

**The Pan Am Fiesta, Celebrating 73 Years – Saturday, May 12, 2018**  
**POLICIES AND WAIVER FOR USE OF BOOTH SPACE**



1. Registration will be conducted through U.S. mail only. Walk-ins, emailed, and faxed applications are not accepted. **Applications must be postmarked on Tuesday, February 20, 2018 or later.** Applications received with an earlier postmark will not be accepted and will be returned to the sender. Incomplete application packets will not be processed. Applications are processed in random order, as received, with preference given to Lakewood residents.  
Mail all applications to: Pan Am Fiesta, c/o City of Lakewood  
P.O. Box 158, Lakewood, CA 90714
2. **VENDORS: A copy of your Seller's Permit (even if you have submitted one in the past) must be attached to the Pan Am Fiesta Booth Application.** Please remember that the name on the permit must match the name on The Pan Am Fiesta Booth Application. Vendors must have a Seller's Permit or a Resale Number through the CA State Board of Equalization office when selling taxable merchandise or services in California. Detailed information is available at [www.boe.ca.gov](http://www.boe.ca.gov). A Seller's Permit or Temporary Resale Permit may be applied for at any State Board of Equalization office. The office closest to Lakewood is located at 12440 E. Imperial Hwy. (2nd floor) in Norwalk. The permits are free of charge.
3. Exact location of booth space will be made at the discretion of the Pan Am Fiesta Committee. Non-profit Community groups applying for a display booth will also be assigned a booth location.
4. All spaces are 10' x 10' and include a canopy. All vendors must use the canopy provided by the City and operate within the space provided. Only blue painter's tape, fishing line, string and clothespins can be used to secure signs, posters and decorations to the booth frame or cover fabric. Do not use nails, wire, tacks or staples. All decorations and items used to secure decorations must be removed at the conclusion of the event.
5. Each vendor or business may apply for a maximum of two booths.
6. All items intended for sale must be listed on the application and will be subject to approval by the Pan Am Fiesta Committee. Any additional items not listed therein will not be allowed unless approved by the Pan Am Fiesta Committee.
7. Please make checks and money orders payable to City of Lakewood. All major credit cards are also accepted. If you wish to pay by credit card, a City of Lakewood staff member will contact you by phone to coordinate payment. Refunds will be given only if requested before Monday, April 9 and a \$20 administrative fee will be charged to process all refunds.
8. Applications are approved upon the condition that all rules and regulations established by the City of Lakewood and the County Health and Fire Departments will be observed.
9. The Pan Am Fiesta Committee reserves the right to approve those groups, individuals, and items that are best suited for the Pan Am Fiesta. Confirmation of booth locations and equipment requests will be mailed out beginning the week of March 5, 2018.
10. Vendors and group representatives will be expected to fulfill their commitment on **Saturday, May 12 from 11 a.m. – 6 p.m.** All booths must be set up by 10:45 a.m. Adherence to this requested time frame will be considered when awarding booths for the 2019 Pan Am Fiesta. **SATURDAY IS THE ONLY DAY FOR CRAFT VENDORS.**
11. The permitted group shall leave the booth and immediate area in a clean and orderly condition. Storage space will not be available at the park. Booth operators are required to take home all supplies on Saturday, May 12, 2018.
12. The permitted group shall accept full responsibility for the conduct of those in the group using the booth and shall accept full responsibility for any breakage or damage to City property or equipment.
13. In accordance with Lakewood Municipal Code 4400, alcohol is forbidden on all City of Lakewood parks.
14. Pets are not allowed. Dogs are prohibited on City parks. (Lakewood Municipal Code 4222)
15. Permission to participate may be revoked for failure to observe the regulations, improper conduct, or when cancellation is necessary for other reasons.
16. The Pan Am Fiesta will be held rain or shine. In the event of rain, please note that there is **no relocation** of booth spaces and **refunds will not be given**.

**WAIVER, RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE**

I, the undersigned, fully understand that my participation in the City's Pan Am Fiesta exposes me to the risk of property damage, personal injury or death. I hereby acknowledge my voluntary participation in this event and agree to assume any such risks.

