

Hometown Fair

Saturday, May 4th, 2019, 10 am - 3pm
Library Park, 600 Main St. El Segundo



Craft Vendor Application

You **MUST** list **ALL** items to be sold: (1) _____ (2) _____

(3) _____ (4) _____ (5) _____

** Please list additional items on back **

Person (s) Selling Crafts: _____

Email: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

PLEASE PRINT ALL INFORMATION CLEARLY

The City of El Segundo Recreation & Parks Department invites you to participate in our Annual Hometown Fair on Saturday, May 4, 2019. The event will include craft, game, and food booths as well as live entertainment throughout the day. In order to ensure a quality fair, please read and follow the guidelines below.

- ▶ **Craft Vendors: \$50 per space.** Handmade and/or embellished arts and crafts vendors who sell items such as scrapbook supplies, candles, fine arts items etc. that are not available through traditional retail outlets. Resale of commercial items normally available through retail outlets is not permitted.

Participation Rules:

- **Applications will be reviewed for approval by the Hometown Fair Selection Committee. This is a juried show and a limited number of vendors will be approved; there are 25 spots available. Only fully completed applications will be considered. Submitting an application does not guarantee acceptance.**
- All items intended for display, to order or sell must be listed on this application form and will be subject to approval by the Hometown Fair Selection Committee. Any additional items not listed therein will not be allowed unless approved by the Selection Committee.
- Booths will be checked randomly throughout the day to verify that only approved items are being sold; if non-approved items are displayed, being ordered or sold, vendors will be asked to remove the items from their booth.
- All booth spaces are 10' x 10'.
- Vendors must provide their own tables, chairs, canopy, etc. Set-up begins at 7:00 am and must be completed by 9:30 am. Booths cannot be closed prior to 3pm. Booth spaces must be cleared by 6pm. Vendors are responsible for clean-up of their own area.
- No refunds are given for cancellations.
- Pets are not allowed. No smoking in the booths.
- **All applications must include the Vendor Application Form, complete list of items to be sold, photographs of each item to be sold, completed and signed Event Hold Harmless & Indemnification Form, and payment must be received by Wednesday, April 3, 2019 at 12 noon.**
- Selected vendors will receive an email confirmation and map of assigned space by April 10th. Vendors not selected for the fair will also be notified at this time.
- **Send application & payment to:**
- **City of El Segundo, c/o Hometown Fair Selection Committee, 401 Sheldon Street, El Segundo CA 90245**
Please make checks payable to "City of El Segundo". Payments will not be processed until the vendor selection process.
Visa, MasterCard, and American Express are also now accepted. Please No CASH payments.
 Visa MasterCard American Express Name on Card: _____
Credit Card #: _____ Exp. Date: _____

OFFICE USE ONLY: RCVD BY: _____ DATE RCVD: _____ Approved Denied