



Officer Jeremy Henwood Memorial Park
4455 Wightman Street, San Diego, CA 92105

2025 SD Lunar New Year Festival

(Hereinafter referred to as "EVENT")

www.LunarNewYearFestival.org

To secure your merchandise, information or food booth, a completed application with deposit and full rental payment, plus any required documents, must be submitted by **January 8, 2025**. Space is limited and booths will be reserved on a first come, first serve basis. A **\$100.00 off** will be applied for all applications received on or before **January 3, 2025**. If you need special accommodation, please contact our office right away. We will accommodate you whenever possible.

A description of **all** merchandise or food items you are selling is required. Photos are recommended if you would like exposure on any social media platforms associated with EVENT. Any item or product added after application has been submitted must be approved at least one week prior to each EVENT. If your set-up includes a trailer or camper, please be sure to indicate which side is used for serving. A diagram may be attached to the application.

*FOOD VENDORS

By California State law, the Health Department requires a temporary food permit for each food vendor. Please include a copy of your temporary food facility permit and food handing card along with your completed vendor application. FYI: We will be on grassy grounds, so please bring your own tarp for coverage.

SUBMISSION OF APPLICATION

- Postal mail to: 4419 Euclid Ave Suite 103, San Diego, CA 92115
- Email to: vendor@littlesaigonsandiego.org
Contact@littlesaigonsandiego.org

PAYMENT

- **Cash/Check** – Cashier's check or money orders payable to **Little Saigon San Diego**. Cash and personal check are not accepted.
- **Online Payments:** Please wait for electronic invoice to be sent to you via email.
- **Venmo** – Please scan QR code to pay using Venmo app. Unfortunately, we unable to accept any other alternative money transfer or payment apps such as Zelle, Apple Cash, or Facebook pay due to our bank restrictions.

Little Saigon San Diego

@LittleSaigon_SD



venmo

Vendor Application

Please PRINT clearly.

Business Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Contact Person: _____ Phone: _____

E-mail: _____

For food vendor only- Annual TFF Permit: _____

TYPE OF VENDOR	PRICE	SUBTOTAL
<input type="checkbox"/> Corporate	\$1500	
<input type="checkbox"/> Food 10' x 10'	\$1500	
<input type="checkbox"/> Food Truck	\$1200	
<input type="checkbox"/> Arts, Craft, Information, & Retails	\$1000	
SECURITY DEPOSIT (Food Booths = \$200.00; Others=\$50.00)		
\$100.00 off for app. received on or before January 3, 2025		
GRAND TOTAL		

PAYMENT TYPE: Cashier's Check Money Order Credit Card*

Will you be bringing your own canopy, tables, and chairs? YES NO

List of items to be sold at EVENT

List all ELECTRICAL equipment that you will bring (total limit: 15 amps):

1		5	
2		6	
3		7	
4		8	
GRAND TOTAL AMPS			

To convert from watts to amp
of watts/110v = amps

- Standard household items**
- Microwave 12.8 amps
 - Air Conditioner - 15,000 BTU 12.5 amps
 - Electric Water Heater - 6 gallon 12.5 amps
 - Toaster 10 amps
 - Electric Frying Pan 10 amps
 - Electric Coffee Pot 10 amps
 - Electric Deep Fryer 13.6 amps

PLEASE NOTE: We will only be able to provide up to 15 amps per vendor. If you plan to bring large appliances such as microwave, blender, refrigerator, or personal heater, please consider bring your own generator or use Gas and Propane appliances.



CONDITIONS FOR VENDOR PARTICIPATION

_____ **APPLICATION:** Submission of application does not guarantee approval or eligibility. If you have submitted payment by cashier's check or money order and your application is not accepted, your payment will be returned to you. Invoices for payments via credit card will not be issued until application is approved. Completed application, full payment and all necessary documents must be submitted by **January 8, 2025**. There will be **\$100.00 off** for any application + payment received on or before **January 3, 2025**.

_____ **SPACE ASSIGNMENTS:** Booth spaces are approximately 10x10 feet. Food booth spaces have additional 10 foot opening in the back as required by the city fire marshal. Booth spaces will be assigned and notices sent via e-mail up to one week prior to event but may be subject to last minute changes. Vendors who do not provide an e-mail address on the vendor application are required to contact the EVENT coordinator to find out assigned booth space number. All vendors must operate within their assigned spaces. It is not possible to set up the site plan to suit everyone, but we do try our best to satisfy vendor space requests. If you do not like your assigned space you are welcome to withdraw your participation; however, there will be no refunds.

