

Redwood City International
and the City of Redwood City present
LUNAR NEW YEAR CELEBRATION- The Year of the Rooster



BUSINESS & NON-PROFIT VENDORS

GENERAL INFO

Redwood City International (RCI) and the City of Redwood City are teaming up to host the 7th Annual Lunar New Year Celebration in Redwood City. The purpose of the Festival is to provide cultural understanding through celebration and experiences; provide exposure to RCI and our sister-city, Zhuhai, China; and to bring more people to Downtown Redwood City. The Festival will have many activities for the whole family to enjoy, including Chinese art, music, children's activities, demonstrations, and food.

SCHEDULE & LOCATION

- Festival Hours:
Saturday February 11, 2017, 11:00 AM to 4:00 PM
- Festival will take place at the Redwood City Courthouse Square and surrounding streets.

SETUP & BREAKDOWN

- Setup starts at 9:00 AM. - All vendors must have their vehicles off the street no later than 10:30 AM. Absolutely no vehicles allowed on the street during festival hours.
- Breakdown must begin at 4:00 PM.
- No early departures.

BOOTH PROVISIONS

- Vendors are responsible for their own equipment.
- Electricity will not be provided.
- 10' x 10' tents are included in the fee
- Must provide own tables

OPERATIONS

- The committee will make all placement decisions for vendors for the good of the festival.
- There will be absolutely NO REFUNDS.

BOOTH RESPONSIBILITIES

- All safety and fire regulations must be observed.
- Each vendor is responsible for the condition of their space during and after the event.
- **Signage** must not block view of festival.
- We reserve the right to remove signage.

LIABILITY

The City of Redwood City, assumes no responsibility for any loss, damage, injury or claim arising out of the participants' acts or omissions, the applicant hereby agrees to hold the City of Redwood City harmless from any claim arising out of the applicant's entry, acts, or omissions in said festival or any accident, injury or damage involved therein, including but not limited to attorney fees and court costs.

LIABILITY cont.

RCI is a nonprofit corporation, assumes no responsibility for any loss, damage, injury or claim arising out of the participants' acts or omissions in the Lunar New Year Celebration Festival. The applicant hereby agrees to hold RCI, the City of Redwood City, the Redwood City Civic Cultural Commission, the Lunar New Year Committee, and any of its employees or volunteers harmless from any claim arising out of the applicants entry, acts, or omissions in said Festival or any accident, injury or damage involved therein, including but not limited to attorney fees and court costs.

APPLICATION INFORMATION

WHAT TO INCLUDE:

- **Completely filled out application. Incomplete applications will not be considered.**
- Payment in full via check, money order, or cashiers check.
- **Applications will not be considered unless payment is included.**

ACCEPTANCE/SPACE ASSIGNMENT

- Vendors space location will be first come, first served per the **postmark** on the application.
- Space assignments and package with directions, will be emailed on or before **February 3rd**. **Keep this packet, you will need it on the day of the festival.**
- If you have not been accepted into the festival, your payment will be returned with your non-acceptance letter.

WHERE TO MAIL:

Albert Romero
c/o Redwood City Parks, Recreation and Community Services Department
1400 Roosevelt Ave.
Redwood City, CA 94061
Phone: 650-780-5967 Fax: 650-368-5087
E-mail: albertromero@redwoodcity.org

BUSINESS and NON-PROFIT VENDOR FEES & DEADLINE

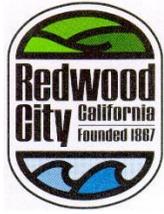
Vendor Space—10' x10'
Space Fee: \$100 for any type of vendor
(includes 10'X10' tent)

Deadlines:

Business or Non-Profit Vendor **January 27th, 2017** or when all spaces are full.

Please make check/cashier's check/money order payable to: City of Redwood City

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Saturday February 11, 2017, 11:00 AM to 4:00 PM
BUSINESS & NON-PROFIT VENDOR
SPACE APPLICATION FORM

Name of Business/Organization _____

Applicant's Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email address _____

of Spaces Requested _____ Space Fee Enclosed (\$100 per space) \$ _____

Additional Tables (\$8ea) \$ _____

Total Payment \$ _____

Please make check payable to City of Redwood City

NO REFUNDS unless not accepted as a vendor.

Proposed booth display

I have read the attached information and agree to the rules & regulations stated. The City of Redwood City, assumes no responsibility for any loss, damage, injury or claim arising out of the participants' acts or omissions, the applicant hereby agrees to hold the City of Redwood City harmless from any claim arising out of the applicant's entry, acts, or omissions in said festival or any accident, injury or damage involved therein, including but not limited to attorney fees and court costs.

Name (please print): _____

Authorized Signature: _____ Date: _____

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c/o Redwood City Parks, Recreation and Community Services Department
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Redwood City, CA 94061

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