

October 1, 2011



Attn: Melissa Varela
City of Lancaster
44933 Fern Avenue
Lancaster, CA 93534
661-723-6077
661-723-5913 Fax

**2011 Bark at the Park
Rescue/Community Group Application
Application Deadline: Friday, August 19, 2011**

Please type or print legibly in blue or black ink.

Incomplete applications will not be accepted.

Applicant Information

Business Name: _____ Contact Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____ Website: _____
Product description or fundraising activity/game you want to host:

**** All fundraising activities must be approved by the Lancaster Bark at the Park committee.

Booth Space Reservation and Fees

Select booth space needs and compute fees. Electricity will not be provided to vendors.

10' x 10' Standard Space Fee (\$50) 10' x 20' Double Space Fee (\$100)

Community and rescue groups will be provided with one 10' x 10' area (sorry, we can no longer provide table and chairs). If you are interested in sponsoring a fundraising activity, please specify your event and any special needs with your application or through direct contact (see "For more information" below). Please mail or email a photo of your booth, or items to be sold or displayed (optional). These photos may be added to the Bark at the Park website (www.lancasterbarkatthepark.org) and will not be returned. Groups are highly encouraged to bring a canopy for shade.

For more information, visit www.lancasterbarkatthepark.org, or email Carole at Carole@prancingpaws.com to discuss special needs.

All vendors MUST provide a one million dollar certificate of liability insurance listing the City of Lancaster, as well as its officers, agents, servants and employees as additionally insured at least 14 business days prior to the event.

_____ **TOTAL** \$ _____

Set-up and Exhibit Information

I will unload and setup my booth on:

Friday, September 30, 2-5 p.m. My approximate arrival time is: _____
 Saturday, October 1, 6-8 a.m. My approximate arrival time is: _____

*** All cars must be off the premises by 8:00am on October 1st no exceptions will be made!**

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Rescue Group Criteria

**No adoptions will be done the day of the event—NO EXCEPTIONS!
No retractable leashes will be allowed during the event.**

Rescue groups are expected to have potential owners complete applications and agree to home checks by the rescue group. Potential placements should be accurately evaluated for temperament, behavior, and breed, and should be spayed or neutered before placement.

Payment Information

Payment Method: AMEX Discover MC Visa or Check # _____ Payable to: City of Lancaster

A state driver's license or state identification card number must be written on all personal checks. Cash is not accepted by mail.

Credit Card Authorization

Cardholder Name (print): _____ Card #: _____

Cardholder Signature: _____ Expiration Date: _____

Terms and Conditions

Date: October 1, 2011
Time: 9am-5 p.m.
Location: Lancaster City Park

Contact: City of Lancaster (661) 723-6077
44933 Fern Ave. (661) 723-5913 Fax
Lancaster, CA 93534 www.cityoflancasterca.org

Weather: Event takes place rain or shine. Weather can be very hot and windy. Temperatures can drop significantly after sunset.

The Bark at the Park is produced and operated by the City of Lancaster; hereinafter referred to as the "City." Vendors participate in the Bark at the Park by formal application; applicants, vendors and their agents and employees being referred to hereinafter as "Vendors." Whereas the City intends to conduct Bark at the Park, referred to hereinafter "Bark," at Lancaster City Park, which is open to the general public. Whereas the Vendor would like to sell/promote his/her products at said Bark in a space/site to be determined by the City, it is agreed between the City and Vendor that the Bark will be conducted under the following terms and conditions:

Vendor Application, Selection & Payment

A. All Bark vendors are selected through a City juried process and must submit a **completed** application and payment by the application deadline for consideration. Postmarks will not be honored. The City will contact all vendors at least two weeks prior to the Bark to report status of selection. If accepted, the Vendor payment will be processed. No refunds will be issued after the Vendor has been accepted. Applications may be withdrawn in writing prior to, or when, the Vendor is notified of acceptance. Non-accepted Vendors may be placed on a wait list. A packet with Bark information, schedules, and details will be sent to accepted Vendors about one week prior to the Bark. **Submission of an application does not guarantee a place in the Bark. The City's decision of acceptance or non-acceptance is final.** The City reserves the right to require Vendors to provide photographs of any of the products they plan to sell.

Exhibit Space & Merchandise Display & Sale

- B. City will provide appropriate site assignment in accordance with the best interest of the Bark. Space location and configuration is very limited and can change from year to year. Space/site changes or using a space not occupied by another Vendor is not allowed. Only the accepted Vendor may exhibit in the assigned space. Space may not be donated or sold to another party.
- C. Vendor displays are subject to City approval. The City reserves the right to reject all, or any part of, the Vendor's concession if found in the City's judgment to be unethical, misleading, extravagant, challenging, questionable, in poor taste or otherwise

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inappropriate or incompatible with the character of the Bark. The City also reserves the right to limit and prohibit types and quantities of all vendors' products. Only items listed on the Vendor application that have been approved will be allowed to be displayed or sold in the Vendor's space/site. Once the Vendor is accepted, the City reserves the right to remove any item from display or any Vendor from the Bark on the basis of exhibiting unapproved, unacceptable or inappropriate items. All displays will be inspected during setup and at intervals through the Bark to insure that displays and items sold are consistent with approved application list. No refunds will be issued to a Vendor if any item or part of his/her display is removed. The City's decision is final.

