



20700 Avalon Boulevard
Carson, CA 90746

SPECIAL EVENTS VENDOR APPLICATION



SATURDAY, 02/02/2013, 11AM - 4PM

FREE HEALTH FAIR

COMMUNITY RESOURCES
Free screenings, free health information, giveaways
*Jama Zumbathon (African Theme) 8am - 10am
*more info, see back

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Facebook.com/SouthBayPavilion | 20700 Avalon Blvd. Carson, CA 90746 | 310-366-6629





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2013 BI-ANNUAL HEALTH FAIR INFORMATION, FEES & CONTRACT

Date of Event
Sat., Feb 2nd (11am – 4pm)

SouthBay Pavilion Address
20700 Avalon Blvd., Carson CA 90746

Set Up Time
10:00am – 10:45am

Application Deadline:
January 24, 2013

Tear Down Time
4pm- 5pm

Early Bird Deadline:
January 8, 2013 (Receive \$10 off vendor rates)

DESIRED VENDORS

Hospitals/Clinics
Fitness Instructors
Gyms/Fitness
Counselors/Life Coach

Organic Products
Chiropractors
Nutritionists
Personal Trainers

Dance Instructors
Insurance Agencies
Eco-Friendly Products
Holistic Healers

VENDOR CONTACT INFORMATION

How would you like your company name printed		
Contact Name		
Office Address		
City	State	Zip
Office Phone	Cell Phone	
Email		
Website		
Facebook url		
Twitter handle		
Vendor Industry? (Health facility, chiropractor, dentist etc...)		
What kind of information/merchandise will you have on your table		
Payment Method Please circle one:		
Cashier's Check Money Order		

BOOTH/SPACE PREFERENCE

Every preference choice is on a first come first served basis.

Electricity Outlet Needed? ☐ Yes ☐ No

Logo featured on our flyers? ☐ Yes ☐ No
If yes, please send us the jpg/pdf file of your logo no later than 01/08/13
Send to: smontinola@vintage-vre.com

Business Structure ☐ Sole Proprietorship
☐ Corporation
☐ LLC
☐ Other: _____

Stage time (would you be interested in presenting on stage for no more than 30 min.?)
☐ Yes ☐ No

If yes, please state your topic? _____

Please initial on the lines to indicate that you understand the terms outlined

_____ I understand that I will have to provide my own professional Table cloth.

_____ I understand that I am responsible for providing a prize item valued at Least \$10 for the Health Fair giveaway.

_____ I understand that in order for this event to be a success, I have to help promote this event on our social media channels.

_____ I understand that I have to read and sign the vendor agreement outlined below.

Vendor Fee: \$50

Early Bird: \$40

Event Contact:

Phone: 310-366-6636 Fax: 310-327-1486
Sweeney Montinola, Marketing Manager: Smontinola@vintage-vre.com



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VENDOR AGREEMENT

All 2013 Participating Companies Must Read and Sign the Following:

1. **Payment/Cancellation Policy:** Payment in full is required to register as a vendor at the SouthBay Pavilion Free Health Fair. Payment must be received no later than January 24, 2013. All cancellation requests must be made in writing. No refunds will be given to those canceling after January 24, 2013.

2. **Space Assignments:** A booth space consists of approximately one or more 8'x8' areas. Tents will not be permitted at the SouthBay Pavilion Free Health Fair. Booth assignments will be made only after payment is received and will be made in the sole and absolute discretion of Management and based on space requirements, products to be exhibited and with consideration of the requested primary or secondary space. All table and exhibit materials must fit within the dimensions of the allocated space, obstruction of walkways or general views of the event or other exhibiting companies will not be allowed. Any plans for specially built displays must be submitted to SouthBay Pavilion ("Management") for approval.

