



City of Baldwin Park
Recreation and Community Services

2018 Downtown Street Market

5:00 p.m. - 9:00 p.m. (Set-up 3:15 p.m. - 4:15 p.m.)

Morgan Park • 4100 Baldwin Park Blvd. • Baldwin Park, CA 91706

Thursdays, June 21st - August 2nd - at Morgan Park (Athletic Field)

Thursdays, August 9th - September 13th - at Maine Ave. (Palm Ave. & Ramona Blvd.)

Contact: Maria Moreno 626-813-5245, Ext. 316 • Mmoreno@baldwinpark.com • Fax 626-814-2998

Representative's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Organization/Business: \_\_\_\_\_ Non-profit # (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Discount applied when paid in full: [ ] 10 Events - 10% Off [ ] All 12 Events - 15% Off [ ] BPBA Members 10 Events - 15% Off

[ ] June 21st [ ] June 28th [ ] July 12th [ ] July 19th [ ] July 26th [ ] August 2nd
[ ] August 9th [ ] August 16th [ ] August 23rd [ ] August 30th [ ] September 6th [ ] September 13th

Vendor Booth: 10'x10' Space (Pop-up Canopy and WHITE LED Solar/Battery Lights Required)

Information Booth \_\_\_\_\_ (# of events) X Resident \$28.00each/Non-Resident \$33.00each \$ \_\_\_\_\_
Novelty Booth (EBL \$38) \_\_\_\_\_ (# of events) X Resident \$33.00each/Non-Resident \$38.00each \$ \_\_\_\_\_
Food Booth(EBL \$38/Onsite Prep) \_\_\_\_\_ (# of events) Residents \$55.00each/Non-Resident \$65.00each \$ \_\_\_\_\_
Food Booth (EBL \$38 pre-package) \_\_\_\_\_ (# of events) Residents \$47.00each/Non-Resident \$57.00each \$ \_\_\_\_\_
Produce Booth \_\_\_\_\_ (# of events) Residents \$25.00each/Non-Resident \$30.00each \$ \_\_\_\_\_

Non-Profit/Community Group Booth/Farmers: 10'x10' SPACE (Pop-up Canopy and WHITE LED Solar/Battery Lights Required)

Information Booth \_\_\_\_\_ (# of events) X Resident \$23.00each/Non-Resident \$28.00each \$ \_\_\_\_\_
Novelty Booth (EBL \$108.50) \_\_\_\_\_ (# of events) X Resident \$28.00each/Non-Resident \$33.00each \$ \_\_\_\_\_

Miscellaneous Rentals:

Chairs \_\_\_\_\_ (# needed) X \_\_\_\_\_ (# of events) X \$5.00each \$ \_\_\_\_\_
Table \_\_\_\_\_ (# needed) X \_\_\_\_\_ (# of events) X \$15.00each \$ \_\_\_\_\_
Canopy (city sets it up) \_\_\_\_\_ (# needed) X \_\_\_\_\_ (# of events) X \$60.00each event \$ \_\_\_\_\_
Food Screen Walls (4 sides EZ-UP) \_\_\_\_\_ (# needed) X \_\_\_\_\_ (# of events) X \$30.00each event \$ \_\_\_\_\_
\*Electrical Outlet (1- 110 watts) \_\_\_\_\_ (# needed) X \_\_\_\_\_ (# of events) X \$15.00each outlet \$ \_\_\_\_\_
\*Must provide own extension cord (100 at least).

Sub-Total: \$ \_\_\_\_\_

\_\_\_\_\_ (# of events) X \_\_\_\_\_ Discount (must pay in full prior to start of event to receive discount) = \_\_\_\_\_ \$ \_\_\_\_\_

Total Amount Received: \$ \_\_\_\_\_

We Accept: Cash, Credit/Debit, Check/Money Order (Payable to City of Baldwin Park)

Application Information:

Submit To: Email: Mmoreno@baldwinpark.com Fax: 626-814-2998
Delivery/Mail: Esther Snyder Community Center • 4100 Baldwin Park Blvd. • Baldwin Park, CA 91706

Submit By (Possible Exceptions, Inquire for Details):

Food Booth Application and Health Permit Information Due: Thursday, May 3rd

Information & Novelty Booth Applications Due: Tuesday, June 5th

\*Application Approval will take five (5) business days to review/process.

Date Received:
Staff's Initial:

**Private Food Booths, please select items you are interested in selling:**

**Baldwin Park Restaurants ONLY are able to sell 1 to 2 items from their existing menu(excluding sea food):**

_____ Pizza	_____ Sushi	_____ Tortas	_____ Fresh Fruit
_____ Chicken	_____ Sandwiches	_____ Shrimp Cocktails	_____ Fresh Salad
_____ Aguas Frescas	_____ Bionico	_____ Sopes	_____ Fresh Juice
_____ Burritos	_____ Quesadillas	_____ Mariscos	_____ Hummus/Pita
_____ Tacos	_____ Pasta	_____ Nachos	_____ Honey
_____ Enchiladas	_____ Hamburgers	_____ Fajitas	_____ Dried Fruits
_____ Ceviche	_____ Empanadas	_____ Taquitos/Flautas	_____ Nuts/Seed
_____ Drinks:	_____		
_____ Other:	_____		

Items will be reviewed and Food Booths will be able to sell two (2) to three (3) items during the event based on variety.

Information/Novelty Booths, please describe items you are interested in selling and/or information to be distributed at event: \_\_\_\_\_

**Rules & Regulations:**

1. Event Business License (EBL) is required for the sale of any items and can be obtained for an additional cost of \$35.00 (Non-Profit Exempt) through the Finance Department at City Hall, 14403 Pacific Avenue, and 2nd Floor Finance Department.
2. Health Permit (HP) is required for the sale of any food/drink items.
3. Payments must be made by 5 days prior event date or as per the discount requirements in order to participate in event.
4. Information and/or selling **MUST** take place **inside your 10'x10' booth area ONLY**.
5. Non-profit groups must provide a copy of their 501C (3) letter for non-profit rates.
6. Set-up is between 3:15 p.m. to 4:15 p.m. All vehicles must exit event street area after 4:30pm. Vendors arriving after 4:15 p.m. will not be allowed into event street area and will have to unload merchandise from a parking area.
7. Must check-in weekly with staff at assigned location to receive booth location, note that all Vendors will be rotated weekly.
8. **ALL Vendors MUST have a Pop up 10'x10' Canopy (see picture sample)**. If you don't have the pop up canopy the day of the event you will not be allowed to participate and no refunds will be issued.
9. All vendors must provide their own **WHITE LED Solar/Battery operated lights inside pop up canopy. ALL VENDORS MUST HAVE LIGHTING.**
10. All vendors must vacate their space within an hour after the conclusion of the event. Non-compliance will result in a \$25.00 fine or forfeiture of future participation.

***I have read and understand all the provisions and agree to abide by them. And will not hold the City liable and is not responsible for the safety or insurance of any items belonging to the vendor. The City will not serve as storage for any items left by vendors. All payments are non-refundable. The City reserves the right to refuse any vendor for health, safety or liability reasons.***

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff Use Only:**

Approved  Denied Signature: \_\_\_\_\_ Date: \_\_\_\_\_

System # \_\_\_\_\_ by \_\_\_\_\_

Paid

Master File



**Sample 10'x 10' canopy**



**Sample screen walls for food handlers**