City of El Segundo Holiday Tree Lighting Event

Thursday, December 2nd - City Hall Plaza -3 - 7 pm

Craft Vendor Application

Briefly Describe items to be sold: _____

_____

Person Selling Crafts: _____ Phone: _____

Address: _____

Email: _____

Website: _____

The City of El Segundo Recreation & Parks Department invites you to participate in our Holiday Tree Lighting on Thursday, December 2, 2021. In order to ensure a quality event, please read and follow the guidelines below.

- **Craft Vendors: $40 for a 10'x10' space.** Handmade and/or embellished arts and crafts vendors who sell items such as fine arts items, holiday cards, candles, ornaments, etc. that are not available through traditional retail outlets. Resale of commercial items available through retail outlets is not permitted.

Applications will be reviewed for approval by the Tree Lighting Selection Committee. This is a juried event and there are 10 spots available. Only fully completed applications will be considered. Submitting an application does not guarantee acceptance.

All applications must include the Vendor Application Form, a complete list of items to be sold, photographs of items to be sold (*or a link to a website where pictures are viewable*), completed and signed Event Hold Harmless Form and Indemnification Form. Payment must be received by Friday, November 19, 2021 at 12pm.

Selected vendors will receive an email confirmation by November 24th. Vendors not selected for the fair will also be notified at this time. No refunds are given for cancellations.

VENDORS MUST PROVIDE THEIR OWN CANOPY, TABLES, CHAIRS, LIGHTS & EXTENSION CHORDS.

Set up begins at 1:45 PM and ready to sell by 2:45PM .Breakdown starts at 7:00PM.

Send application & payment of $40 to: City of El Segundo, c/o Holiday Tree Lighting Craft Committee, 401 Sheldon Street, El Segundo CA 90245

Checks, Visa, MasterCard, and American Express are accepted. Please No CASH payments.

Please make checks payable to "City of El Segundo". Payments will not be processed until the vendor selection process.

Visa **MasterCard** **American Express** **Name on Card**: _____

Credit Card #: _____ CVC #:_____ Exp. Date: _____

_____ _____

Vendor Signature Date

OFFICE USE ONLY: **RCVD BY:** _____ **DATE RCVD:** _____ **Approved** **Denied**