

## Vendor Application

Saturday, May 9, 2009 / 10 a.m. to 4:00 p.m.

[www.sandiegobookfestival.org](http://www.sandiegobookfestival.org)

*Nobel Recreation Center &  
North University Community Branch Library  
8820 Judicial Drive (at Nobel Drive)*

Vendor space is limited

**Application deadline: April 10, 2009**

**Early bird deadline (for guaranteed spot & \$20 discount): March 10, 2009**

A free, family festival for children, toddlers and teens!

2 Story-telling stages  
Continuous story time  
Live Music

Illustrator presentations  
Dance Performances  
Crafts

Autographed Books  
Games  
Costume Characters

Proceeds benefit the San Diego Public Library.



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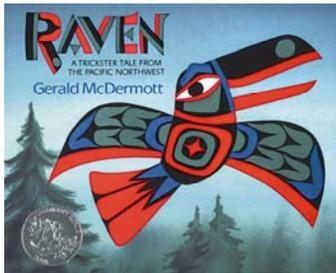
# Festival Information

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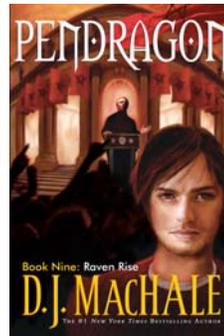
[www.sandiegobookfestival.org](http://www.sandiegobookfestival.org)

## Saturday, May 9, 2009

Some of the nation's top children's authors and illustrators...



Gerald McDermott

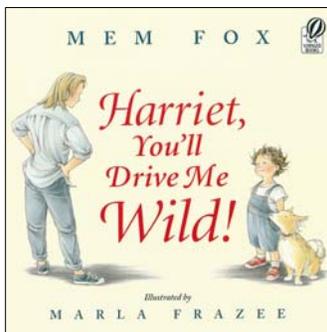


DJ McHale

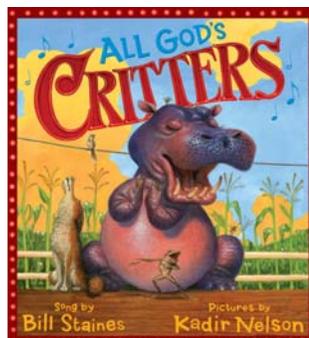
Over a dozen top-name authors!

In its second year, the San Diego Children's book Festival is expecting 7,000-10,000 visitors. Over a dozen authors are scheduled to appear as well as performances by the popular children's band *Hullabaloo*. Last year, the inaugural festival hosted over 5000 people and the 50 vendors were pleased with results. Space is limited so be sure to register early. **Early registration guarantees your company's place at the festival, and in the printed program.**

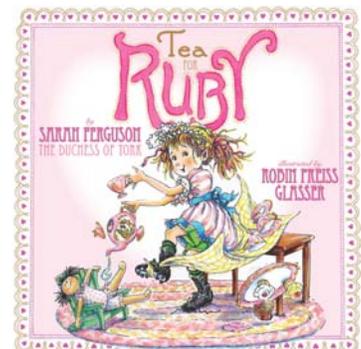
Marla Frazee



Kadir Nelson



Robin Preiss Glasser





Saturday, May 9, 2009  
10 a.m. to 4:00 p.m.

Nobel Recreation Center & North University Community Library

# VENDOR - BOOTH APPLICATION

APPLICATION DEADLINE -Friday, APRIL 10, 2009

## General Information

Organization/ Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_  
(Required for future mailings)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website Address (if available): \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_

Seller's Permit #: \_\_\_\_\_

San Diego County Health Permit#: \_\_\_\_\_

## Booth Space Rental

*[Includes '10x10' canopy, 6' table & 2 chairs, table cloth]*

Non-Profit ( <i>All products and services at Event must be free</i> )	\$160.00
Commercial Vendor	\$220.00
Food Vendor	\$400.00
Food Vendor Clean-Up Deposit (refundable separate check)	\$ 50.00
Additional Cost for Electricity	\$ 50.00
Total Enclosed:	_____

