund. Should your application be denied, your payment will be refunded in full. * Booths must be left undamaged and clean at the end of the event or it will be subject to a cleaning/damage fee.

PAYMENT OPTIONS

We accept checks, credit cards, money order or cash payments.

❖ **Checks or Money Order Payments**

Checks or money orders should be made payable directly to The San Pedro Property Owners' Alliance or Money Orders should be made payable to San Pedro Property Owners' Alliance (Please write "DIA Crafter" in the memo line of your check) complete all information and submit the application and fee to: *San Pedro Property Owners' Alliance - 390 W. 7th Street, San Pedro, CA 90731*

❖ **Credit Card Payments**

Credit Card Payments are an option with an additional 3% credit card processing fee. Credit card payments can be arranged by emailing or contacting us. 310.832-2183. We will process the payment via phone and email you a receipt

❖ **Cash Payments**

Please contact our office to arrange an appointment time to drop off your cash payment. You can call or email us to arrange an appointment for drop off - 310-832-2183

2019 Dia de Los Muertos Craft Vendor Waiver and Agreement

"I/we agree to participate in the 2019 San Pedro Dia de Los Muertos Festival and will abide by the terms and conditions set forth by the San Pedro Property Owners' Alliance, the Los Angeles City Fire Department, the Los Angeles County Health Department, and any other government agency making requirements concerning the Festival.

Signature: _____ Date _____

2019 San Pedro Dia de Los Muertos Hold-Harmless Insurance Agreement

I/We agree to participate in the 2019 San Pedro Dia de Los Muertos Festival _____ (please print full name) agree to Hold-Harmless the San Pedro Property Owners' Alliance, San Pedro Historic Waterfront Business Improvement District, their stakeholders, their employees, directors, volunteers and agents, for any and all claims or causes of action resulting from my participation in this event including, but not limited to, loss of inventory, bodily injury, property damage, damage or loss to my/our property, or Workers' Compensation as relates to my/our participation in this event.

I/We also agree to obey all laws and public safety regulations, to follow all orders and directions of SPPOA, event management, and appropriate Fire and Law Enforcement Officials. I/We specifically grant The San Pedro Property Owners' Alliance and any of its assignees all rights and interests in photographs, videos and other depictions of the Participants arising out of the participation in The San Pedro Dia de Los Muertos Festival. I understand that said depictions or reproductions may be used in various types of media, advertisements, and promotions although this language shall in no way limit other uses.

Signature: _____

Date _____

INSURANCE REQUIREMENTS

The following language in regard to additional insured must be added to your insurance certificate and provided at least fifteen (15) days prior to the event:

“The San Pedro Property Owners’ Alliance, the San Pedro Historic Waterfront Business Improvement District, their members, stakeholders, officers, directors, agents, and employees are added an additional insured under this policy.”

Name: (individual) _____

Date: _____

Signature: _____

Click Here - [San Pedro Property Owners' Alliance - Dia de los Muertos Event 2019](#) - to access the San Pedro Dia

de Los Muertos Festival Insurance Policy and fill out your information. The above-required insurance language is conveniently filled out for you.

Every vendor participating in the festival must have an insurance policy.

(Your choice of carrier is completely at your discretion and is not limited to the company below)

For insurance questions, please contact: ANTHONY INSURANCE | (877) 811-2271
melanie@anthonyinsuranceservices.com or visit: www.anthonyinsuranceservices.com

WAYS TO SUBMIT APPLICATION FOR CRAFT VENDOR

1. **Online:** Complete Online submission form at: www.sanpedrodayofthedead.com

We will be notified of your application submission and call you to arrange payment.

Proof of Insurance will still be required and must be emailed to grizzi@sanpedrobid.com

2. **Print & Email:** Email a copy of your completed application to: grizzi@sanpedrobid.com

Scan & send completed application, proof of insurance, and images of products sold.

Contact us at 310.832.2183 to arrange payment via credit card.

There is an additional credit card processing fee.

3. **Mail:** Send a copy of your application - Hard Copy to: **390 West 7th Street San Pedro, CA 90731**

Make sure to postmark by the date listed and include check, images of products sold, and proof of insurance.

4. **Drop Off** – a hard copy of your completed application & required documents/payment can be dropped off

Monday – Friday | 9 am – 4 pm at: 390 w. 7th St. San Pedro, CA 90731

Please call in advance for an appointment to drop off your application & required documents.

Once received, you will be notified with the status of your application. Please allow one week for confirmation.

CONTACT US

San Pedro Property Owners Alliance

390 W. 7th Street. San Pedro, Ca 90731

O: 310-832-2183

www.sanpedrodayofthedead.com

Gianine Rizzi | Event Producer & Lead

O: 310-832-2183

E: grizzi@sanpedrobid.com

Office hours are 9AM- 12PM Monday to Friday.

Francis Ruiz | Event Assistance & Operations

O: 310-832-2183

E: fruiz@sanpedrobid.com

****Hablo Espanol*** | Office hours are 8:30 AM- 4 PM Monday to Friday.