

AIDS Walk Long Beach



The 21st Annual AIDS Walk Long Beach 5K/10K Run, & 5K Walk/Pet Walk Saturday, June 20, 2009

VENDOR BOOTH APPLICATION Subject to Availability

This is a public educational and entertainment event for the prevention and HIV/AIDS. We reserve all rights. Any reproduction, broadcast, or commercial use of the event, in whole or in part, in any format is strictly prohibited without prior written consent of Long Beach AIDS Foundation

Phone: (562) 987-5200

Fax: (562) 987-5201

E-Mail: boothvendors@aidswalklb.org

Website: www.aidswalklb.org

AIDS Walk Long Beach

21st ANNUAL AIDS Walk, Run & Pet Walk Event

BOOTH APPLICATION

Setup	Event	Tear-down
Saturday, June 20, 2009 5:00 A.M. – 6:30 A.M.	Saturday, June 20, 2009 7:00 A.M. – 11:00 A.M.	Saturday, June 20, 2009 11:00 – 1:00 P.M.

Following is the application for exhibitor space at AIDS Walk Long Beach Event.

Please carefully review and complete all necessary portions of this application.

If you have any questions please contact AIDS Walk Long Beach using the contact information on the first page.

If you are interested in sponsorship options beyond those outlined in this application please contact the Foundation office.

APPLICATION CHECKLIST

This following checklist will assist you in properly completing the application.

Incomplete Applications will not be processed. APPLICATION DEADLINE June 12, 2009

1) Forms which must be reviewed and completed:

- Terms and Conditions
- Your Initials Please!!!
- Exhibitor Liability Insurance Application
- Price Schedule (including complete, accurate contact information for ongoing communication and deposit refund)

2) Additional requirements by the City of Long Beach you may need to comply with:

- City of Long Beach Peddlers Permit
- Special Electrical Application
- Health Permit for food. Check with City. *(You are the event sponsor for food permits)*
- Insurance** fee or copy of additional insured certificate

4) Water and electrical connections are not available.

5) Copy all forms for your records.

All Non-Profit applications **MUST** include a photocopy of your IRS Letter of Determination.

Mail completed and SIGNED application and Terms and Conditions and all payments due to:

AIDS Walk Long Beach, 2630 E. Fourth St., Long Beach, CA 90814 (562) 987-5200 Office (562) 987-5201 Fax

General Exhibitor Booth

Space is 10' x 6' under canopy and includes 1 table and 2 chairs. Walls or half walls are additional cost. No electrical service will be available. **Sales require a business one-day permit from the City of Long Beach. See order page for additional fees, late charges and other special fees.**

Space:	Vendor or Information Booth Rate:	\$385.00	Options:	Side Wall 10' each	\$30.00
	Non-Profit Rate:	\$205.00		Half Wall 3' x 10' each	\$20.00
	Food Vendor:	\$505.00**		Extra Table 6'	\$15.00
				Table Cloth 6' Blue	\$24.00
				Extra Chairs	\$ 9.00

** Food Vendors. City will require a permit for your booth. Please complete application with the Health Department. You will be your own event sponsor for food permits. All health requirements must be supplied by you and will not be provided by AIDS Walk Long Beach.

Promotional Vehicles /

Space is single vehicle parking space open to the public. Does not include a booth, which may be order separately above at a discounted rate. No electrical service will be available.

Space:	Promo Vehicle:	\$ 325.00	Promo Vehicle w/booth:	\$ 495.00
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Exhibitor Application

Date Received:	Amount:	Booth #:	Aux#:	Booth #:
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Organization / Business Name: _____

Address: _____ City: _____ State / Zip: _____

Contact Person / Title: _____ Day Phone: _____

Evening Phone: _____ Other Phone: _____ FAX: _____

Person / Organization deposit check to be made out to: _____

Event Day on site contact person & number _____

Non-Profit Status #: _____ CA Resale #: _____

E-mail: _____ Website: _____

Card Holder Name: _____ Phone: _____

Reserve me _____ station(s) for \$ _____ Station type: _____

Check enclosed: _____ Credit Card _____ Exp _____

Card Billing Address _____

Signature X _____

We will send you the booth confirmation shortly. All reservations are subject to availability. LBAF will make every attempt to fill reservations in the order of receipt. LBAF reserves the right to substitute station locations.

PLEASE NOTE: If paying by company check, cashiers check or money order, use the discounted rate.		Prior to June 5	Cash/Check Discount	After June 5	Total Rate
Non-Profit Organizational Rate – 501(c)3 Status Only No Sales – Partially Shared Tent Space 6 Foot Table and 2 Chairs provided	Non-Profit Rate	\$ 205.00	\$ 195.00	\$ 250.00	
VENDOR TENT SPACE City permits or requirements is the responsibility of each vendor. 10' X 10' (6' TABLE & 2 CHAIRS provided)	Regular Rate	\$ 385.00	\$ 375.00	\$ 440.00	
FOOD SAMPLING TENT SPACE (Restriction apply) No on-site cooking permitted. City Health permits are the responsibility of each vendor. No electrical or water hookups provided 10' X 10' (6' TABLE & 2 CHAIRS provided)	Regular Rate	\$ 505.00	\$ 495.00	Not Avail.	
ADDITIONAL TENT 10' X 10'	Regular Rate	\$ 150.00	\$ 145.00	\$ 205.00	
	Non-Profit Rate	\$ 125.00	\$ 120.00	\$ 150.00	
ADDITIONAL CHAIRS (EACH)	Regular Rate	\$ 15.00	\$ 13.00	\$ 18.00	
	Non-Profit Rate	\$ 10.00	\$ 9.00	\$ 12.00	
ADDITIONAL TABLES (6' EACH)	Regular Rate	\$ 25.00	\$ 22.00	\$ 30.00	
	Non-Profit Rate	\$ 18.00	\$ 17.00	\$ 20.00	

