



# Booth Application

The Independence Day Committee is now accepting applications for non-profit organization booths for the Fourth of July Festival at Memorial Park. The booth area will be open from 10:00 a.m. through 2:00 p.m. on Wednesday, July 4, 2018. Unloading Passes will need to be picked up at the Alexander Hughes Community Center in June 2018.

**Application deadline is May 1, 2018.**

### Contact Information

Claremont Non-Profit Organization \_\_\_\_\_

Address \_\_\_\_\_

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

Federal Tax I.D. Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please select from the following options:

Information/Non Fee-based Activity Booth (\$25)

Type of information/activity to be provided

\_\_\_\_\_  
\_\_\_\_\_

Game/Fee-based Activity Booth (\$50)

If you would like a game to be provided for you, please choose from the following options:

- Duck Hunt       Ring Toss       Can Smash       Hit the Bucket

If you would like to provide your own game, please choose the following option:

Other (Please describe) \_\_\_\_\_

Selling Booth (\$100)

	Item	Price
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____

For-Profit Supplier (If Applicable) \_\_\_\_\_



### Payment Information

Payment Type  Check enclosed and made out to City of Claremont  Cash  Charge  
Credit Card Information  
Cardholder Name \_\_\_\_\_ Card Type \_\_\_\_\_  
Card Number \_\_\_\_\_ Exp \_\_\_\_\_ CSC \_\_\_\_\_  
Signature \_\_\_\_\_

### Acceptance of Booth Regulations

The person signing this application warrants that he/she has carefully read and understands the attached Booth Regulations and that specific attention has been given to the need for liability insurance.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### Liability Waiver

I, the undersigned, in consideration of my organization's participation in this activity, and intending to be legally bound for its members, their heirs, executors and administrators, do hereby release and discharge the City of Claremont and their respective officers, directors, employees, volunteers, partners and contractors, jointly and severally, from any and all liability from personal injury, accident, illness, death, property damage or other occurrence which members of my organization may suffer in any manner whatsoever arising out of or resulting from our participation in the above mentioned program(s), and I expressly assume ALL risks of our participation in this activity, including, without limitation, injury as a result of the acts of omission of the above parties or some defect in or on their property of any of them, whether caused by negligence or otherwise, except for illness and injury resulting directly from solely gross negligence of willful misconduct on the part of the City or its employees and I agree to indemnify, save, hold harmless and defend each and everyone of the above parties of and from any and all loss, damages, expenses, costs, and attorney's fees arising out of or resulting from my organization's participation in this activity. I certify that I have read and understand this waiver and release. Participants involved in the City of Claremont Human Services programs/classes may be photographed and such photographs may be used to publicize City programs/classes without compensation and without further permission.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### Deadline for submission is May 1, 2018



Claremont Human Services Department  
Attn: Fourth of July Celebration  
1700 Danbury Road, Claremont, CA 91711  
(909) 399-5490  
SpecialEvents@ci.claremont.ca.us



## General Regulations

1. Only non-profit organizations may participate, with first priority going to Claremont based organizations.
2. Each booth/table must display a sign, at least 8 1/2" x 11", stating the name of the non-profit organization.
3. Each booth space will be a 10' x 10'.
4. All organizations must agree to abide by all deadlines, rules and regulations set forth by the Independence Day Committee and the City of Claremont. Infractions may result in suspension from future participation.
5. All organizations must comply with all fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety.
6. Organizations are responsible for unloading, set-up and clean-up of their booths.
7. Booths must not open or close before times specified on the forms. No refunds for cancellations. Organizations that fail to show up may be suspended from future participation.
8. Booth locations are not guaranteed and are made at the discretion of the Independence Day Committee and City of Claremont.
9. All tape, decorations, supplies and equipment must be completely removed. Booths and tables must be left in their original condition.
10. Portable generators are not permitted.
11. Prior approval is required for music and/or entertainment at individual booths.
12. All booths must have adult supervision at all times.
13. City of Claremont and event sponsor booths are exempt from booth regulations.

## Game/Fee-based Activity Booth

1. No sale items or opportunity drawings (raffles) are allowed.
2. Food or beverages may not be distributed, with the exception of a wrapped piece of candy.
3. A random drawing will be conducted if more than one group wants to have the same activity.
4. Each group must submit proof of 501(c)(3) Non-Profit Status.
5. Participants are responsible for paying their own sales taxes.
6. Electricity is not available.
7. Booths will be provided with one 8' table. All other equipment must be provided by the organization.

## Information/Non Fee-based Activity Booth

1. No items are to be sold and no donations may be accepted, including opportunity drawings (raffles).
2. Organization must provide a list of free giveaways.
3. Food or beverages may not be distributed, with the exception of a wrapped piece of candy.
4. Electricity is not available.
5. Booths will be provided with one 8' table. All other equipment must be provided by the organization.

## Selling Booth

1. Maximum size of sign noting for-profit supplier is 8 1/2" by 11".
2. All selling items must be listed on the application form and be approved in advance by the Independence Day Committee and City of Claremont.
3. A random drawing will be conducted if more than one group wants to sell the same item.
4. Each group must submit proof of 501(c)(3) Non-Profit Status.
5. Participants are responsible for paying their own sales taxes.
6. Opportunity Drawings (raffles) must be approved in advance by the City of Claremont and adhere to applicable state and local laws.
7. Food or beverages may not be distributed, with the exception of a wrapped piece of candy.
8. Electricity is not available.
9. Sales may only take place at the selling table. No mobile sales are allowed.
10. Booths will be provided with one 8' table. All other equipment must be provided by the organization.