

2014 Long Beach Dragon Boat Festival

Booth Policies, Procedures, and Requirements

1. All vendors must have submitted the Vendor Application Form and Space Fee. Failure to do so will subject to loss of your vendor space.
2. All vendors (except for non-sale booth) **must** purchase the City Business License from City of Long Beach **by July 1st**.

City of Long Beach - Business License Desk
333 W. Ocean Blvd, 4th Floor
Long Beach, CA 90802
(562) 570-6211
http://www.longbeach.gov/commercial/business_licenses.asp

3. All food vendors **must** obtain the Health Department Permit from City of Long Beach – Department of Health and Human Services **by July 1st**.
All food vendors **must** comply to Long Beach Health Department regulations and requirements.

City of Long Beach - Department of Health and Human Services
2525 Grand Ave
Long Beach, CA 90815
(562) 570-4000

4. All food vendors must have their three sides of the tent enclosed either with sidewalls or with screen enclosure. The front of the tent must be enclosed with rail skirt.
5. All trash must be bagged in trash bags and disposed in the big trash bin on site (at the parking lot). Please do not dispose trash in the vendor site. **(Any vendor who fails to clean up the trash and keep the space clean will not be invited to participate in the following years' event.)**
6. ALL VENDORS **must** pay a trash deposit in separate check. Trash deposit fee is based on type of vendor. If vendors keep their space clean with no trash, deposit check will be voided and shredded after the event unless instructed by respective vendor. Inspection will be performed during and after the festival.
7. There will be no power supplied by the festival. Vendors need to provide their own electricity.
8. Festival will not provide tent for vendors. Vendors need to bring their own tents. Standard vendor space is 10 feet by 10 feet. Larger vendor spaces are available upon request.
9. For food vendors, please don't do any unnecessary dish washing at the festival site.
10. Please keep your noise down when setting up the tents in the morning.
11. The sale items have to match the vendor form's description.
12. Special size booth, please call for price.
13. This festival has limited vendor space. Vendor who submits an application (with festival approval) **and** has vendor fee paid will have a spot reserved by **June 15th**.
14. All workers and volunteers in the vendor tent must sign a current festival waiver before they can work in their vendor tent.