

# ***Pet Appreciation Fair & WALK for the Animals***



**Friends of Long Beach Animals** *An All-Volunteer, Non-Profit Organization*

3815 Atlantic Ave., Suite 4  
Long Beach, CA 90807

**Mailing Address:** P. O. Box 92736  
Long Beach, CA 90809

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## **Exhibit Booth and Vendor Application**

The Mission of Friends of Long Beach Animals (FOLBA) is to reduce Pet overpopulation through our spay and neuter programs, fund our humane education programs within our local school system, and fund numerous Pet welfare needs throughout the Greater Long Beach area.

The Friends are pursuing new initiatives with Long Beach Pet Care Services to increase the rescue rates of previously unadoptable dogs and cats, and thus, reduce euthanasia rates at our shelter. To do this, we must invest significantly more money for medical and other expenses to bring the Animals to the point of being adoptable.

### **Saving lives through spay/neuter and education**

FOLBA produces the Pet Appreciation Fair & WALK for the Animals for the public as an educational event. Any reproduction, broadcast, or commercial use of the event, in whole or in part, in any format, is strictly prohibited without prior written consent of FOLBA.

Phone: (310) 344-4026 or (562) 988-7647

E-mail: [Dawn\\_Weller@yahoo.com](mailto:Dawn_Weller@yahoo.com) or [info@friendsoflongbeachAnimals.org](mailto:info@friendsoflongbeachAnimals.org)

Website: [www.folba.org](http://www.folba.org)

**Terms and Conditions  
for all  
Exhibitors and Vendors**

FOLBA presents the Pet Appreciation Day Fair & WALK for the Animals for the public as an educational event and reserves the rights as producers. Any reproduction, broadcast, or commercial use of the event, in whole or in part, in any format is strictly prohibited without prior written consent of FOLBA.

FOLBA reserves the right to refuse anyone participation at this event and does not guarantee your success at this event.

By signing and submitting the attached application, you (hereafter referred to as “Exhibitor” or “Vendor” agree to comply with the following terms and conditions. Violations of these terms or conditions can be cause for removal from event grounds without refund and could result in being expelled from future events. NO FAXED or INCOMPLETE applications will be accepted. Please mail your application with payment early.

**1. Payment –**

All paid booth fees are non-refundable, unless a written notice of cancellation is received 14 days before the event. NO REFUNDS or deposits will be refunded after the final application deadline.

**2. Event dates and hours of operation –**

All exhibitors and vendors are required to on site and open to the public by 9 AM  
You are also required to vacate the event site within 1 hour of the official close of the event.  
Your booth must remain open to the public until the official close of the event.

**3. Event Vehicle Access –**

Under no circumstances will vehicles be allowed in nor out privileges to the event site during the event hours, as matter of public safety. If you need to replenish your booth supplies during the event hours, you must provide your own means of transport (i.e. dolly, wagon, or on foot). Absolutely no personal vehicles will be allowed and the grounds after 8:30am.

**4. Booth space and FoLBA provided equipment –**

- a) All business must be conducted within your designated booth space. Distribution or solicitation of materials or any services of any kind *outside* your designated booth space is strictly prohibited.
- b) Booths are to be used only for the purpose stated on the application. Only items listed on the application are to be sold or distributed.

**5. No Solicitation –**

Distribution of any materials or solicitation of any type while moving through the event site is strictly prohibited.

**7. Food Items –**

There will be a limited number of “same kind” food vendors. This applies only to food to be consumed by humans.

**8. Taxes –**

All vendors are responsible for all appropriate taxes and fees due to the State of California.

**9. All for-profit vendors must submit a copy of their resale license number with this application.**

**10. Prices –**

All prices must be legible and posted in a conspicuous manner.

**11. Limitation of liability, indemnity and release –**

a) Neither FOLBA, nor any of its members, agents, volunteers, employees, independent contractors or other representatives shall be held liable for, and they are expressly released from liability for any damage, loss, harm or injury to the person or property of any exhibitor or any of its members, agents, volunteers, employees, independent contractors or other representatives, resulting from theft, fire, water, accident or any other cause.

b) Exhibitor shall indemnify, defend and hold harmless FoLBA and any of its members, agents, volunteers, employees, independent contractors or other representatives (i) from and against any and all claims arising from any acts, failures to act, or negligence of exhibitor or any of its members, agents, volunteers, employees, independent contractors or other representatives, (ii) from and against and all claims arising from the breach of, or default in the performance of any obligation on exhibitor's part to be performed under, these terms and conditions, and (iii) from and against all costs, attorney's fees, expenses, and liabilities incurred in the defense of any such claim or any action.

**13. Licenses –**

**FOR-Profit exhibitors and vendors** – ALL for-profit exhibitors and vendors must purchase a "Business License – Special Event Permit from the City of Long Beach. The license must be acquired before the FoLBA event. The business license fee is on a per-day, per-booth basis.

**NON-Profit Exhibitors** may be exempt from purchasing a "Business license – Special Event Permit **if** they submit a copy of their IRS Letter of Determination to the City of Long Beach *prior* to the event.

**To qualify for non-profit booth rates**, the vendor must be in possession of an IRS/State of California letter of non-profit determination under section 501.C of the Revenue Code. A copy of your Letter of Determination must be submitted with is application. For-profit businesses do not qualify, even if all or part of your proceeds will be designated to a qualified non-profit organization.

