



# NON-PROFIT ORGANIZATION APPLICATION

Application to participate in **2024 Street Faire and Firework Spectacular**

Space is limited. Submission of this application does not guarantee participation at this event.

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## General Information

NAME OF ORGANIZATION \_\_\_\_\_

CONTACT PERSON/ LEADER \_\_\_\_\_

CA RESALE LICENSE NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

**List Booth craft/ merchandise items to be sold:**

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Power required:  Yes.  No.

\$50 first electrical hook-up

\_\_\_\_\_ (number requested) \$10 for each additional electrical hook-ups

AMPS /WATTS needed: \_\_\_\_\_ List Electrical Equipment being used: \_\_\_\_\_



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## Payment Information

BOOTH RENTALS	AMOUNT DUE
NON-PROFIT GAME/ACTIVITY BOOTH (\$50.00) ( <b>NO SALES</b> )	
NON-PROFIT FUNDRAISER BOOTH (\$60.00) ( <b>SALES</b> )	
ELECTRICAL FEE (\$50.00 1ST HOOK-UP)	
ADDITIONAL HOOK-UPS (\$10.00 EACH)	
<b>TOTAL</b>	

Fee is for booth space only. MVAC **DOES NOT** provide canopy, table, chairs, etc. **ALL SPACES ARE 10x10, you must keep all items/products/signs within this 10x10 area.**

**NOTICE:** Booth spaces for the 4<sup>th</sup> of July Street Faire are 10 x 10. Any space outside your 10 x 10 area is **not** for your use. The large and small openings between booths are required to meet the regulations and permits. This includes the sidewalk area behind the booths, this is not for vendor use. These regulations will be enforced. If you feel that a 10 x 10 space is not large enough for supplies/products/staff, you will need to purchase additional 10 x 10 space. (Additional booth space deadline is April 15<sup>th</sup> and will be dependent on availability) We appreciate your co-operation.

## Method of Payment

- Check or money order mailed with your application to Mission Viejo Activities Committee, 29432 Veterans Way, Mission Viejo, CA 92692  
**RETURNED CHECKS SUBJECT TO \$50 CHARGE**
- Credit Card payment (+ \$5.00 processing fee) – a link will be sent via email upon receiving your application.

THE MISSION VIEJO ACTIVITIES COMMITTEE IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE DUE TO THEFT, ACTS OF GOD OR POWER FAILURE. IF THE STREET FAIRE IS CANCELED DUE TO ANY REASON, THE MISSION VIEJO ACTIVITIES COMMITTEE WILL NOT ASSUME ANY FINANCIAL RESPONSIBILITY FOR DAMAGE OR UNUSED PRODUCT OR MATERIALS.

## CANCELLATION POLICY

CANCELLATIONS UP TO MAY 1, 2024..... ½ of booth payment  
CANCELLATIONS AFTER MAY 1, 2024..... NO REFUND



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

I, \_\_\_\_\_ (FULL NAME), fully understand that my participation in the **4<sup>th</sup> of July Street Faire and Fireworks Spectacular** (hereinafter "event/class") exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage/loss. I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks.

I hereby release, discharge and agree not to sue the City of Mission Viejo or the Mission Viejo Activities Committee and its officers, officials, employees, agents, and volunteers for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of the City of Mission Viejo, the Mission Viejo Activities Committee or any other participants in the event/class. The parties to this AGREEMENT understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision.

In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify, defend, and hold harmless the City of Mission Viejo and the Mission Viejo Activities Committee and its officers, officials, employees, agents, and volunteers from any and all claims, demands actions or suits arising out of or in connection with my participation in the event/class.

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.

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

\*\*\*\*\***VENDOR INFORMATION**\*\*\*\*\*

## **SET-UP / TAKE DOWN**

Set-up needs to be done between 9:00 am to 11:00 am. Enter street at your appointed time, locate your space, unload your merchandise and equipment, then move your car immediately to the Youth Athletic Park. Even numbered booths are on the Ball Field side and odd numbered booths are on the lake side. Once that is done come back and set up your booth. **ALL VEHICLES MUST BE MOVED BY 11:00 AM.** You must provide your own tables, chairs and any other supplies. Since it usually gets very warm, we recommend canopies or some kind of shade. You will be placed on the street itself, not the sidewalk area or the grass. Crowds usually come early, so you can start selling as soon as you are set-up. All vendors must be open for business by 12:00 PM. The Street Faire entertainment begins at 1:00 PM, so the earlier you begin, the more money you can make!

**Notice:** Set up within your 10X10 space that you paid for. The extra space on either side of you, as well as, the sidewalk behind you, is satisfying a fire requirement for open space. **It is not so that you have extra room.** The Fire Inspector will allow an umbrella placed behind your booth to provide additional shade but will not allow another 10x10 canopy attached to the back of your booth.

