



2023 Vendor Application Package



PARADE OF THE BANDS
JUNE 24, 2023

.....

REGISTRATION DEADLINE
MAY 15, 2023

A NOTE FROM OUR EXECUTIVE BOARD

Thank you for expressing interest in the Annual Los Angeles Culture Festival® (LACF) to be held on June 24, 2023. We have an outstanding lineup of international and local musical artist, celebrities, and special guests coming together to promote the culture and music of the world.

We invite your group to join us “Back on the Boulevard” for our 9th annual Los Angeles Culture Festival®. Each group has the freedom to choose its individual theme and costume portrayal. Join in the festivities, and be a part of this magnificent showcase of various culture and costumes of the world.

We would like you to be a part of this history-making event. Enclosed, you will find our Vendor Package. Please read it carefully, complete the required forms, and return by the deadline.

We look forward to seeing you!





THE Event



The Los Angeles Culture Festival® (LACF) is a non-profit 501(C)(3) tax exempt organization, and Hollywood Carnival LLC (HC) is a joint venture. Together we are proud to present the annual Los Angeles Culture Festival® and Hollywood Carnival Parade — a world culture festival — **expressing the colors of culture and freedom of the world as one people.** This is a celebration of our cultures and traditions, featuring colorful costumes, dances, food, arts & crafts, and music from around the world.

On Saturday, June 24, 2023, Los Angeles' Hollywood Boulevard will miraculously transform into a Grand Carnival & Street Extravaganza with parade-goers and masqueraders dressed in vibrant, breathtaking costumes dancing to pulsating rhythms of the world.

The celebration will commence with the Grand Marshal and Parade Queen cutting the ribbon for the Parade of the Bands, on the world famous Hollywood Blvd. The parade will continue west ending on N. Highland Ave., the main entrance to the Carnival Culture Village. The crowd will transition at the end of the Parade to the Carnival Culture Village. Our parade and culture village will feature several well-known celebrities from various genres, including movie stars and music icons.

We highly anticipate that like previous years this cultural fusion will attract a significant amount of local attendees from our diverse multi-cultural society, not to mention a variety of tourists. This dynamic, family-friendly programming is a great 11-hour showcase of world cultures on the world famous Hollywood Blvd.

DATE	Saturday, June 24, 2023
LOCATION	CARNIVAL CULTURE VILLAGE 6800 Hollywood BLVD. Los Angeles, LA 90028
TIME	VENDOR SIGN-IN & LOAD-IN 7:30 AM

Our
attendance
is growing
every year!



