

**15TH ANNUAL
CULVER CITY CAR SHOW
SATURDAY, MAY 12, 2018, 9AM – 4PM**

VENDOR APPLICATION AND AGREEMENT

Name: _____ Phone: _____
Company: _____ Fax: _____
Address: _____
City: _____ State: _____ Zip: _____
E-mail: _____ Website: _____
Type of Products: _____

Questions? Call 310-649-2123. Email: info@culvercitycarshow.com

VENDOR AGREEMENT

1. Vendor hereby agrees to rent sales space for the 2017 Culver City Car Show.

Select your required booth size, followed by the cost of the space:

10 X 10: \$200 **10 X 20: \$350** **10 X 30: \$500** **other:** _____

2. Check below if requesting electrical service (limited space 110v only). There is a \$20 additional charge for electrical service:

What item requires power: _____ How many amps? _____

3. Confirmation of your reservation and arrival/set up directions will be emailed to you at the address you listed above. All vendor confirmations will be at the discretion of the Culver City Car Show. Your check must accompany your application.

NO REFUNDS AFTER CONFIRMATION.

Mail application and make check payable to:

EXCHANGE CLUB OF CULVER CITY
P.O. Box 212
Culver City, CA 90230

4. Vendor is responsible for administration of California Sales Tax and will be required to have available for inspection by the City of Culver City a copy of its Sellers Permit and Business Tax License. A temporary Culver City One Day Business License for the event will be obtained for each vendor by the Culver City Car Show.

5. Vendor will be pre-designated one (1) location by the Show Staff for the duration of the 2018 Culver City Car Show. All pre-designated locations are not final and are subject to change at the discretion of Show Staff. Vendor sales must take place during the specified time and in the final assigned location for the event. Vendor is required to staff the booth at all times while selling.

6. Each Vendor must supply own tent, tables and chairs. Ground surface is mostly grass, some larger vendors may be on asphalt or dirt- - no stakes. Lights, decorations, sidewalls, etc. are the sole responsibility of Vendor and must adhere to all regulations as provided by Show Staff. All sidewalls must be approved by Show Staff. Vendor shall not conduct business in any manner which blocks access to crosswalks, business entrances or street improvements for handicapped access. Vendor agrees to leave its area in the same condition it was in when it arrived on-site.

7. Food Vendors participating in the 2018 Culver City Car Show will be required to obtain a Los Angeles County Department of Environmental Health Permit valid on Saturday, May 12, 2018, from 12:01 a.m. to 11:59 p.m. which can be obtained from the :

County of Los Angeles Health Department, 6101 W Centinella Ave. #300,
Culver City, CA 90230 Tel: (310) 410-3400 Fax: (310) 348-1037

This applies to distribution of any beverages or food, even free water or candy. **NO EXCEPTIONS!** Each Food Vendor must provide the Culver City Car Show with a copy of its Health Permit before setting up its booth.

8. Vendor is required to be on-site no later than **7:00a.m.** to begin setting up its booth space. Vendor must be unloaded and place all vehicles in designated Vendor Parking area by **8:00 a.m..** Vendor must be set up with a full booth display and ready to conduct business by no later than **9:00 a.m.** Food Vendors must be ready for health inspection by **9:00 a.m.** Food Vendors must comply and pass any health inspection conducted or they will be asked to leave the event location immediately and will not be allowed to continue business for the duration of the Show, if applicable. **Vendor will be expected to be open for business from 9 a.m. – 4 p.m. Vendor must pack up and leave the Show area no later than 6 p.m.**

9. It is the goal of the Culver City Car Show to avoid having multiple vendors selling the same/ similar items in the same area. Therefore, Vendor must adhere to selling only the item(s) designated in this application and approved by Show Staff. Should Vendor stray from selling the agreed-upon item(s), Vendor will be asked to leave the event immediately.

10. Vendor must follow all instructions of Show Staff regarding placement and parking of Vendor vehicles. Vehicles not in compliance may be ticketed or towed. The Culver City Car Show is not responsible for validation or reimbursement of parking fees, tickets, towing, or damages to personal property or vehicles. Vendor Parking will be available along Overland Ave adjacent to the Veterans Memorial Building in Culver City and in areas designated by Show staff.

