



Bixby Knolls Dragster Expo & Car Show
Saturday, July 11, 2009
2:00pm – 7:00pm
 Atlantic Avenue in Bixby Knolls, Long Beach

Office Use Only	
Received	Assignment
Postmarked	
Payment	Alpha

VENDOR APPLICATION FORM (PLEASE PRINT CLEARLY)

Business Name: _____

Contact Person (First & Last Name): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail (recommended): _____

VENDOR REGISTRATION FEES

VENDOR TYPE

_____ **Commercial** – Early-bird registration \$175.00 (*\$230 after June 19*) _____

_____ **Food** – Early-bird registration \$175.00 **plus** \$50.00 refundable clean-up fee
 (*\$230.00 plus \$50.00 refundable clean-up fee after June 19*) _____

_____ **Non-Profit** (*must attach proof of non-profit status*) – \$50.00 _____

_____ **BKBIA Member** (must be in good standing) – \$85.00 _____

SUBTOTAL _____

VENDOR RENTALS: Must be pre-ordered and paid for in advance of event

QTY	ITEM	
_____	Electricity – \$50.00 – Electrical cords are not provided	_____
_____	Canopy – \$85.00 each	_____
_____	8' Table – \$12.00 each	_____
_____	Folding Chair – \$2.00 each	_____

SUBTOTAL _____

Providing Own Electricity? Yes No _____

Providing Own Canopy? Yes No _____

TOTAL ENCLOSED _____

MAKE CHECK PAYABLE TO: BIXBY KNOLLS B.I.A.
(\$30 fee for returned checks)

Products to be sold (list all, be specific-attach a separate sheet if needed):

Commercial and Food Vendors MUST supply the following information:

Resale Number: _____ Insurance Company Policy Number: _____

Expiration: _____

I hereby indemnify and hold harmless the Bixby Knolls Business Improvement Association and the City of Long Beach, their officials, officers, staff and agents from and against any and all loss, liability, expense, claim, cost, suit and damages of any kind, nature and description suffered by myself, my co-workers or the public directly or indirectly arising before and after my participation in Bixby Knolls Street Fair. I further acknowledge that I am responsible for the security of my own property.

Signature _____ Date _____



The Bixby Knolls Dragster Expo and Car Show is an event produced by the Bixby Knolls Business Improvement Association (BIA). An important part of this event is the sales arcade featuring sponsor displays and auto-related merchandise.

Vendors are encouraged to read this application fully as some information may have changed from prior events.

Location – This event is held on Atlantic Avenue between Carson St. and San Antonio Dr. in Long Beach.

Hours – Event hours are 2 p.m. – 7:00 p.m. Set up begins at 10:00 a.m. Space is forfeited without refund if it is not occupied by 11:30 a.m.

- **All support vehicles must be off the street by 11:30 a.m.**
- **All participants must operate the entire period of the event.**
- **Tear down starts at 7:00 p.m. and the street must be cleared by 9:00 p.m.**

Spaces – Spaces are 10' wide by 10' deep. Canopies (which are recommended), tables and chairs ARE NOT provided, however, they are available for rent. Rentals must be booked and paid with registration. Renters are responsible for the rental equipment and its safe return. By renting any equipment, the renter assumes responsibility for its replacement due to damage or theft. They are also responsible for returning the items to a central location at the conclusion of the event.

Electricity – Availability is **EXTREMELY** limited and must be requested on application. Electricity fee is \$50.00 and payment must be included with application. Personal whisper-type generators are allowed only with prior approval. All cords must be commercial grade and adequately secured for safety purposes. Electrical cords **are not** provided.

Application & Registration Fees – Vendors submitting applications **prior** to June 19 are eligible for the regular registration fee (*applications must be postmarked no later than June 20*). Application Deadline is **June 30**.

All applications must be fully completed, accompanied with a check or money order and a self-addressed, stamped envelope. Applications that are not fully completed and do not include payment or a self-addressed stamped envelope will not be processed until complete (this could result in loss of space as it may not be available at the event).

Make check payable to: Bixby Knolls B.I.A., and mail to 4313 Atlantic Ave., Long Beach, CA 90807.

Confirmations/Refunds – Confirmation **E-mail** acknowledging receipt of your application will be sent as applications are received. Space assignments will be sent after **July 1 via E-mail**.

There are no refunds in the case of inclement weather, acts of nature, and restrictions by governmental agencies to cancel the event or other occurrences over which the Bixby Knolls BIA has no control. No refunds after June 30, 2009. All cancellations and requests for refunds must be submitted in writing. There will be a \$10 handling fee on all cancellations and a \$30 fee for all returned checks.

*Bixby Knolls BIA reserves the right to limit the number of applications for any one particular type of goods/services, thereby protecting all vendors and maintaining diversity for the event. Merchandise should be displayed as colorfully and tastefully as possible. No stolen merchandise, firearms, ammunition, alcoholic beverages or drugs allowed. The sale of drug-related paraphernalia or clothing depicting such is prohibited. **Sale of illegal items, weapons, explosives (including fireworks, poppers, snap caps and bomb bags) or drug-related items will constitute forfeiture of fees and immediate dismissal from the event.***

Vendor Permits/Certificates

Commercial Vendors

If your business is not located within the City of Long Beach a one-day permit **is** required. Certain types of display sales are covered under the event license.

Businesses located in the City of Long Beach are **not** required to get a Special Event business license as long as the business being conducted at the event is what the business is licensed for. **The business license must be posted within your booth.**

Please contact the Business License Division at the City of Long Beach at (562) 570-6211. Your resale number must be included on your application. **Your certificate must be posted within your booth** on the day of the event. You are responsible for the collection and payment of applicable sales tax.

Food Vendors

Food vendors are responsible for posting health permits and complying with all rules and regulations. **No** refunds will be issued for non-compliance.

Food vendors MUST contact the Long Beach Health Department at (562) 570-4132 to submit an application for a Health Permit in advance of the event.

Any food vendor without a City of Long Beach Health Department permit will not be allowed to operate at the event and any fees paid to the Bixby Knolls BIA will not be refunded. In addition, food vendors are responsible for having access to a three compartment stainless steel sink (required by the City of Long Beach) as well as a hand wash station. Details are available from the Long Beach Health Department, (562) 570-4000. Your resale number must be included on your application. **Your certificate must be posted within your booth** on the day of the event. You are responsible for the collection and payment of applicable sales tax.

Non-Profit Vendors

Proof of non-profit status is required with application.