## **VENDOR'S ENTRANCE**

Please enter the Street Faire from the back entrance, located at the corner of Melinda and Olympiad. You may drive your vehicle in for unloading purposes at your assigned time, then move to park your vehicle. **ONLY ONE VEHICLE FROM YOUR BOOTH WILL BE ALLOWED TO PARK IN THE YOUTH ATHLETIC PARK.** You may NOT keep your vehicle at your booth space. You will be given a parking pass with your Final Instructions and/or if a mandatory vendor meeting is called. **You must bring it to gain entrance to the Youth Athletic Park. THERE WILL BE NO EXCEPTIONS.**

## **FIRE AUTHORITY: EVENING REGULATIONS & INSPECTION**

**At 7 pm the Fire Inspector will close the vendor parking lot** due to the upcoming Fireworks Show. This is beyond our control so please be advised if you need anything out of your car you will need to get it before 7pm.

After the Firework Show the Fire Authority will do their inspection of the field and confirm all is safe. They oversee giving the "OK" to open the entrance to the vendor parking lot. Only then will you be able to bring your vehicle back up on the street, in a timely fashion, to load your supplies at the end of the night. The timing on this varies and is dependent on the Fire authority inspection to clear the field to make sure the area is safe. Typically, the Fire Authority has done their inspection and has the lot opened by 10 pm. We ask that all vendors cooperate with this regulation and be patient at the end of the evening for take down. This inspection and lot closure are beyond our control and we ask for your cooperation at the end of the night.

## **RESTRICTION**

No vendor can sell water, soda or Gatorade. These are reserved booths and items for the MVAC. No vendors are to sell/give away any type of food or beverage, unless they are a qualified food vendor approved by MVAC.

## **NOISE/MUSIC**

Please be considerate of your neighbor regarding booth space, as well as, music. All vendors choosing to play music at their booth must keep it at a low volume, as to not distract their neighboring vendors who are trying to talk to their customers.

## **ELECTRICITY**

Some lights will be strung on the existing light poles on the street. Additional electrical power will be available to you if you paid the surcharge fee noted on your application. We suggest you plan on having clip-on lights and extension cords in your actual booth, **Clamp lights are preferred and no more than 200 watts.** The sockets are placed in the area behind the booths. Do not worry if you don't see hook-ups when you first arrive, all lights will be operational by dusk. As noted on your application, if you will be using high voltage electrical equipment (popcorn machine, etc.) you must supply us with amps/watts required. **THIS IS VERY IMPORTANT; WE WANT TO MAKE SURE EVERYONE HAS ENOUGH POWER!**

## **DECORATIONS**

Your booth should be decorated attractively with a Fourth of July theme. Organizations must have a LARGE sign listing the group's name. Items and prices must be displayed clearly. Please encourage your workers to wear hats, T-shirts, pins or other items identifying your organization (if available). If your group is being sponsored by another organization or professional person, coordinate with them to post a "SPONSORED BY" sign. Make note of this rule from the Orange County Health Dept.

## **REFRIGERATION / ICE**

If you need ice or refrigeration of any kind, you must provide your own. The MVAC has no extra refrigeration space nor do we have extra ice supplies. We suggest you designate one or more persons from your group as an "ice runner", or perhaps have new shifts coming on bring in extra ice with them. Another idea is to contact an ice company for delivery. We order ice for our purposes from ABC Ice.

## **GLASS ITEMS**

No glass items are allowed at the Street Faire.

## **TRASH / CLEAN-UP**

Trash is always a MAJOR problem, so PLEASE keep your area clean. You need to have a large container next to or behind your booth. Large dumpsters will be placed at intervals behind the booth areas for easy disposal. Your cooperation in this area is greatly appreciated. Please do not leave any loose trash behind at the close of the Street Faire. Any vendor leaving behind a mess that we have to clean up, will be assessed a \$50 fine that will have to be paid before you'll be allowed to participate again at the Street Faire.

## **PRICING PRODUCT**

Pricing of items is up to you. We ask that you keep them somewhat reasonable. The heaviest concentration of people that attend the Street Faire is from about 4:00 PM until the Fireworks at 9:00 PM. If you ran out of a product before 7:00 PM last year, you might want to consider having more on hand this year.

## **PRIZES**

If you have a game booth, please provide small prizes. You do not need to spend a lot of money inexpensive items are nice to have on hand. If you wish to use actual toys or carnival prizes, there are several supply companies in the Garden Grove and Anaheim areas where such thing can be purchased very inexpensively. No Candy give away.

## **UNIFORMED PERSONNEL**

There will be Orange County Sheriff personnel and private Security Guards in attendance helping us with various functions.

## **TAKE DOWN**

Due to the large crowds that are anticipated, do not plan on loading up your equipment until after the fireworks show is over. Olympiad Road must be reopened at approximately 11:00 PM, so please pack up quickly. If you run out of product, you may pack up as much as possible, but you will not be able to move your vehicle from the parking area or bring it to the Street Faire until the crowds have dispersed after the fireworks show at approximately 10:00 PM.

## **MISC. INFO**

Make sure you bring enough change for your booth's cash box. Please try to have enough staff on hand to keep waiting lines to a minimum. This is supposed to be a fun day!

Since beer is for sale at the MVAC Booth, be on the lookout for anyone who may have consumed too much holiday spirit. Please notify a MVAC member or uniformed personnel. We will make every effort to see to it that everyone has a safe and sane holiday.

**DRIVE SLOWLY AS YOU ENTER OR LEAVE THE STREET FAIRE AREA!!**