

32nd ANNUAL RICHMOND STREET FAIR

Saturday, September 26, 2009 9am-5pm

Contact: Lee Ostendorf (562) 449-9299

Location: The Richmond Street Fair is located on historic Richmond Street in Downtown El Segundo. The Fair will take place in the 100, 200, and 300 blocks of Richmond Street and the West 100 and 200 blocks of Grand and Franklin Avenues.

Set-Up, Parking and Hours: The Fair will be open to the public from 9:00 A.M. to 5:00 P.M. *All Exhibitors must be set up by 8:30 A.M. Set-up begins at 6:30. **Vendors will not begin shutting down before 5:00PM*** All Vendor vehicles ***must be unloaded and immediately removed from Fair venue prior to booth set up. All vehicles must be removed and parked in designated parking areas or vehicles will be towed.***

Eligibility: The Richmond Street Fair is open to arts, crafts, antiques, collectibles and unique quality items. All work must be appropriate for family viewing. Application does not guarantee acceptance into this event. The Kiwanis Club of El Segundo reserves the right to limit the number of Applicants for any one type of item and reserves the right to change or substitute spaces. Acceptance of your Application does not constitute exclusivity.

Space Sizes: Exhibitor Booth space is 10' by 10'. Food Booth space is 12' wide by 15' feet deep. Booths must conform to these size restrictions on all sides and not infringe on walkways or neighboring booth spaces. Applicant is responsible for constructing the booth and providing tables and chairs. Surface anchoring is mandatory. No sharing of spaces will be permitted.

Confirmations: Confirmations will be faxed, emailed or mailed. Space assignments (subject to change) and map will be made available on www.richmondstreetfair.com approximately one week in advance of the Fair.

Food Vendors: All Food Vendors must comply with Health Department regulations. All Food Vendors must have a #40BC Fire Extinguisher in the booth at all times. The Health Department and El Segundo Fire Department will conduct inspections. The Vendor is solely responsible if their booth is closed as a result of any violation.

Clean Up: After 5:00 P.M., Exhibitors and Food Vendors must dispose of trash in bins and receptacles and sweep their booth area. Dispose of liquids in the sink. **Do not dispose any liquids in the gutters or near booths.** You will be held responsible for any damages.

Media: The Fair is advertised in community newspapers as well as publicized through press releases in newspapers throughout the area. Community Cable advertising also is utilized and a web site (<http://www.richmondstreetfair.com>) hosts all information about the event.

*Due to demand, the Kiwanis Club recommends that applications be submitted early.
Thank you for your participation!*



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Exhibitor/Vendor Application

Payment Information: Please make payable to: El Segundo Kiwanis Club

EXHIBITORS	COST	TOTAL
Local Non-Profit Organization	\$50	\$
Arts & Crafts/Hand Made	\$75	\$
Vendors - Commercial	\$125	\$
Food	\$350	\$
Electricity – 110 Volts/20 Amps	\$25	\$
Electricity – 220 Volts/40 Amps	\$50	\$
Applications Must Be Postmarked by September 10, 2009	\$25	\$
<i>Exhibitor Total:</i>		\$

Please Print in Black Ink Only. Please provide a photograph of your booth and photograph of products to be sold with your application.

Name of Organization _____

Applicant Name _____

Address: _____

City: _____ STATE: _____ Zip: _____

Telephone: (_____) _____ Fax (_____) _____

E-Mail: _____

Description of Items To Be Sold: : _____

<p>For Kiwanis Club Use Only, Please</p> <p>Date Received _____ Amount Received _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p>

Disclaimer: The Applicant is responsible for any loss or damage while handling and exhibiting their property. The El Segundo Kiwanis Club and their officers, agents, volunteers, and employees shall not be liable for any loss or damage to any work submitted or shown in the Fair. The Applicant is responsible for constructing their booth, providing their tables and chairs, and meeting all State, fire, and health service codes. The Fair is held in rain or shine. No refunds will be provided.

I have fully read, understand, and agree to abide by the Guidelines on this Application.

Signature of Applicant (Required)

Date

Contact Lee Ostendorf: (562) 449-9299
Mail To: Post Office Box 392, El Segundo, California 90245