South America



Caribbean



Mexico



East Asia



Central America



South Asia



Africa



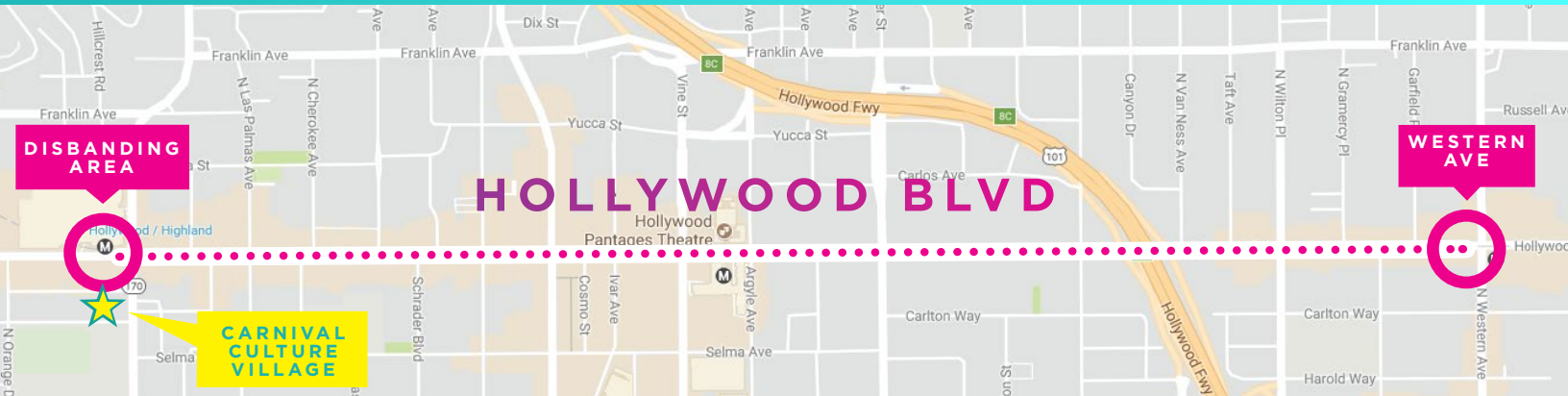
Middle East



Europe

LA CULTURE FESTIVAL IS A VIBRANT MULTICULTURAL
SHOWCASE OF THE WORLD'S DIVERSE COMMUNITIES

PARADE OF BANDS ROUTE



PARADE TIME

START TIME - 10:30AM
FINISH TIME - 4:00PM

ASSEMBLY
STAGING AREA

HOLLYWOOD BLVD
& WESTERN AVE
7:00AM - 10:30AM

DISBANDING AREA

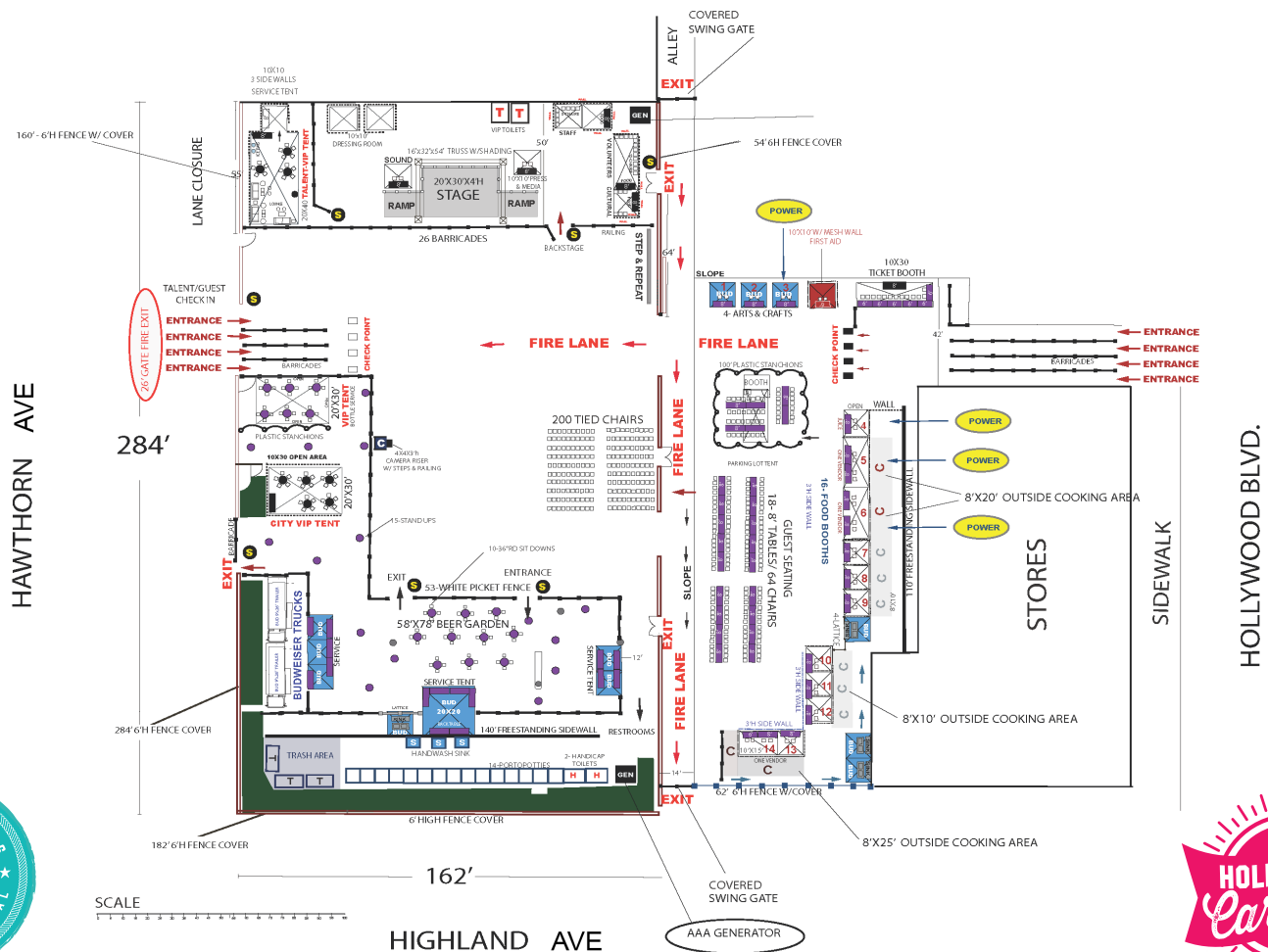
HOLLYWOOD BLVD
& HIGHLAND AVE

CARNIVAL CULTURE VILLAGE

6800 HOLLYWOOD BLVD
OPEN 12:00PM - 10:00PM

CARNIVAL CULTURE VILLAGE

LOS ANGELES CULTURAL FESTIVAL - CULTURAL VILLAGE LAYOUT





Vendor

APPLICATION REQUIREMENTS

THANK YOU FOR CHOOSING TO PARTICIPATE AS A VENDOR AT THE
ANNUAL LOS ANGELES CULTURE FESTIVAL® (LACF) ON HOLLYWOOD BOULEVARD.

Below you will find the Carnival Culture Village Vendor requirements and guidelines. Please be sure to enclose the following: Completed Vendor Application; Signed Waiver of Liability; Copy of Insurance Certificate; and a Copy of 501(c)3 or 501(c)4 non-profit status (if applicable).

Vendor Fees

Vendor applications will be accepted up to April 1st 2019. Selection of vendors is made by LACF based on vendor offering of service and capacity throughout. Vendor submission prior to deadline may facilitate early selection. Applications received after May 15th must include a \$100 late fee. Payment in full is due 7 days after notification of acceptance.

Vendor Deposit

In addition to vendor deposit application fees, there is a refundable security deposit due with your booth payment. There is a \$300 refundable security deposit due for food booths and \$100 for

