



Lotus Festival

City of Los Angeles Department of Recreation and Parks

2008 Lotus Festival

“Celebrating the People and Cultures of Asia and the Pacific Islands.”

Dear Boutique Vendor,

Welcome to the 31st. Celebration of the Lotus Festival. We are having a free concert on Friday, July 11th from 6:00pm-9:00pm. The enclosed application is for the Saturday, July 12th and Sunday, July 13th of the Lotus Festival. The weekend event will be held at Echo Park Lake, located at 1020 Glendale Boulevard in the City of Los Angeles. Official festival hours will be from **12:00pm to 9:00pm on Saturday, and 12:00pm to 8:00pm on Sunday.**

Enclosed, you will find the Boutique Application. We are presenting a variety of different Oriental and Pacific Island products; therefore it is necessary that you accurately inform us of what you are intending to sell. A photograph and complete description of all items to be sold must be included along with your application. All applications are subject to approval. Submission of an application does not guarantee acceptance to the Festival. Only the vendor applying for the booth space is allowed to occupy the given space. **NO** other vendor is allowed to occupy the same space without prior permission from the Festival Committee. If this occurs, the vendor occupying the space and the vendor on the application will be asked to leave and no refund will be given.

It must be understood that any items sold from the boutique booths are to be either handmade or culturally identifiable, and of high quality. The Boutiques Venue is strictly for selling arts and crafts items, **NO** medicinal or therapeutic services will occur in this area. **Also, NO plants or animals will be accepted.** If such mentioned items (medicinal, therapeutic services, plants, or animals) are sold, we will ask the vendor to leave and **NO** refund will be given.

All vendors must stay within the designated space provided. **NO** items are to be displayed on grounds outside of designated booth area. Hanging items from the side of the booth must not hang further than one (1) foot, and stay within the designated white marking on the ground. There will be an additional **\$100.00 penalty** for any items outside the designated area.

It is also important that you obtain a “Temporary Seller’s Permit.” It has been required in the past; however, the State Board of Equalization has assured the Festival Committee they will be on the premise during the event. Please remember the importance of the Permit, as you will not be allowed to conduct any type of business at the Festival without it.



Metro Region | CSY 3900 W. Chevy Chase Drive | Los Angeles, CA 90039
phone: (213) 485-1310 fax: (213) 485-8746 email: Lotus.Festival@lacity.com

There are some changes that will be occurring with the selection process. **Please note a point system will be used to rate vendors and the categories are as follows:** A - type of items being sold, B - how many years you have participated in the festival, C - receipt date of your application, and D – Previous performance. This will be based on a 5 point scale for each area (1 point being the lowest and 5 points being the highest), and the most points any vendor can receive will be 18. Enclosed is a sample of this form.

The Committee would like to inform you of the new Cancellation Policy. If accepted as a vendor to participate in the Lotus Festival and you cancel 2 weeks or more before the event, 50% of your payment made will be refunded. If you cancel the day of the event or do not show up for the event, NO refund will be given.

Also, we have enclosed a plot plan of the festival. Each square represents a vendor space. In each square is the number of the booth and in parenthesis is the cost per booth. Please mark your first, second and third options on the appropriate form and return it with your completed application.

If you would like to participate in this year's event, please complete and return the appropriate application (DO NOT send a money order until notified by the Boutiques Committee.)

Thank you for your cooperation and we look forward to hearing from you soon. If you have any questions, please feel free to contact me at (323) 256-6866 or Bryan Kochner at (213) 485-6896.

Sincerely,

Kelci Verdugo, Chairperson
Boutiques Committee
Email: Kelci.Tang@lacity.org

Bryan Kochner, Co-Chairperson
Boutiques Committee



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City of Los Angeles Department of Recreation and Parks

2008 Lotus Festival Boutiques Application (Saturday and Sunday Only)

Name of Organization (if applicable): _____

Name of Contact Person: _____

Address, City & Zip code: _____

Day Phone: _____ Evening Phone: _____ Email Address: _____

How many years have you participated in the Lotus Festival? _____

Booth Requests: 1st Choice _____ 2nd Choice _____ 3rd Choice _____
(Committee can not guarantee first selections.)

IMPORTANT: It is your responsibility to obtain a seller's permit as required by the State Board of Equalization. [A 2-day temporary permit application may be obtained by calling (800) 400-7115 or (310) 342-1000 (Culver City)]. There is **NO** fee for a temporary permit.)

THERE IS NO GUARANTEE ON SPECIAL BOOTH SPACE REQUEST.

Walkway Area near Information booth

The Lotus Festival Committee will provide a 10'x10' booth space, and 2 chairs & 1 table. You may also request and pay an additional fee for the adjacent space, if you require a larger area for the display and sale of your product. You **MUST** stay within the space allotted to you. A penalty of a **\$100.00** will be charged if any items are outside the designated area.

Please mark the boxes you are requesting:

- One Corner Space (Saturday & Sunday only) \$400.00
- One Space (Saturday & Sunday only) \$325.00
- Adjacent space (additional) \$250.00
- 1 Table (additional) \$ 20.00
- 1 Chairs (additional) \$ 5.00
- Electrical- 5amps (additional) \$ 20.00



Next to Food Area/Echo Park Avenue

The Lotus Festival Committee will provide a 10'x10' booth space, and 2 chairs & 1 table. You may also request and pay an additional fee for the adjacent space, if you require a larger area for the display and sale of your product. You **MUST** stay within the space allotted to you. A penalty of a \$100.00 will be charged if any items are outside the designated area.

Please mark the boxes you are requesting:

- | | |
|---|----------|
| <input type="checkbox"/> One Space (Saturday & Sunday only) | \$325.00 |
| <input type="checkbox"/> Adjacent space (additional) | \$250.00 |
| <input type="checkbox"/> 1 Table (additional) | \$ 20.00 |
| <input type="checkbox"/> 1 Chairs (additional) | \$ 5.00 |
| <input type="checkbox"/> Electrical- 5amps (additional) | \$ 20.00 |

Please submit photograph and describe in detail what you will be selling: **(Attach Additional Sheet)**

If you desire additional information or clarification of this application, please contact **Kelci Verdugo** at (323)256-6866 or **Bryan Kochner** at (213)485-6896 between the hours of **10:00am-4:00pm, Tuesday through Friday.**

Except for the active negligence or willful misconduct of the City of Los Angeles, PERMITTEE undertakes and agrees to defend, indemnify and hold harmless the City of Los Angeles, and any and all of it's Boards, Officers, Agents, Employees, Assigns and Successors in interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees and costs of litigation, damage and liability of any nature whatsoever, for death, injury to any person, including PERMITTEE'S employees and agents, or damage or destruction of any of the property or either party hereto of third parties , arising in any manner by reason of, or incident to, the performance of this Agreement on the part of the PERMITTEE or subcontractor of any tier.

Should you elect to relinquish your assigned location of any reason; the booth space will automatically become the property of the Los Angeles Department of Recreation & Parks Lotus Festival Arts & Crafts Committee. If there are any articles that are inappropriate and have not been approved you will be asked to remove them from your display area.

I HAVE READ AND AGREE TO THE ABOVE CONDITIONS AND UNDERSTAND THAT THIS COMMITMENT IS NOT FINAL UNTIL NOTIFIED BY THE FESTIVAL COMMITTEE.

Print Name _____

Signature _____

Date _____

MAIL APPLICATION TO:

**2008 LOTUS FESTIVAL
Boutiques Committee
c/o Kelci Verdugo
3900 W. Chevy Chase Drive
Los Angeles, CA 90039**



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