11. **CANCELLATION POLICY:** The 2018 Culver City Car Show will take place rain or shine, unless Vendor is otherwise notified by Show Staff. However, the decision to remain open does not apply in situations considered to be Acts of God (hurricane, tornado, flood, etc.). In the event that Vendor is not on-site preparing its set-up at the times stated in section 8, above, with-

out prior approval by Show Staff, Vendor may be fined \$100 and will be asked to leave the premises immediately.

12. Vendors of goods and services shall be required, during any period when they or their agents or employees are present at the event, to adhere to a standard of conduct. Acts, including verbal acts or conduct, that constitute harassment of any person by reason of such person's race, creed, religion, color, sex, sexual orientation, age, disability, veteran status, martial status or national origin will not be tolerated and any vendors, agents or employees will be removed from the event if such acts or conduct take place.

13. Vendor must comply with all city, county, state and federal laws and regulations.

14. Sales which interfere with the normal conduct of business of the City of Culver City are prohibited. Vendor is to remain at its booth while selling. If a vendor aggressively solicits (i.e., sells away from its booth, walks up to individuals, shouts from its booth, throws items at individuals passing by, etc.), Vendor will be asked to leave the event immediately. The Show Staff reserves the right to regulate the time, manner and place of all sales.

15. INSURANCE & INDEMNIFICATION REQUIREMENTS: Prior to the date of the Car Show, and by no later than May 11, 2018, Vendor shall provide to the Car Show satisfactory evidence of, and shall thereafter maintain during the Car Show, such insurance policies and coverages in the types, limits, forms and ratings required by the City of Culver City's Risk Manager or City Attorney, or their designee. All Vendors are required to have Worker's Compensation Insurance, and General Liability and Automobile insurance in the amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate. All insurance documents must have an additional endorsement attachment (CG20) stating: "The City of Culver City, all event sponsors, the Exchange Club of Culver City, and their officers, employees and agents are named as additional insureds with respect to liability arising out of the 2018 Culver City Car Show on Saturday, May 12, 2018, from 12:01 a.m. to 11:59 p.m." A copy of Vendor's said additional endorsement shall be provided to the Car Show by no later than May 11, 2018. Failure to do so may result in the Car Show refusing Vendor access to the Car Show on May 12, 2018. Refusal of access for this reason shall not be a ground for a refund of any payment made to the Exchange Club by Vendor for space at the event.

If you do not already have liability insurance for your booth, a one-day policy is available through the event insurance company, Beach Coast Insurance, for \$75. Please let us know if you will need this coverage. Beach Coast Insurance can be contacted at 215 Pier Ave, Hermosa Beach, CA 90254 or phone (310) 318-1555 or via email at Chris@BeachCoastInsurance.com.

Vendor agrees that except as to sole negligence or willful misconduct of the City of Culver City, any event sponsor or the Exchange Club of Culver City, Vendor shall defend, indemnify, and hold the City, all event sponsors and the Exchange Club, and their officers, employees and agents, harmless from any and all loss, damage, claim for damage, liability, expense or cost, including attorneys' fees, which arise out of or which in any way are connected with the Vendor's temporary business exhibit/ booth during the Car Show, notwithstanding that the City, an event sponsor or the Exchange Club may have benefited from Vendor's temporary exhibit/booth. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent

misconduct, whether active or passive, on the part of Vendor or of Vendor's employees, subcontractors or agents.

The City of Culver City and the Culver City Car Show require Vendor to instruct its agents and employees concerning the requirements of this Vendor Agreement and to take action, including disciplinary actions, to correct any violation thereof.

NOTE: If for any reason the contact information Vendor has given is invalid and Show Staff cannot contact Vendor, Show Staff has the right to cancel Vendor's reservation or to instruct Vendor to leave the event immediately.

Signing this document means you have authority to sign on behalf of Vendor and that you and Vendor have read, understand, and will abide by the agreement and guidelines stated above.

Company Name

On-Site Contact Person (Please Print)

Mailing Address

On-Site Contact Number

Primary Phone Number

E-Mail Address

Name (Please Print)

Signature

Date