

P.O. BOX 26565
LOS ANGELES, CA 90029



31st Annual Sunset Junction Street Fair 2011

The **Thirty-First Annual Sunset Junction Street Fair** is scheduled for Saturday and Sunday, **August 27 & 28** on 3700-4300 Sunset Boulevard (between Edgecliffe Drive and Fountain Avenue), and 4000-4200 Santa Monica Boulevard (between Sanborn Avenue and Hoover Street), in the Silver Lake district of Los Angeles. We invite you to join us in this special **31 years celebrating our community's diversity**. As in years past, we expect tens of thousands of people to attend this exciting community event, and we are counting on you to help make it a special success. In addition to over 200 craft, merchandise, non-profit organizations, and food booths, this year's fair will include five musical stages, and a carnival midway. Fees and details concerning rental of space are included along with a rental application form.

This year, we anticipate a great deal of public interest in this annual event, so reserve your space early by completing the attached application form and send it in today. Space is limited, and we are especially looking forward to your participation. Thank you for being another reason why..... **"Sunset Junction Does It Best!"**

Conditions for Renting a Booth, Open Space or Non-Profit Space/Booth

Retain this information for future reference.

To reserve a booth, an open space, or Non-profit space complete and return the following:

1. Vendor Application and Menu/Merchandise/Information Forms
2. Electrical Requirement
3. Vendor Agreement, Signed and Dated
4. Proof of Insurance (Food Vendors Only)
5. **Check for all fees:** payment may be made in form of personal check, money order, cashier's check or credit card.

Please Note: In the event that a vendor is admitted after the deadline date **June-1, 2011**, payment must be made either by cashier's check, money order or credit card. No personal checks will be accepted after the deadline.

1. We will not consider your application without all of the necessary information and fees. Space will be assigned on a first-come, first-served basis. Received of your application and/or partial payment does not confirm a reservation. We must receive your application, **ASAP 2011**.
2. All vendors must list alternative selling items of diverse categories. In the event that a large number of vendors request to sell the same kind of food or merchandise, you may be required to sell an alternate category of items.
3. We reserve the right to place all vendors on the fair site according to a master plan. We will make every effort to locate all vendors in such a way as to maximize exposure of merchandise to the public. Vendors are not permitted to relocate their booth or space themselves.
4. It is the responsibility of all vendors to comply with the applicable tax and fee requirement of the State of California and City and County of Los Angeles. Additionally, all vendors are required to supply, and have on site at the fair, all necessary licenses and/or permits, and supply their own sales tax forms as required by the State Board of Equalization.

5. All businesses or other activity which the applicant has rented space must be conducted in the applicant's designated area **ONLY**. No vending or distribution of literature may be done, by strolling through the fair site.
6. It is the responsibility of each vendor to provide all electrical cords, lights, tables, chairs, and other equipment necessary for their booths or spaces.
7. All Food (cooking vendors) will have a 10'X10' serving/storage space and a 10'X10' cooking space. All Non-Cooking Food booths/spaces, Merchandise booths, Open Spaces, and Non-profit Spaces/Booths will be 10'X10'; unless paid for more.
8. We will allow only those items stated and approved of in the application to be sold or distributed from your booth or space, and prices must be posted in a legible manner.
9. We required all vendors to remain open from 11:00 am to closing time on both days of the fair (August 27 & 28, 2011).

Cancellation Policy

All fees include a **\$100.00 NON-REFUNDABLE processing fee**. Refund of booth, open or non-profit space fees (**less processing fee**) will be granted **ONLY if WRITTEN** notice of cancellation is received by **July 31, 2011**. Any cancellation by a vendor **after July 31, 2011** will constitute forfeiture of all fees, ALL will be non-refundable, **NO EXCEPTIONS**. Additionally, vendors who do not show up at check-in on Saturday morning, and have not contacted any of the fair staff by 12:00pm Saturday, August 27 will forfeit their space or booth and all fees. "Vendor" refers to any participant renting a booth, an open space, or a non-profit space.