- D. Unless specified otherwise in your acceptance packet, the Vendor is responsible for bringing any supplies and equipment including chairs, tables and canopies necessary for display of products. **Display units should be designed for outdoor use and capable of withstanding the elements. All umbrellas, tents, shade coverings, or unstable or fragile items must be secured or anchored. The Bark grounds are subject to winds including sudden, strong gusts.** Heavy merchandise should be placed or secured in manner as to prevent injury in the case they should be blown over by winds. All displays must be contained in the assigned space/site provided. Vendor shall be responsible for set up of sales display, removal and clean-up of his/her space/site. No person, chairs or other items from Vendors space/site may block an aisle or another space/site. Fire and safety inspectors will be onsite to approve displays.
- E. Unless specified in your acceptance packet, the City does not provide electrical hookups, electrical outlets, power strips, water, tables, chairs, easels, tents, canopies, sign stands, signs, rope, tape, table covers, or dollies, nor will City be selling display materials. **Access to electricity through a City or Vendor generator is on a very limited basis, must be pre-approved in writing by a City representative and requires additional fees.**
- F. **A one million dollar Certificate of Bark Liability Insurance naming the City as additionally insured is required for each Vendor.** Vendors who do not provide proof of insurance at least 14 days prior to the event will be dropped. Security will be provided from 5:00 p.m. on Friday, September 30th to 9:00 a.m. on Saturday, October 1st. However, the Vendor is ultimately responsible for the security of his/her belongings. Liability insurance provided by the City does not cover loss/damage to Vendor property.
- G. Vendors must comply with all applicable City of Lancaster, Los Angeles County, California state and federal laws. Any required permits needed to participate in the Bark are the assumed responsibility of the Vendor. Vendors shall be responsible for collecting and reporting taxes. The City shall not collect a percentage or commission on any Bark sales; all proceeds go to the Vendor. **The City does not require a City business license for Vendors. For more information about collecting and reporting state taxes and/or to obtain a resale number, contact the local office of the State Board of Equalization or call 800-400-7115.** Original seller's permit must be posted in Vendor space/site.
- H. Vendors must staff their booths during all Bark hours. Sales of products must be conducted by Vendors who are adults (18 years of age or older). No City staff will be allowed to "stand-in" for Vendors. Vendors must be present for entire Bark. Vendors will not be allowed to break-down their booths before the advertised end of the Bark. All sales must take place from tables or displays within the assigned space/site. **No vans, autos or trucks will be allowed in the immediate selling area or individually assigned spaces during Bark hours.**
- I. Vendors will be allowed to unload vehicles and setup during hours specified. All vehicles must be cleared from the Bark grounds by 5 p.m. on the evening of Friday, September 30th. Oversized vehicles may not be able to drive up to assigned spaces due to configuration of the area and traffic congestion. A nearby unloading area will be provided.
- J. Vendors must comply with all County of Los Angeles Department of Health Services environmental health laws for temporary events. Any Vendor that is selling any food product must apply for the required permits. All required health services permits are needed to participate in the Bark and are the assumed responsibility of the Vendor. Vendors shall be responsible for filling out and submitting individual vendor applications with the County of Los Angeles Health Services. The City shall complete and submit a Plan and Application for Temporary Events with the County of Los Angeles for the entire Bark. It is then the responsibility of individual Vendors to submit their individual environmental health applications. When filling out the L.A. County application and it requests Name of Event, please write: *CITY OF LANCASTER BARK AT THE PARK EVENT*. For more information and/or to obtain an environmental health permit for temporary events, contact the local Lancaster office of the County of Los Angeles Department of Health Services at (661) 723-4533. **Original permit must be posted in Vendor space/site, Department of Health Services inspectors will be on-site to check for proper permits during Bark.** No refunds will be issued to Vendors that are not in compliance with County of Los Angeles Department of Health Services Temporary Event Standards and are disqualified from the event.

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General Terms & Conditions

- K. Illegal substances are prohibited. No alcohol beverages may be sold by any Vendor. All City ordinances must be observed.
- L. Selling hot or cold food that is not pre-packaged is prohibited unless you have received confirmation that you have been accepted as a "Food Vendor" by the City of Lancaster. Food Vendors must meet L.A. County Health Dept. requirements. Only Pepsi products may be sold and/or distributed.
- M. No dogs, cats or other animals/pets are allowed in Bark area (unless part of a City-sponsored activity).
- N. No skateboarding, cycling or roller skating is permitted at the Bark (unless part of a City-sponsored activity).
- O. City will have the right, without compensation, to photograph Vendors selling and to photograph or reproduce graphic images of all artwork, craft and sale items in this Bark and reproduce these photographs for publicity purposes and shall provide press releases at its discretion to local press and media.
- P. The City reserves the right to remove any Vendor from the Bark due to violation of any City, County or State regulations.
- Q. The City reserves the right to postpone, relocate or cancel the Bark as necessary due to accident, fire, act of God, or other causes beyond the City's control. In this case, the City's liability to the Vendor will not exceed the amount of payments received from the Vendor.
- R. Vendor shall defend, indemnify, and hold harmless the City, its officers and Bark Sponsors/Partners from any and all actions, suits, proceedings, claims, costs, and expenses, including attorney's fees, for loss or damage to any photographs or items displayed for sale or any equipment.

I've read and understand all City of Lancaster 2011 Bark at the Park Vendor applications, terms and conditions. I agree to comply with all terms and conditions, policies, rules and/or regulations stated or referred to therein.

Business Name: _____ Address: _____

Signature: _____ Printed Name: _____ Date: _____

Vendor should retain a copy of this agreement and all application materials for his/her records. Mail original to City of Lancaster, Attn: **Melissa Varela**, 44933 Fern Avenue, Lancaster, CA 93534.