

30th Annual 'Encino Family Festival' (formerly A Taste of Encino)
Participation Agreement Information

SALES AND BOOTH REQUIREMENTS:

1. Acceptance into the event does not constitute exclusivity. Booth spaces are not guaranteed and are chosen by the Encino Chamber of Commerce at its discretion. Once your payment is received and processed it is not refundable.
2. Space (booth) cannot be shared. Space (booth) must conform to size restrictions on all sides and not infringe on walkways or neighboring booths. All spaces (booths) must be appropriate for family viewing. No drug related items will be sold.
3. **No unauthorized food or beverages may be sold, given out for free or served in your booth. This includes but, is not limited to promotional bottles of water and samples of food.**
4. Alcoholic beverages are prohibited on event grounds except in the designated 'Beverage Garden' area should one exist. The sale and consumption of alcohol is specifically limited to those items sold in the 'Beverage Garden' should one exist and must be consumed in the 'Beverage Garden.' The Encino Chamber reserves the right to not serve or permit any alcoholic beverages throughout the event.
5. Participants must sell from their designated space only; no roving or moving to another location without permission from the Encino Chamber of Commerce or the Festival Directors.
6. The Encino Chamber of Commerce reserves the right to deny the sale of any item based on quality, uniqueness and product mix. Commercially manufactured wares or exhibits will be allowed in the event. These items will be set up in locations determined by the Encino Chamber of Commerce.
7. Each vendor selling a product must have their California State Board of Equalization sellers permit available for inspection on the day of the event and is responsible for collection of sales tax.
8. All revenues are those of the vendors. All food vendors may sell any food items previously authorized by the Encino Chamber of Commerce, subject to City of Los Angeles or County of Los Angeles Health Department/Inspector, at any reasonable price to be set by the vendors at their discretion.
9. **All food vendors are responsible for all their cooking and food preparation equipment (including propane gas, refrigeration, ice, etc.), for grease removal, all serving utensils, plates, napkins, etc. All grease, oil, etc. to be properly stored and removed by vendor.**

SET-UP:

10. **Event hours are from 10am to 4pm.** Setup begins at 6am.
11. Vehicles will enter from Paso Robles South, and move to an assigned location given to you when you enter on Sunday morning. You are permitted to bring only one vehicle onto the setup area.
12. Your vehicle must be immediately removed from the venue after unloading and moved to your assigned parking spot. All vehicles must be off Ventura Blvd. (event site) by 9:00 am. **No Exceptions.**
13. Your space may be forfeited if you are not completely set up by 9:30am. If you arrive later, you may be denied access to the venue to set up your booth/space.

CLOSING PROCEDURES:

14. **No vendors may vacate their booth until 4:00 p.m.** You may not close, breakdown, exit your booth or the event until the Fire Marshall deems it safe and instructed to do so by an authorized 'Encino Family Festival' representative.
15. Break Down starts at 5pm. Please pack all your belongings before you bring your vehicle on to Ventura Blvd.
16. Vendor and its agents are responsible for removing all personal and other property brought to or for the event, including, but not limited to vendor's and its agent's vehicle, equipment, materials, signage, booth construction, lighting, canopy, chairs, goods, items to be sold and the like from the event site no later than 6:30 p.m. on the date of the event.
17. Participants are responsible for set-up and tear down of their own displays. All participants must clean their area and take all trash to the bin located behind the Encino Chamber office before leaving at the end of day.

PARTICIPANT/VENDOR RESPONSIBILITIES:

18. Encino Family Festival and the Encino Chamber of Commerce are not responsible for damage, loss, theft or destruction to any item of personal property of vendor, it's employees, representatives or agents or other property brought to or for the event, including, but not limited to vehicles, equipment, materials, signage, booth construction, lighting, canopy, chairs, goods, items to be sold and the like.
19. Participants will cooperate in any way necessary to provide a safe and enjoyable event for festival goers as well as fellow participants. Participants must comply with fire codes and the directions of any fire or police personnel. Restaurant/Food Truck participants must have a currently certified and working fire extinguisher in their booth at all times.
20. No dogs or pets of any kind are allowed in or near food preparation areas (except service animals).
21. **All vendor participants must have their own liability insurance.**
PLEASE SEE INSURANCE DETAILS ON PAGE 2 OF APPLICATION.

Authorized Representative Signature _____

Company _____ Date _____