Art/Crafts and commercial booth. Vendor deposit will be mailed 15 business days following the event, once all terms of the contract are met. Vendor deposit will be automatically forfeited if there are damages to tents, equipment, property, grease waste damages, alcohol, selling of unauthorized items etc.

Vendor Types

Food vendors are allocated a 10x10 Vendor Booth, in addition to a preparation 10'x8' area. Other vendors are allotted one 10X10 Vendor Booth space. The fees associated with each vendor type are outlined below:

Vendor Type - All payments by cashier check only

Food Only (NO DRINKS) 10 x 10 Booth

Fees include access to water, sanitation services, power and four (4) passes for workers.

\$1500 - Include approx. 10x8 Preparation Area

Commercial/Merchandise Only 10 x 10 Booth

Fees include sanitation services, and three (3) passes for booth workers.

\$1000

Food Trucks Parking Space

\$1000

Public Health Temporary Food Facility Fees

The Los Angeles Health Department requires that all food vendors fill out the temporary food facility application and pay all required fees. Please fill out the temporary Food Facility application in addition to your vendor application and return by the application deadline by April 30, 2023.

\$71 - Prepackage

\$101 - Prepackaged w/ sampling

\$160 - Food Preparation

Vendors and their employees, helpers etc. are not allowed to have alcohol in their booth. Alcohol can only be in the designated bar area in the village. Failure to comply will be forfeiture of security deposit, removal of personel from the village and/or suspension in future vendor participation in the village.

