



# Newbury Park Adventist Academy

180 Academy Drive, Newbury Park, California 91320

(805) 498-2191 • [www.mynpaa.com](http://www.mynpaa.com)

## SPRING Festival

### 2017 VENDOR APPLICATION INFORMATION

#### Description of Event:

Outdoor Festival at **Newbury Park Adventist Academy's** football field.

Sunday, April 30, 2017; 10:00 a.m. until 4:00 p.m.

Free Admission to the public. All day entertainment.

#### Festival Information and Requirements: *Please read carefully.*

- Booth Cost: \$50 - Payment is due with application.
- Booth space: 15x15 without electricity.
- Application Deadline is April 24, 2017.
- Newbury Park Adventist Academy Tax ID No. 95-1816063.
- All vendor location requests will be considered on a first come-first serve basis and honored whenever possible.
- You must provide your own pop-up, tables, chairs, etc.
- Please provide a detailed description of your booth items on the form and, if possible, attach photos of sample items. (*Attach an additional sheet if necessary.*)
- Booths must be completely set-up by 9:30 a.m. The festival requests that all vendor booths remain open until 4 p.m.
- Vendors will have from 4-6 p.m. to pack-up. All vendors must be off Festival grounds by 6 p.m.
- To prevent accident or injury, any vendor wishing to leave early **MUST** notify a Festival official. With permission, booths that can be packed-up and "walked-out" will be allowed to do so. No vehicles will be allowed on the Festival grounds.
- The vendor is responsible for leaving the vendor area in the condition that it was originally received, *i.e.* removal of all debris such as boxes and trash.
- Each applicant will receive a confirmation letter upon receipt of their application and a map and directions will be mailed prior to the event.
- This event occurs rain or shine! Be prepared for wind, rain and/or heat/cold.
- All vendor fees are non-refundable.
- All vendors are required to show proof of liability insurance and read and sign attached waiver.
- Please fill out vendor registration completely.
- Absolutely no unattended vehicles may be left on the festival grounds the night before the festival.



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### 2017 VENDOR APPLICATION FORM

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

**Type of Booth & Description:** Please indicate type and provide a description, photos.

- Business
  Food
  Game/Activity
  Art/Craft
  Other

Please give a detailed description of your products/services and include a photo, if possible.

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Only items listed and approved on this application may be sold.

**Waiver:** NPAA PTO reserves the right to refuse any vendor application, should this occur the fee will be refunded. The Vendor shall defend, save and hold harmless the NPAA PTO, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are not insured by the NPAA PTO Spring Fest or any sponsoring agents. Exhibitors must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property. Exhibitor assumes full liability for protecting, care and maintenance of exhibitor's property. ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.

Please sign to acknowledge that you have read all of the information, rules, and regulations and agree to be bound by this contract.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

RETURN COMPLETED FORM and CHECK OR MONEY ORDER BY APRIL 24, 2017 TO:

**NPAA PTO**

180 Academy Drive, Newbury Park, California 91320

**NPAA PTO use only:**

Dated: \_\_\_\_\_  Approved  Denied Booth Space No. \_\_\_\_\_