_____ **EQUIPMENT PROVIDED:** Each booth will be provided with one (1) canopy and overhead lighting. Non-food booths will have one (1) table and two (2) chairs. Food booths will have two (2) tables + two (2) chairs. Taking table(s) or chair(s) from empty booths will result in a fine and/or removal from the EVENT without refund.

_____ **SET UP, HOURS OF OPERATION & DEPARTURE:** VENDOR shall set up their assigned rented space between 12:00 pm and 4:00 pm Friday, January 24, 2025. As a courtesy to other vendors, please do not set-up anything out-side your marked area. Vendors are not allowed to obstruct the view or adversely affect the display of other vendors. Setup must be completed and all vehicles must be out of EVENT space 1 hour prior to EVENT start time. Booth space assignments are subject to change up to the day of the EVENT. Please unpack your car, go park and then set up your booth.

Vendor booths are **required** to remain open for the duration of the EVENT: Friday, January 24, 2025, 5:00 pm – 10:00 pm; Saturday, January 25, 2025, 11:00 am - 10:00 pm; and Sunday, January 26, 2025, 11:00 am – 8:00 pm. Vendors who leave early will forfeit their security deposit and/or will not be able to participate in future events. After the close of the EVENT, vendors must remove all displays and merchandise from the booth. Breakdown must be completed no later than 12:00 pm, Monday, January 27, 2024.

_____ **DELIVERIES:** please use vendor drop-off location for all deliveries. Vehicles will not be allowed on the EVENT grounds. If you need help delivering heavy items into EVENT grounds, please let one of our staff know. We may be able to accommodate your needs.

_____ **LICENSES AND PERMITS:** All vendors are responsible for obtaining the required licenses, permits, and insurances. State and local sales tax collection and remittance is vendor responsibility. Food vendors must obtain the appropriate health permits and must provide EVENT Producer with a complete list of all food items to be sold at the time the vendor application is submitted. All food handlers must comply and meet with Health Department requirements. Food vendors must provide a hand wash station and garbage receptacles at booth for vendor use. All food vendors will be inspected by the local health department. The responsibility for proper food service is that of the VENDOR. VENDOR is responsible for knowledge of information regarding proper food preparation and handling, and equipment necessary to pass inspection. NO REFUNDS WILL BE MADE TO ANY VENDOR WHO FAILS TO ACQUIRE THE NECESSARY LICENSES AND PERMITS or fails the health inspection and/or is required to be closed down by the local health department or fire marshal. In addition, food vendors are responsible for having the prescribed fire extinguisher in their booth.

- Deep fried or cooking greasy food -> Class-K Wet Chemical Fire Extinguisher (Silver)
- Grill, gas burner, etc. -> Regular ABC Type Fire Extinguisher (Red)

_____ **ELECTRICAL:** Maximum 15amps of electrical power will be provided to each booth. VENDOR must provide electrical outlets for all appliances and equipment. If you plan to bring an electric generator, intention must be noted on vendor application and located within your assigned space. Please be mindful of noise and exhaust considerations. **WE RECOMMEND USE OF PROPANE OVER ELECTRICITY FOR FRYING AND HEAVY-DUTY COOKING. ANY OVER- USAGE OF ELECTRICITY CAUSING POWER BLOW-OUT WILL RESULT IN A FINE OF \$50 EACH TIME THE BLOW-OUT OCCURS.**

_____ **TRASH, LITTER, DAMAGE & MISSING ITEMS:** The VENDOR shall be required to maintain its site free of all garbage and litter. During the EVENT, vendors are responsible for taking care of their own trash and putting it in the EVENT's large trash containers. Vendors are responsible for cleaning up their booth areas during and after the EVENT. A \$50.00 disposal charge will be sent to any vendor who leaves behind items that do not belong to EVENT Producer. Damage/replacement charges will be billed to you on a separate invoice for any replacement costs due to damaged or missing canopy/table/chair/extension cord/any other rented equipment in your vendor booth. Please be sure to inspect and properly notify EVENT COORDINATOR before the EVENT start for replacement.

_____ **CANCELLATION & REFUND:** The VENDOR shall have the right to cancel by 5:00pm PST on January 10, 2025, and receive 50% monies paid. Cancellation after this time will result in loss of all monies paid. No refund for "no show" vendors. Vendor shall assume risk of weather or other causes beyond the control of the EVENT Producer, which may affect EVENT attendance in any way. Security Deposits refunded no later than one month after EVENT, as per terms of this contract.

_____ **VENDOR PASSES AND PARKING PERMIT:** There will not be any vendor parking and passes available. Parking spaces are first come first serve. **IMPORTANT NOTICE:** please do not park in the parking lot of El Super supermarket and alike, because your vehicle will almost guarantee to get towed at your own expenses.