**14. Confirmation –**

Booth confirmation notices will be sent 10 days before the event. The confirmation notices will indicate the area of your booth location and include **park entry pass for one vehicle**.

**15. Tables, Chairs and Tent-type Coverings –**

Exhibitors and vendors must provide their own tables and chairs, as well as your own booth covering (i.e. pop-ups, canopies with or without side shades. Soft cloth floor covering is also the responsibility of the exhibitor or vendor. FoLBA does not own any tables, chairs nor tent-type coverings to loan or rent out.

**16. Conduct –**

All exhibitors and vendors and all any of its members, agents, volunteers, employees, independent contractors or other representatives shall conduct themselves in accordance with accepted standards of decorum and good taste at all times. Violators will be expelled from the event. Potentially offensive material will not be permitted to be sold, distributed or displayed.

**17. Lotteries and Contests –**

The operation of any games of chance, lottery devices, drawings or raffles is limited to the extent permitted by local laws and permission from FoLBA.

**18. Tip and donation receptacles** are generally allowed in booths where no goods or products are sold. This generally applies to Non-profit organizations and exhibitors.

**19. Entire Agreement**

These terms and conditions and application, if accepted by FoLBA are the entire agreement between parties, and supersedes and rescinds all prior agreements relating to the subject matter hereof. FoLBA is not making any warranties or agreements except as set forth herein.

**20. I have read and agree to comply with all the aforementioned terms and conditions.**

Initials: \_\_\_\_\_

**21. Applicant must sign and return this page with the application with payment and appropriate permits and licenses that apply. (See Application Checklist)**

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Cell Phone number

\_\_\_\_\_  
Alternate Phone number

FoLBA date stamp: \_\_\_\_\_  
Application & payment received

# Booth and Vendor Application

Organization / Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ For Profit \_\_\_\_\_

City/State/ Zip \_\_\_\_\_ Non-profit \_\_\_\_\_

Contact Person(s) \_\_\_\_\_ Title: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_  
Land Cell Land Cell

Email address: \_\_\_\_\_

Non-profit status: \_\_\_\_\_ Resale # / Tax ID # \_\_\_\_\_  
If applicable

## Application Deadline – September 15<sup>th</sup>, 2011

- ALL Incomplete applications will be returned to you **un**-processed
- Be sure to include copies of all required permits and licenses.
- All payments must be made by money order or certified check only
- Photocopies of your IRS Letter of Determination, and / or Resale License **must** accompany this application.
- Mail completed and signed (all signature designated pages) application and signed Terms and Conditions and all payments due to: **Friends of Long Beach Animals PO Box 92736 Long Beach, CA 90809**
- To secure your Business License – Special Event Permit, contact the City of Long Beach, call (562) 570-6211

### Non-profit / Information / Education

Available to Non-profit organizations only Includes 10x10 space, **No sales of any kind allowed.**  
Non-profit Price per space: rate: \$ 20.00 x \_\_\_\_\_ spaces = Total: \$ \_\_\_\_\_

### For-Profit Food / Goods / Services

Choose from:

10 x 10 space rate:\$25 raffle item x \_\_\_\_\_ spaces

10 x 20 space “ \$50 raffle item x \_\_\_\_\_ spaces

Please indicate which category best describes your products or services: circle all that apply

Art Clothing Jewelry Services If service or other, describe: \_\_\_\_\_

\_\_\_\_\_  
Signature / Title Date Amount: \$ \_\_\_\_\_

FoLBA date stamp: \_\_\_\_\_  
Application & Payment received

## FOLBA Application check list:

### **For-profit vendors:**

- \_\_\_\_\_ Include a copy of your State Seller's Permit, (**free** from Board of Equalization)  
[www.boe.ca.gov](http://www.boe.ca.gov)
- \_\_\_\_\_ City of Long Beach Special Event Vendor Permit (City application attached)  
333 W. Ocean Blvd. 4<sup>th</sup> Floor LB 90802 (562) 570-6211

### **Food vendors must also include a copy of:**

- \_\_\_\_\_ Health Department permit from L.B. Health & Human Services,  
2525 Grand Ave. Long Beach, 90815 (562) 570-4132

### **Non-profit Exhibitors:**

- \_\_\_\_\_ Include copies of your Nonprofit Letter of Determination showing your Non-profit  
Tax ID #

### **All applicants:**

- \_\_\_\_\_ Sign and date all application areas
- \_\_\_\_\_ Read and agree to FOLBA event Terms and Conditions
- \_\_\_\_\_ Include payment for your booth space(s)
- \_\_\_\_\_ Include payment and order form for booth rentals
- \_\_\_\_\_ Make check out to: [Friends of Long Beach Animals](#)
- \_\_\_\_\_ Mail early – before the application deadline September 15, 2011  
All incomplete applications will be returned unprocessed  
Postmark must be before final deadline.  
Our office is not staffed daily. Please mail your application to:  
PO Box 92736, Long Beach, CA 90809

- \_\_\_\_\_ **NOTE to For-profit vendors:** Call Dawn Weller at (310) 344-4026  
to make arrangements for pick up or delivery of your raffle item donation.

E-mail: [Dawn.Weller@yahoo.com](mailto:Dawn.Weller@yahoo.com) or [info@friendsoflongbeachAnimals.org](mailto:info@friendsoflongbeachAnimals.org)



