



Lotus Festival

City of Los Angeles Department of Recreation and Parks

2008 Lotus Festival – Tours & Lectures “Celebrating the People and Cultures of Asia and the Pacific Islands.”

Dear Lotus Festival Tour and Historical Lecture Booth Applicants:

The goal of the Lotus Festival is to showcase the people and cultures of Asia and the Pacific Islands. This year is the 31st Celebration of the Lotus Festival; therefore, we are highlighting each country that has participated over the years and are representative of “the people and cultures of Asia and the Pacific Islands.” As a historical/cultural organization, your involvement will help us reach our goal of promoting an atmosphere of awareness, understanding and contributions of the Asian and Pacific Island Cultures. The Tour and Historical Lecture booths provide information to the public through displays, brochures and exhibits related to the particular culture.

We are charging a **\$60 fee** for the weekend to help defray the costs of the Historical Tour/Lecture area set-up. Make Checks or Money Orders payable to City of Los Angeles Dept. of Recreation and Parks. If you would like to participate in this year’s event, please complete the enclosed application and mail it along with check or money order as soon as possible to:

2008 LOTUS FESTIVAL
Historical Tour and Lecture Committee
Attention: Nicole Bernal
3900 W. Chevy Chase Dr.
Los Angeles, CA 90039

The Committee is conducting an Echo Park tour as well as a Historical Lecture Series. We are looking for adult tour docents for the Echo Park tour. Our committee is also creating the opportunity for individuals in your group to speak on various historical and cultural topics. The Historical Lecture Series topics can include the history of Echo Park and/or Asian/Pacific Island history and culture. If your organization is interested in participating in either of these venues, please indicate this on your application.

Please carefully read the application and booth conditions. The Festival’s Committee will assign your booth’s location. Information on parking, booth numbers and area map will be sent to your representative. Thank you for your cooperation and patience in this process. If you have any questions, please call Nicole Bernal at (323) 664-2464.

Sincerely,

Nicole Bernal-Chairperson
Historical Tour/Lecture Committee
E-mail: Nicole.Bernal@lacity.org or Lotus.Festival@lacity.org



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



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TERMS & CONDITIONS

The Festival Committee will:

1. Provide space with one **(1)** table and two **(2)** chairs (**no exceptions**).
2. Publicize the overall event through as many forms of electronic and print media as possible.
3. Provide general security for the duration of the Lotus Festival.
4. Provide one **(1)** 10 x 10 tent/covering for booth space.

The Organization will:

1. Submit attached **APPLICATION** prior to **May 7, 2008**.
2. Provide all materials and staffing necessary to set-up display.
(Includes; paper weights to prevent literature from blowing away.)
3. Can sell items to raise money for your organization; items must be related to your group, **NO FOOD**.
4. Provide for clean-up of assigned area.
5. Remove all equipment and displays at the conclusion of Sunday's operation.
6. Provide staffing for the booth during **LOTUS FESTIVAL** hours:

SATURDAY	11:00 am to 7:00 pm
SUNDAY	12:00 noon to 7:00 pm

7. Agree to use booth space for its intended purpose of providing information to the public.
8. Agree to not allow another group/organization to use the booth space without permission of the Festival Committee.

Note, that information on parking and booth numbers will be sent to your representative by June 30th, 2008



APPLICATION - TOURS AND LECTURES SPACE
(Saturday, July 12th and Sunday, July 13th, 2008)

NAME OF ORGANIZATION: _____

TYPE OF SERVICES RENDERED TO ASIAN/PACIFIC ISLANDERS:

Except for the active negligence or willful misconduct of the City, **PERMITTEE** undertakes and agrees to defend, indemnify and hold harmless the **City of Los Angeles**, and any and all of City'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 or liability of any nature whatsoever, for death or injury to any person, including **PERMITTEE'S** employees and agents, or damage or destruction of any property of either party hereto or 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.

I have read the attached Application and agree to the conditions stated within. I understand that this commitment is not final until so notified by the Festival's Committee.

NAME OF REPRESENTATIVE: _____

ADDRESS: _____

DAYTIME PHONE NO: _____ **(EVENING):** _____

MOBILE NO: _____ **FAX NO:** _____ **BUSINESS FAX:** _____

Please describe what displays or exhibits your organization will provide at the booth; as well as what items your group will be selling:

I PLAN TO PARTICIPATE ON THE FOLLOWING DAY (S):

- SATURDAY ONLY**
- SUNDAY ONLY**
- BOTH DAYS**

I PLAN TO PARTICIPATE IN THE HISTORICAL LECTURES SERIES AND/OR TOURS:

- BOTH**
- HISTORICAL LECTURES**

CULTURAL TOURS

SIGNATURE of REPRESENTATIVE: _____ **Date:** _____

PLEASE MAIL THIS APPLICATION :(NO LATER THAN Wednesday, May 7, 2008)



APPLICATION - HISTORICAL LECTURES

(Saturday, July 12th and Sunday, July 13, 2008)

NAME OF SPEAKER: _____

NAME OF ORGANIZATION: _____

TITLE OF LECTURE: _____

DESCRIPTION OF MATERIAL:

Except for the active negligence or willful misconduct of the City, **PERMITTEE** undertakes and agrees to defend, indemnify and hold harmless the **City of Los Angeles**, and any and all of City'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 or liability of any nature whatsoever, for death or injury to any person, including **PERMITTEE'S** employees and agents, or damage or destruction of any property of either party hereto or 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.

I have read the attached Application and agree to the conditions stated within. I understand that this commitment is not final until so notified by the Festival's Committee.

NAME OF REPRESENTATIVE: _____

ADDRESS: _____

DAYTIME PHONE NO: _____ **(EVENING):** _____

FAX NO: _____ **BUS FAX:** _____

Please describe what equipment you will need us to provide for your lecture:

I PLAN TO PARTICIPATE ON THE FOLLOWING DAY (S):

- SATURDAY ONLY**
 SUNDAY ONLY

BOTH DAYS

The lecture times are [2:00pm, 2:30pm, 3:00pm, 3:30pm, 4:00pm, 4:30pm, 5:00pm, 5:30pm and 6:00pm].

The committee will contact you to inform you what time you are scheduled to speak.

(Please circle the times you are available)

SIGNATURE of REPRESENTATIVE: _____ **Date:** _____

PLEASE MAIL THIS APPLICATION :(NO LATER THAN Wednesday, May 7, 2008)



PLEASE MAIL THIS APPLICATION TO:

(NO LATER THAN: Wednesday, May 7, 2008)

2008 LOTUS FESTIVAL

Historical Lectures & Tours Committee

C/O Nicole Bernal

3900 W. Chevy Chase Drive

Los Angeles, CA 90039



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