Vendor Space

Vendors are expected to provide their own tables and chairs however; they can be purchased through LACF at an additional cost. Vendors are also expected to provide their own display boards and proper signage. Do not tape, tack, or otherwise affix any materials or signs to walls, trees, lamp posts or other surfaces on public or private property. Vendors should have a multipurpose fire extinguisher and first-aid-kit. Space assignments are determined based upon Vendor's Manager's discretion. This contract neither implies nor grants any preferential location.

Vendor Responsibility

Each vendor must be present with their items during the vendor LACF Carnival Culture Village hours of operation. Each vendor is responsible for providing relief personnel to maintain their booth. **No vendor may sublet to another vendor.** Vendors must have their booth open and ready for business at the beginning of the designated opening hours and remain open through the designated closing time. **Vendor will be responsible for any damages to the tent.** Each vendor must abide by/comply with all Los Angeles Culture Festival® (LACF), and City of Hollywood rules, regulations, and ordinances. No Vendor or their representative shall conduct themselves in a manner offensive to general standards of decency or good taste. The LACF committee Officials reserve the right to screen all booths and exclude inappropriate items. Loud music may not be played from any booth during your presence on the





festival grounds. In the event of inappropriate behavior, the booth will be forced to close and all fees will be forfeited.

Vendor Booth Tent Signage

It is the responsibility of each vendor to create their tent signage. The signs shall be attached to the pre-set tent.

Liability Insurance

All Vendors must submit a valid certificate of liability insurance of at least \$1,000,000 liability coverage; naming The Los Angeles Culture Festival® (LACF) as an additional insured. This certificate is available through your business insurance agent, and all vendors must have a valid business license.

Food Vendors

All Food vendors must display a current food permit from the Los Angeles Health Department. Contact our Vendor Booth Manager for food permit application.

Food Donations

Food donations by vendors are encouraged. We have a significant amount of volunteers and special guests we need to feed at the village, in exchange for you contribution we will accomodate your advertisement banner free and announce your company at the event.

Storage of Materials

During the LACF Carnival Culture Village hours of operation, all vendors must be confined within their area assigned. Vendors must plan for storage within their area when designing the configuration of their assigned booth.

Recycle & Waste Reduction

Recycle bins will be available for vendors and the public. We would like vendors to utilize those bins and GO “Green” throughout the LACF Carnival Culture Village. We also suggest you use more eco-friendly materials, and reduce the use of Styrofoam products. This will generate less waste.

Clean-Up

Vendor shall remove all personal property, trash and debris from their designated area throughout the duration of event. Each area will be inspected and cleared by LACF Committee Official upon departure. Vendors are required to use leak proof containers to store and transport grease waster after the event, LACF will not provide waste disposal or containers for grease waste. Failure to comply will result in the forfeiting of vendor deposit and additional costs incurred. Vendors must keep area sanitary at all times. Los Angeles Health Inspectors will conduct inspections throughout the event.

Rain or Shine

The Los Angeles Culture Festival® (LACF) will go on as scheduled and payments are non-refundable.

Terms of Contract

All Food, Arts & Crafts and Commercial booth vendors must accept the full terms of this contract.

Point of Contact

For additional information, questions, and/or concerns, please contact our Vendor Booth Manager (check laculturefestival.com for contact info).

Vendor

APPLICATION PROCESS & DEADLINES

STAGE 1	STEPS	DEADLINE
A	Fill out and return the Vendor temporary food facility Application form found in our 2023 Vendor Application Package.	May 15 th , 2023

- Ⓢ An Email confirmation that your vendor application has been received and approved for Hollywood Carnival 2023 will be sent once reviewed.