Corner Space Request – if available (add)	\$ 15.00	\$ n/a	\$ 20.00	
Total Payable to AIDS Walk Long Beach				

**AIDS Walk Long Beach
21st ANNUAL AIDS Walk/Run and Pet Walk Event
Exhibitor Application**

TERMS AND CONDITIONS

LONG BEACH AIDS FOUNDATION, INC. presents the **21st annual AIDS Walk Long Beach** for the public as an HIV/AIDS educational & fundraising event and reserves all rights as producers. Any reproduction, broadcast, or commercial use of any portion of the event, in whole or part, in any form, without the express written consent of LONG BEACH AIDS FOUNDATION, INC. is strictly prohibited. © 2009 Long Beach AIDS Foundation, Inc.

By submitting the attached application, you (hereinafter referred to as "EXHIBITOR") agree to comply with all of the provisions herein:

1. Pay the required deposit. **NO CASH WILL BE ACCEPTED!**
2. All Exhibitors are required to be open by 7 AM Saturday and are to remain open until Noon Saturday. *Unoccupied spaces at 8:00 AM Saturday will be considered forfeited and be made available to those on the waiting list, **no refunds will be given.***
3. All business or other activity for which an Exhibitor has rented space must be conducted in your designated area **ONLY**. No distribution or vending, of any kind, may be done by strolling through the event lot.
4. Exhibitors must provide electrical cords, and other equipment necessary for their booth.
5. All Exhibitors **MUST** post prices in a legible manner, and in a visible place.
6. All Exhibitors, including food Exhibitors, must dispose of ALL trash in the large dumpsters provided and specified on your lot map. Exhibitors may not utilize standard event trash containers.

DURING CLOSEOUT THE PUBLIC SAFETY IS A PRIORITY. Exhibitors will not be allowed to move their vehicles onto the event grounds until the event grounds have been cleared of guests. There will be limited number of "same kind" Exhibitors. All Exhibitors must list all items to be sold and alternative items, if any. Once the "same kind" limit is reached, LONG BEACH AIDS FOUNDATION, INC. reserves the right to require the Exhibitor to change to alternate selling items. Exhibitors will only be allowed to utilize their booth for the purposes stated in the application. **ONLY** items stated and approved in the application are to be sold or distributed from the booth. Any violation of these rules will be grounds for **REVOKING THIS LICENSE TO OCCUPY** and LONG BEACH AIDS FOUNDATION, INC reserves the right to retain booth fees and charge a \$50 cleaning fee. Said revocation shall allow for immediate removal from the event grounds.

ELECTRICAL REQUIREMENTS

No electrical services will be provided. All Exhibitor needing electrical services will need to provide their own generators, compliant with all noise, safety, and fire regulations. Permits are required for generators. All electrical appliances must conform to the **UNIFORM FIRE CODE.**

WATER HOOKUPS

No water hook-ups will be provided.

QUALIFYING FOR NON-PROFIT RATES

Organizations that possess a Letter of Determination under Section 501(c) of the Internal Revenue Code qualify for non-profit rates. A photocopy of your IRS Letter of Determination must be submitted with your Exhibitors' Application. Only one application per organization will be accepted at nonprofit rates. For-profit businesses do not qualify even if all or part of booth proceeds will be donated to non-profit organizations.

PERMITS

It is the responsibility of all Exhibitors to deal with and pay any additional fees (not included in this application) necessary to conduct their business. If an Exhibitor is forced to close because of the lack of necessary permits and/or licenses, including health and fire permits; the Long Beach AIDS Foundation, Inc. will not be held liable and will **NOT** refund fees or deposits.

INSURANCE

You must have liability insurance. All Exhibitors must submit a valid certificate of insurance with liability limits of at least **\$1,000,000**, coverage underwritten by an admitted carrier rated no less than B+ by A. M. Best's, and name Long Beach AIDS Foundation, Inc. as an additional insured.

DEPOSIT RETURN

After 12:00 p.m. Saturday, LONG BEACH AIDS FOUNDATION, INC. will inspect your space to ensure that it has been cleaned to Long Beach AIDS Foundation, Inc.'s satisfaction and **tables and chairs have been accounted for.** Missing items will be billed at its full replacement cost and may be subject to additional collection fees.

VACATING VENDOR SPACE

A representative of the Exhibitor must be present for the inspection sign-off. You should retain a copy of the sign-off booth form in the event of discrepancies.

ACCEPTANCE OF APPLICATION

Acceptance of applications will be considered based upon receipt at the Long Beach AIDS Foundation, Inc. mailing address. While an application deadline date is stated, space usually sells out before this date. Receipt of an application prior to deadline does not guarantee that space is available. All space are issued on a first come, first serve basis. Therefore, please be aware that space cannot be guaranteed even when payment and application have been received by date/timestamp. The Long Beach AIDS Foundation, Inc. reserves the right to place the Exhibitor or relocate Exhibitor according to a master plan. Therefore, any cancellations by applicant based upon dissatisfaction of booth placement will subject applicant to forfeiture of all booth fees, in accordance with the provisions of the cancellation policy. Submission of application and payment does not guarantee an exhibitor space or location.

APPLICATION PROCESSING

Full payment and any supporting documents must accompany this application. **Incomplete applications will not be processed.** Complete all pages and mail this **SIGNED** application with your payment to: Long Beach AIDS Foundation, Inc. 2630 E 4th Street, Long Beach, CA 90814-1225

LONG BEACH AIDS FOUNDATION, INC. RESERVES THE RIGHT TO REFUSE EXHIBITOR SPACE AT ITS OWN DISCRETION.