I hereby release, discharge and agree not to sue the City of Lakewood, its officers, employees and agents for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the Pan Am Fiesta from whatever cause, including the active or passive negligence of the City of Lakewood, its officers, employees and agents or any other participants in the event/class. The parties to this agreement understand that this document is not intended to release any party from any act or omission of "gross negligence," as the term is used in applicable case law and/or statutory provision.

In consideration for being permitted to participate in the Pan Am Fiesta, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of Lakewood, its officers, employees and agents from any and all claims, demands, actions or suits arising out of or in connection with my participation in the event/class.

I also understand that from time to time City representatives may photograph and videotape City recreation programs and participants. By signing this form, I authorize the City to use or publish any images taken by the City showing my participation.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND I SIGN IT ON MY OWN FREE WILL. I FURTHER AGREE TO ABIDE BY AND ENFORCE THE RULES AND REGULATIONS OF THE CITY OF LAKEWOOD, AND CERTIFY THAT I HAVE READ THE POLICIES TO PARTICIPATE AS A VENDOR OR COMMUNITY DISPLAY BOOTH FOR THE PAN AM FIESTA IN 2018.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A signed policies and waiver form must accompany the application for use of craft/display booth.**



**City of Lakewood**  
**APPLICATION FOR USE OF CRAFT / DISPLAY BOOTH**

**Saturday, May 12, 2018, 11 a.m. – 6 p.m.**  
**Mayfair Park - 5720 Clark Avenue, Lakewood, CA**

**Business Name:** \_\_\_\_\_

**Person in Charge:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home/Business Number:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

	Quantity	Fees	Totals
Craft Space Requested Includes a 10 x 10 Canopy (2 maximum)		Non-Profit Community Group Free Lakewood Resident \$45 Non-resident \$75 Commercial \$150	
6-foot Banquet Table?		\$10 each	
Electrical Outlet?		\$10	
Chairs		No Charge	
		Total Fees	



**Make checks payable to:**  
**City of Lakewood**  
**All major credit cards are accepted**  
 Refunds will be given  
 if requested before April 9  
 (\$20 fee charged to process refunds)

**The Craft/Display booth area at the Pan Am Fiesta will only be offered on Saturday, May 12<sup>th</sup> from 11:00 a.m. to 6:00 p.m.**



**ALL BOOTH PLACEMENTS WILL  
 BE ASSIGNED BY THE FIESTA  
 COMMITTEE.**

**2017 Vendor?**

**Please circle the primary item you intend to sell.**

**Check boxes for all other items you will sell in your booth.**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Jewelry                          | <input type="checkbox"/> Floral Decorations / Wreaths | <input type="checkbox"/> Cards              |
| <input type="checkbox"/> Ceramics / Pottery               | <input type="checkbox"/> Clothing                     | <input type="checkbox"/> Hand-sewn items    |
| <input type="checkbox"/> Wood Working                     | <input type="checkbox"/> Artwork / Paintings          | <input type="checkbox"/> Literature         |
| <input type="checkbox"/> Soaps / Lotions / Oils / Candles | <input type="checkbox"/> Yard Signs                   | <input type="checkbox"/> Commercial Product |
| <input type="checkbox"/> Purses / Handbags                | <input type="checkbox"/> Toys / Dolls                 | <input type="checkbox"/> Other: _____       |

Product details, including price range: \_\_\_\_\_

***If you are planning to sell anything other than handmade items, you will be required to pay the commercial rate.***

Method of Payment       Credit Card       Money Order       Check# \_\_\_\_\_

**In order to protect your privacy and meet PCI compliance standards, credit card payments are accepted by phone.**  
**If selected to participate, a City of Lakewood staff member will contact you by phone to coordinate credit card payment.**



- Read all the policies and waiver, sign, and date it
- Fully complete the application
- Vendors: Include a copy of your resale permit with application
- Put signed policy/waiver, application, payment and resale permit in the mail on Tuesday, February 20 or later