

VENDOR RULES & REGULATIONS

Spaces will be assigned at the time fees are paid. First come first served basis.

Acceptance to exhibit or vend is subject to approval by the El Monte Parks, Recreation and Community Services Department.

Space is limited.

The City of El Monte shall not be held liable for any damages and/or injuries incurred by vendor while on site.

All unsold items must be taken home immediately after the Farmers' Market.

This application is not transferable. Due to pedestrian traffic, any groups arriving after designated set up hours of **2:00 – 4:00 pm** will not be allowed to enter Lexington St. with a vehicle.

Electricity is NOT available.

Participants **MUST** be self-contained and be responsible for providing their own booths and canopies, tables and chairs (inside booth only). Please cover all tables with tablecloths to maintain a neat appearance.

Check-in Time: Begins at **2:00 PM**. Only vehicles with car passes will be allowed to enter. Vendors must check-in **BEFORE** setting up.

Vehicles will not be allowed to unload on Lexington St. after **4:00 PM**. For safety, cars will not be allowed to enter Lexington St. for breakdown until the Farmers' Market is over at **9:00 PM**, when the street is cleared and it's safe to enter.

VENDOR RULES & REGULATIONS continued...

Clean Up: Vendors are responsible to leave their space clean at the close of the event. Please bring a broom and dustpan. Trash receptacles are provided for use. Please breakdown all empty cardboard boxes.

Failure to abide by any of the rules and regulations as shown above, or instructions provided by city staff during an event may result in forfeiture of fees and/or removal from future events.

FEES

Entry/Deposit Fee: \$50 per 10x10 space: Non-refundable cash or check payable to the "City of El Monte". Each no-show will require a new payment of \$50 to participate. Unpermitted vendors will not be allowed to participate in the event and will forfeit their \$50 space fee.

Business License Fee: \$44.00 for event

Vendor Fee (per day):

CDFA Certified Producer Fee \$2.00/day

- Farm Vendors: 7% of gross receipts/day
- Non-Profits Information Booth: \$15/day
- Non-Farm Vendors: \$40/day
- Food Vendors (including food trucks) 12% of gross receipts/day

Food Vendors must obtain designated City of Los Angeles Health Department Permit and must pay required fees and follow guidelines.

Health Department Permit Fees:

- Prepackaging Food (no sampling) Annual Permit \$164.00, 90 days \$82.00
- Prepackaging Food (with sampling) Annual Permit \$209.00, 90 days \$116.00
- Preparation Food (cooking/cutting/portioning/sharing) Annual Permit \$507.00, 90 days \$184.00

**FARMERS' MARKET
VENDOR APPLICATION**

Entry Fee: Non-refundable Cash or Check payable to the "City of El Monte" PLEASE FILL OUT COMPLETELY

Business Name: _____

Representative: _____

Address: _____

City: _____

Email: _____

Phone: _____

Cell: _____

Food to be Sold: _____

Vendor Type:

- Farmer Vendor
- Non-Profit Information Booth
- Business Information Booth
- Non-Farm Vendor

Food Vendor:

- Prepackaged Food (no sampling)
- Prepackaged Food (with sampling)
- Preparation Food (cook/cut/portion/share)

**APPLICATION DUE DATE:
March 10, 2022**

Return application to:
El Monte Aquatic Center

Attention:
El Monte Farmers' Market Vendor
11001 Mildred Street El Monte, CA 91731

INDEMNITY PROVISION

I understand and agree that I am solely responsible for delivering and setting up all of my items, as well as my booth and/or displays. I also understand and agree that I am solely responsible for breaking down my displays and booth, and packing all of my items.

I also understand and agree that I am responsible for obtaining my own insurance, as needed and that the City of El Monte does not provide insurance of any kind. I also agree to hold harmless any officers, directors, employees, contractors, or volunteers from any claims (legal, equitable, or otherwise), demands, losses, costs, expenses, liabilities, attorney's fees, or damages incurred as a result of any loss, damage, vandalism, or theft of property, or personal injury or death to any person from any cause or causes whatsoever, including without limitation, City of El Monte's active or passive negligence. I understand and agree that City of El Monte is not responsible or liable to me or any third party for any lost, damaged, or stolen property, personal or otherwise. I also understand and agree that City of El Monte or any of its related entities are not responsible or liable for any personal injury or death that I or any person assisting or working for me, or any third party may suffer. I have read and understand the City of El Monte - Food Fest criteria, and agree to abide by all its terms and conditions.

Printed Name: _____

Date: _____

Authorized Signature: _____

**OFFICE USE ONLY
Farmers' Market**

Entry/Deposit Fee: \$50

Cash: _____ Check #: _____

Business License

Health Department Permit (as required)

Staff Initials: _____ Date: _____

Notes: _____



For more information, please contact
the El Monte Parks, Recreation
and Community Services Department

(626) 580-2200

Monday - Thursday 9:00am - 5:00pm



CITY OF EL MONTE
Presents



**2022 VENDOR
APPLICATION**

April 7, 2022
to
September 29, 2022

The Friendly City of El Monte