3. **Vendor Operation:** All food vendors must be open and staffed during the hours of the SouthBay Pavilion Free Health Fair. Management reserves the right to restrict exhibit noise level and to determine suitable methods of operation and display of materials. Vendors agree that Management may relocate Vendor to another space if necessary, in the sole and absolute discretion of Management.

4. **Products and Exhibits:** No product bearing the SouthBay Pavilion Free Health Fair name, logo, or reference to such may be sold or distributed without written permission from SouthBay Pavilion Free Health Fair. Management reserves the right, in its sole and absolute discretion, to restrict the sale or display of any item which is deemed objectionable. If, for any reason, an exhibitor, exhibit or its contents are deemed objectionable, the exhibit, product, or item will be subject to removal. Should such an eviction or restriction be enforced, Management shall not be held liable for refunding of rental fees or funds for exhibition rental. Products being sold must be new and of first quality.

5. **Management & Dismantling:** Management reserves the right should any rented Vendor's space remain unoccupied on during the event or should any space be forfeited due to failure to make payment, to rent said space to any other Vendor or use said space in any other manner, but this clause shall not be construed as affecting the obligation of Vendor to pay the full amount specified in this invoice for space rental should Management not re-let the space. Vendor shall be solely responsible at its own expense, for installing and dismantling its booth. Vendor shall repair any such damage caused by such dismantling and return the space in the same condition as received.

6. **Fire, Safety & Health Regulations:** Vendors agree to comply with local, city and state laws, ordinances and regulations including, but in no way limited to, all applicable federal, state and local codes and regulations relating to the preparation and service of food products, as well as any and all regulations set forth by the Management covering fire, safety, health and all other matters. All exhibit equipment and materials will be reasonably located within the booth and protected by safety devices where necessary. Vendors shall take all necessary fire precautions.

7. **Sub-letting of Space:** Vendor shall not assign, sublet, or apportion the whole or any part of the space assigned or have representatives, equipment, or materials for firms other than its own in the exhibit space without written consent from Management.

8. **Indemnification/Release:** Management will take reasonable precautions to safeguard Vendor's property during event hours. However, Management will not be liable for loss or damage to the property from theft, fire, accident, or any other cause. By initialing below, Vendor agrees to indemnify, protect, defend and hold harmless the SouthBay Pavilion, SouthBay Pavilion Free Health Fair, its officers, directors, and organizers, owners, and agents, representatives, or employees of the above from and against any and all claims, damages, costs, liens, judgments, penalties, attorneys' and consultants' fees, expenses and/or liabilities arising out of, involving, or in connection with, the occupancy of the assigned space by Vendor, the conduct of Vendor's business, any act, omission or neglect of Vendor, its agents, contractors, employees or invitees, and out of any Default or Breach by Vendor in the performance in a timely manner of any obligation on Vendor's part to be performed under this agreement. In addition, the Vendor expressly releases the aforementioned from all claims for loss, damage or injury arising from any cause whatsoever.

VENDOR INITIALS: _____



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VENDOR AGREEMENT CONTINUED

9. Inability to Perform: If Management should elect not to, or be prevented from, holding the SouthBay Pavilion Free Health Fair or if it cannot permit Vendor to occupy Vendor's assigned space due to circumstances beyond its control, including but not limited to; strike, civil disobedience and acts of God, Management will refund to Vendor the amount of rental paid, less a proportionate share of SouthBay Pavilion Free Health Fair expenses, and Management shall have no further obligation or liability to Vendor. In the event Management is prevented from holding the SouthBay Pavilion Free Health Fair and Vendor shall have made no payment, Vendor nevertheless shall be obligated to pay his share of the expenses. The right to cancel or terminate the SouthBay Pavilion Free Health Fair, in whole or in part shall be in the sole and exclusive discretion of Management.

****10. Rules and Regulations:** Management shall have full power in the interpretation and enforcement of all rules contained herein to make such further rules and regulations as it shall consider necessary for the proper conduct of the Festival.