Please charge my:    Visa                      MasterCard

Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Credit Card ID # (last 3 digits located on back of the card) \_\_\_\_\_

Card Holder's Name (please print) \_\_\_\_\_

Billing Address for Credit Card: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Make checks payable to "San Diego Public Library Foundation"  
c/o Development Department  
820 E Street  
San Diego, CA 92101

E-mail: [kneri@supportmylibrary.org](mailto:kneri@supportmylibrary.org)                      Phone: 619-238-6641                      Fax: 619-236-5878

To share information, samples, or give away items or sell products and/or services at the event, vendors must have an approved application on file with the San Diego Public Library Foundation.

Brief description of your organization and what will be displayed, shared, or sold. Include photos and prices as appropriate. What interactive features will you have?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For Office Use Only:** Date Received: \_\_\_\_\_ Application Complete: \_\_\_\_\_ Approved: \_\_\_\_\_  
Fees Paid: \_\_\_\_\_ Confirmation E-mail: \_\_\_\_\_ Vendor Package Sent: \_\_\_\_\_  
Deposit Returned: \_\_\_\_\_ Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_  
Credit Card Run Date: \_\_\_\_\_ BOOTH # \_\_\_\_\_

## Release, Hold Harmless, and Agreement Not to Sue

I, the undersigned, do fully understand that my participation and/or that of my organization in the San Diego Children's Book Festival (herein after 'Event') exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in this Event and agree to assume any risks. I further agree to conform to all the rules and regulations.

I hereby release, indemnify, hold harmless, and agree not to sue the City of San Diego, or the San Diego Public Library Foundation, and their representative officers, agents, contractors, and employees (Indemnified Parties) for any death of or injury to any person, and damage to or loss of personal property, any claims, liabilities, expenses or judgments, arising out of or in connection with, my participation in the Event from whatever cause, excepting only those damages, claims, liabilities, expenses or judgments arising out of the sole negligence or willful misconduct of the Indemnified Parties.

In consideration of being permitted to participate in the Event, I hereby agree, for myself, my heirs, administrators, executors, and assigns, that I shall indemnify, defend, hold harmless and pay any judgments against the Indemnified Parties from any and all claims, demands, actions, suits and damages, whether for death, injury or property, damage, loss or arising out of or in connection with my participation in the Event.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT OF MY OWN FREE WILL.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this application and required documents:

San Diego Public Library Foundation

820 E Street

San Diego, CA 92101

Or

Fax to: 619-236-5878, "Attention Children's Book Festival"

Application Deadline is Friday April 10, 2009

Early bird Deadline: March 10, 2009

# Please Read Over the Following Information

File for your records



Saturday, May 9, 2009

10 a.m. to 4:30 p.m.

*Nobel Recreation Center & North University Community Library*

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## Space Rental 10' x 10' Booth

(Includes one EZ-Up canopy, one 6' table and two chairs, table cloth)

Non-Profit (All products and services at Event must be free)	\$160.00
Commercial Vendor	\$220.00
Food Vendor	\$400.00
Food Vendor Clean Up Deposit (refundable separate check)	\$ 50.00
Additional Cost for Electricity (if required)	\$ 50.00

Make checks payable to "San Diego Public Library Foundation"

820 E Street

San Diego, CA 92101

E-mail: [kneri@supportmylibrary.org](mailto:kneri@supportmylibrary.org) Phone: 619-238-6641

Fax: 619/236-5878

## Insurance

As a festival participant you must use your own insurance by contacting your insurance provider and requesting a Certificate of Insurance with the following as additional insurers: The City of San Diego, and The San Diego Public Library Foundation. The application and the Certificate of Insurance must have the same name. For example, as a vendor if you are signing the application as a private individual, the Certificate of Insurance must be in your name. If you are signing the application on behalf of a company/corporation/entity, the Certificate of Insurance must state the name of the company/corporation/entity as the insured.

