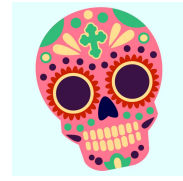


*San Pedro Day of the Dead*  
**CRAFT VENDOR APPLICATION**



Sunday, October 23, 2022  
 3:00 PM –700 PM

Location: Mesa Street between 5th and 6th  
 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 Day of the Dead Festival.  
 Please read the below requirements & information, for becoming a vendor.

- ❖ APPLICATIONS ARE SUBJECT TO APPROVAL  
*Event Pricing - \$150.00 (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  
 mperez@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.**

**BOOTH SPACES ARE LIMITED.**

**PLEASE SUBMIT APPLICATION AS SOON AS POSSIBLE.**

**SETUP & BOOTH DETAILS**

An email will be sent out before the event with detailed instructions for arrival & loading in. If you should have any questions beforehand, please contact our office at - 310-832-2183

- 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

**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): \$150 per booth..

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

**Event Insurance Policy is \$50.00 additional & is mandatory**

**Application deadline is Oct. 1st, 2022**

**CANCELLATION** - Cancellations must be made before Oct. 7th, 2022 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** or cash payments. - Please only deliver cash in person to the office. Do not mail.

❖ **Checks, Money Order Payments, or Cash - Please Do Not Mail CASH**

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

**2022 San Pedro Day of the Dead Vendor Waiver and Agreement**

"I/we agree to participate in the 2022 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** \_\_\_\_\_

**2022 San Pedro Dia de Los Muertos Festival Craft Vendor Hold-Harmless Insurance Agreement**

I/We agree to participate in the 2022 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 2022 San Pedro Day of the Dead event . 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, and their members, stakeholders, officers, directors, agents, and employees are added an additional insured under this policy."***

**Name: (individual)** \_\_\_\_\_

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

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

**Click here to apply for one day event insuranceSan Pedro Dia de Los Muertos Festival** - to access the San Pedro Day of the Dead Event 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)*

\*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

**Melissa Bibeau**

Email: [Melissa.Bibeau@fdean.com](mailto:Melissa.Bibeau@fdean.com)

Customer Service Representative

[www.anthonyinsuranceservices.com](http://www.anthonyinsuranceservices.com)

(800) 745-2409 Ex.168

## **WAYS TO SUBMIT APPLICATION FOR CRAFT VENDOR**

Proof of Insurance will still be required and must be emailed to [grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)

**2. Print & Email:** Email a copy of your completed application to: [grizzi@sanpedrobid.com](mailto: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 7<sup>th</sup> 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

***Mon. - Fri. 8:30 am – 3 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. 7<sup>th</sup> Street. San Pedro, Ca 90731

O: 310-832-2183

[www.sanpedrodayofthedeath.com](http://www.sanpedrodayofthedeath.com)

### **Gianine Rizzi | Event Producer & Lead**

O: 310-832-2183

E: [grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)

*Office hours are 10 AM- 2PM Monday, Wednesday, and Thursday*

### **Melody Perez | Event Assistance & Operations**

O: 310-832-2183

E: [mperez@sanpedrobid.com](mailto:mperez@sanpedrobid.com)

*Office hours are 8:30 AM-3 PM Monday thru Friday.*