11. No Animals Allowed: No animals are allowed at the SouthBay Pavilion Free Health Fair.

12. Business License & County Health Permit: The City of Carson requires that all food vendors conducting business in Carson maintain a Carson business license and a State of California business license. The County of Los Angeles requires a valid health permit to operate in Los Angeles County. Vendors who do not already have these in their possession must obtain a temporary special events business license and a temporary special event health permit. It is the sole responsibility of the vendor to obtain the necessary licenses and/or permits. No vendor will be permitted to exhibit without prior arrangements for business license issuance. Please include a copy of your license and permit with your paperwork.

13. Inclement Weather: In the event of inclement weather, this agreement may be terminated by Management only. Tenant shall have no right to terminate this Agreement based on inclement weather. In the event Management determines, in its sole and absolute discretion, that the prevailing weather conditions either make, or are likely to make, continuation of the event impractical, Management shall have the sole and absolute right to terminate this agreement. In the event of such termination, the amount of rental paid shall be refunded to Vendor pursuant to Section 10 above.

14. No Guarantee of Results: The SouthBay Pavilion Free Health Fair does not warrant or guarantee any particular results from exhibiting in the SouthBay Pavilion Free Health Fair nor does it guarantee any particular number of attendees or exhibitors. By completing this contract we agree to exhibit our products/services at the 2013 SouthBay Pavilion Free Health Fair and to abide by the rules, regulations and conditions governing the Expo as stated above.

VENDOR INITIALS: _____

VENDOR COMPANY: _____

Authorized Applicant Signature: _____

PRINT NAME: _____

TITLE: _____

DATE: _____



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CHECK LIST FOR VENDORS

____ Send in Payment to **VCG – SouthBay Pavilion** and attach the Vendor Application Form no later than January 24, 2013. Send by 1/8/12 for the early bird special

____ Email smontinola@vintage-vre.com your logo no later than January 8, 2012 to be included in all marketing materials.

____ Email all your family, friends, and clients about the upcoming event. You will receive a flyer for the event no later than January 16, 2013.

____ Prepare a table cloth for a 6x4 ft table.

____ All Vendors **MUST** provide at least 1 giveaway donation for the event, valued at \$10.00 or more.

‘DAY OF’ THE EVENT CHECKLIST

____ You or a representative must finish setting up during the agreed time specified in the contract, which is no later than 10:45am.

____ You must park in the designated parking area behind JC Penney’s (a map and more details will be sent once your payment is confirmed).

____ You and/or your assistant/s must be available for the event all day. Please do not leave your table unattended.

____ Please bring only necessary items to keep your table neat. You can hide your belongings underneath your table – to do so please make sure your table cloth reaches to the floor.

GIVEAWAY DONATION ENTRY FORM:

All shoppers or Health Fair participants will be handed an entry form to fill out to be eligible to win one of the giveaway donations provided by vendors. This is our way of encouraging people to visit all booths at the health fair. The shoppers will collect signatures from all vendors to be entered into the drawing. It’s FREE to enter into the drawing.

PROMOTION STRATEGY

SOCIAL MEDIA/ONLINE:

Post on Facebook, Twitter, FourSquare, and Youtube.

Additional posts on partner websites: DailyBreeze.com, EventBrite, SouthBay Events, Eye Spy LA, local community online event calendars, Craigslist, SouthBay Pavilion Website.

**SouthBay Pavilion Website welcomes an average of 19,000 site visits every month.*

** SouthBay Pavilion newsletter reaches 16000+ emails/households.*

PRINT MEDIA:

Over sized posters displayed in the property starting January 12, 2012. Flyers will be printed and distributed to Parks and Recs, local high schools, local businesses and more!

NEWS MEDIA:

Advertise in the Gazette Newspaper and Daily Breeze Event Calendar. Post on local community newsletters and the City of Carson Event Calendar.

A press release will be sent to all preferred local news radio, TV and publication which will include information about the vendors and free screenings provided.