## Seller's Permit

California State Board of Equalization requires a Seller's Permit. Please include a copy of your Seller's Permit with this application. If you do not have a Seller's Permit, a temporary permit can be obtained by visiting [www.boe.ca.gov](http://www.boe.ca.gov) or by calling 1-800-400-7115.

## Food Facility Permit

If you are a food vendor, you are responsible for obtaining the proper health permit from the County of San Diego Environmental Health Department and comply with their requirements. Call 619-338-2379 for more information.

## Electrical

If you require electric hook-ups, you must include **\$50.00** with your booth application. Our generators are 20-amp twist lock, 3 wire (female). You will be required to supply a plug or UL approved (male) adaptor to match, plus 50 feet of your own cords. You must supply power requirements with your application to be provided hook-ups. Any hook-ups found to be unsafe will be disconnected.

## Information to be distributed

All information and products to be distributed, shared or sold must be approved at the time of application. The Festival Organizer reserves the right to determine the information most suitable for the Festival.

## Booth Décor/ Amplified Music

The Festival Organizer asks that all vendors use tables, sandwich boards, easels, etc. to display all goods for sale. No item will be displayed on the ground or on a carpet mat. Signage and decoration of booths is encouraged as long as it is in good taste and does not interfere with neighboring vendors. The Festival Organizer reserves the right to remove any décor deemed inappropriate for the event.

## Right Reserved

The Festival Organizer reserves the right to limit the number of participants for any one particular type of good/service to protect all vendors and maintain diversity of the Festival. Festival personnel reserve the right to change or substitute vendor spaces for the good of the Festival. Stolen merchandise, firearms, illegal items, alcoholic beverage or drugs are not be displayed or sold. Merchandise should be displayed as colorfully and tastefully as possible. To enhance and improve future Festivals, the Festival Organizer reserves the right to alter the format or character of the Festival at the Organizer's discretion.

## Confirmation

Confirmation of Acceptance will be sent within two (2) days of receipt of check and completed application. Space assignments and complete instructional package will be sent out one (1) month prior to event.

## Refunds

**BOOTH FEES ARE REFUNDABLE ONLY** if the event is cancelled due to measures beyond the control of the Event Organizer, such as inclement weather, acts of nature, or restrictions by government agencies.

## Event Hours/ Set-Up/ Breakdown

The Festival will operate from 10:00am to 4:00pm

For unloading and setup purposes, vehicles will be allowed near the staging area **only** from **7:00am** to **9:00am** on the day of the event with the expectation that vendor booths will be completely set up by **9:30am**. You may **not** begin assembling your booth and display until **after** your vehicle is removed from the staging area. We ask your cooperation during these very congested hours. No vehicles are allowed in the staging area during the event hours. All participants are required to keep their booth open until 4:00pm

## **Clean-Up**

Food vendor's clean-up deposit check of \$50 will be returned upon satisfactory inspection of vendor space at the end of Event. Vendors paying with credit card will be charged \$50 if space is not properly cleaned. Trash and recycling containers will be provided onsite. All vendors are encouraged to be as '*green*' and litter-free as possible.

## **Sever Ability**

If any portion of this application is determined to be invalid, void or otherwise unenforceable by a court or administrative or judicial tribunal of competent jurisdiction, the remaining provision shall remain enforceable to the fullest extent permitted by law.

## Vendor Booth Checklist

### DID YOU REMEMBER TO:

- Signed & completed application (pages 3 & 4)
- Check(s) made payable to San Diego Public Library Foundation  
(separate, refundable \$50 clean-up deposit for food vendors)
- Or signed credit card information
- Certificate of Insurance (specific to this event)
- Seller's Permit (if applicable)
- Proof of Non-profit status (if applicable)
- Certificate of Food License (if applicable)
- Copy of items to be displayed, handed out, or sold
- Photo of interactive feature (if applicable)
- Keep a copy of the 'Information, Rule & Regulations' as a reference

Return this application with the required documents listed above to:

San Diego Public Library Foundation  
c/o Development Team  
820 E Street  
San Diego, CA 92101  
Or  
Fax to: 619-236-5878, "Attention Children's Book Festival"

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