For Further Information, Please call (213) 413-7770

Fax (213) 413-5515

sunsetjunction@sunsetjunction.org

Space & Booth Categories 2011

	Food Booth/Space	Canopy Booth	Open Space	Non-Profit Organizations	
	Full Menu (Cooking)	Non-Cooking/ Beverages or Cart	10'X10'	10'X10' No Canopy	10'X10'
Category Description	<p>This category includes all vendors selling full menu/cooking of food and beverages.</p> <p>Some restrictions on beverages may apply.</p> <p>Note: Please provide a copy of your insurance</p>	<p>This category includes non-cooking vendors who wish to sell a single item menu, a limited menu of snack/dessert, pre-packaged items or beverages only.</p> <p>Note: Please provide a copy of your insurance</p>	<p>This category includes all vendors running a private operation, commercial merchandise or selling unique hand crafted, who do not have a tent/canopy.</p> <p>NO FOOD OR BEVERAGE SALES ARE PERMITTED.</p>	<p>This category includes all vendors running a private operation, commercial merchandise or selling unique hand crafted, who have own tent/canopy.</p> <p>NO FOOD OR BEVERAGE SALES ARE PERMITTED.</p>	<p>These spaces are rented to community organizations who wish to promote their interests and raise public awareness by distributing literature and information, collecting signatures and addresses for petitions and mailing lists, and soliciting public donations. Proof of non-profit status must be included with the application.</p>
What We Provide	<ul style="list-style-type: none"> - 10'X10' Space or Canopy (with 3 side walls), and 10'X10' of adjacent open space for barbeque grills, sinks, etc. - 20 amps of electricity (There is an additional fee if more electricity is required) - Health Permit - No Tables - No Chairs - No Lights <p>Menu Categories: We will accept 5-7 vendors in each of the following categories: -Mexican/Latin/Caribbean food -Asian Food -Middle Eastern, Greek, Mediterranean Food -American style barbeque</p> <p>We welcome vendors in other menu categories; however, we reserve the right to classify all vendors and to limit the number of vendors by menu category</p>	<ul style="list-style-type: none"> - 10'X10' Space or - 10'X10' Canopy with 3 side walls - Up to 20 amps of electricity (There is an additional fee if more electricity is required) - Health Permit -We do not provide additional space for storage, unless you paid for it -No Tables -No Chairs -No Lights - We will accept 4-5 vendors selling the same product - Some restrictions on beverages may apply 	<ul style="list-style-type: none"> - 10'X10' Canopy with side walls - 5 amps of electricity (There is an additional fee if more electricity is required) - No Tables - No Chairs - No Lights -Upon request and pending availability, corner booths will be provided at no extra charge on a first-come first served basis -All merchandise booths are laid out so as to provide one or two sides of display/selling space 	<ul style="list-style-type: none"> - 10'X10' Space - 5 amps of electricity (There is an additional fee if more electricity is required) - No Canopy - No Tables - No Chairs - No Lights -Upon request and pending availability, corner booths will be provided at no extra charge on a first come first served basis -All open spaces are laid out so as to provide one or two sides display/selling space 	<ul style="list-style-type: none"> - 10'X10' Space or Canopy with side walls -Up to 5 amps of electricity (There is an additional fee if more electricity is required) - No Tables - No Chairs - No Lights -Upon request and pending availability, corner booths will be provided at no extra charge on a first come first served basis <p>Note: Please provide a copy of your insurance, if you are going to be testing</p>
Space/ Booth Rental Fee	<p>10'X20'</p> <p>\$1,200.00 No Canopy</p> <p>\$1,300.00 With Canopy</p>	<p>10'X10'</p> <p>\$750.00 No Canopy</p> <p>\$850.00 With Canopy</p>	<p>10'X10' Canopy</p> <p>\$650.00 One side open</p> <p>\$750.00 Two sides open</p>	<p>10'X10' No Canopy</p> <p>\$550.00 One side open</p> <p>\$650.00 Two sides open</p>	<p>10'X10'</p> <p>\$250.00 No Canopy</p> <p>\$350.00 With Canopy</p>

Sunset Junction DOES NOT provide tables, chairs, electrical cords, or lights to vendors in any booth/space category.

MENU/MERCHANDISE/INFORMATION FORM 2011

This form must be completed in detail or your application will be returned to you.

Please list below all merchandise or food/beverages you wish to sell or information you wish to distribute.

Indicate any sound, music or public address equipment you intend to use.

Include photos or sample materials if necessary.

For return of any photos, please include a stamped, self addressed envelope.

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