STAGE 2	STEPS	DEADLINE
A	Fill out and return the Vendor temporary food facility Application form found in our 2023 Vendor Application Package.	May 15 th , 2023
B	Complete and return the Community Event Temporary Food Facility Application Form	May 15 th , 2023
C	Complete and return the Agreement for sharing of a permitted food facility. Only submit this form if you will be using a restaurant to prepare your food. If all preparation and cooking will be done at the vendor village, carefully read through the package for specific requirements and note that goods purchased will need to be done the day of the event.	May 15 th , 2023
D	Complete and return the Exemption certification for community Events if applicable. This form is used if you have a qualified non-profit organization who is eligible to have certain city fees waived.	May 15 th , 2023
	Submit a copy of your Health Permit, if utilizing a restaurant for food preparation	May 15 th , 2023
E	Submit a Copy of your liability insurance	May 15 th , 2023

- Ⓢ An email confirming all necessary documents has been received and has been submitted to the city will be sent. If additional documents are needed or corrections needs to be made, a member of our team will contact you immediately.

Vendor

TEMPORARY FOOD FACILITY APPLICATION



PAGE 1 OF 2

VENDOR INFORMATION JUNE 24, 2023

7:30 AM	VENDOR SIGN-IN
8:00 AM	VENDOR LOAD-IN
12:00 PM	CARNIVAL CULTURE VILLAGE OPEN
10:00 PM	VENDOR LOAD-OUT
11:00 PM	CARNIVAL CULTURE VILLAGE CLOSE

Business/Organization Name _____

Name(s) of Owners _____

Business Tax ID# _____

Business License # _____

Address _____

City/State/Zip _____

Contact person: _____

Phone Number _____ Fax Number (if applicable) _____

Resale Number _____

Email _____ Webpage _____

When is the best time to contact you, if we have any questions? _____

Space/Size Requirements and Vendor Fee: *Fees are Non-Refundable (Please check all that apply)*

- ☐ **\$1500 - Food Only Booth (NO DRINKS)** (10' x 10') Space (plus preparation area *)
- ☐ **\$1000 - Commercial/Merchandise** (10' x 10') Space
- ☐ **\$1000 - Food Truck Parking Space**

Description of Products/Services: Please list all items (i.e., food, crafts, and other materials) which you plan to offer to the public (Please be advised that LACF reserves the right to regulate menus based on vendor duplication)



Vendor

TEMPORARY FOOD FACILITY APPLICATION

PAGE 2 OF 2

Please enclose a refundable Security Deposit in a separate cashier's check in the amount of \$300

No Personal Checks will be accepted, only Credit Cards and Cashier's check made payable to Los Angeles Culture Festival®. Once payments are received a confirmation will be sent to the email provided. Please note credit card payments will be assessed an additional \$30.00 processing fee.

Credit Card Payments

Card Number _____

Credit Card Type (e.g. Visa or Mastercard) _____ Expiration Date _____ / _____

Billing Address / Zip Code _____

Signature: _____ Payment Date _____

I / We _____ owner/operator of _____

have read and understand the application form, vendor package/information and requirements, Los

(Print Your Name)

(Print the Name of Business)

Angeles Culture Festival® (LACF) Carnival Village rules.

I / We agree to abide by the rules, regulations, ordinances and deadlines set forth by the Los Angeles Culture Festival® Officials and the City of Hollywood. I understand that if I do not abide by these rules, regulations, ordinances and deadlines, my business will not be allowed to vend during the festival to be held on June 24, 2023 on Hawthorn Avenue, and I may be subjected to legal proceedings and forfeiture of any fees. I further acknowledge that upon entry into the LACF Carnival Culture Village, our group is assuming all risk of injury resulting from, or in connection to actions taken place within the venue. I, for myself and anyone participating in our group, waive, release and agree to fully indemnify Hollywood Carnival LLC, and the Los Angeles Culture Festival®, its directors and committee members and all event sponsors and their representatives, from all claims or liabilities of any kind arising out of our participation in this activity even though that liability may arise out of negligence or carelessness on the part of the persons or entities. There shall be no refunds for booths failing to meet the Health Department requirements.

Signature: _____ Date: _____



- ▲ ONE OF THE MANY BANDS IN THE PARADE WITH MASQUERADERS.
- ▼ CARNIVAL CULTURE VILLAGE FILLED TO CAPACITY



laculturefestival.com

