



Villa Park Community Services Foundation Event Booth/Vendor Application

The Villa Park Community Services Foundation welcomes your participation at the **HALLOWEENFEST in the Villa Park Town Center** to be held on **Saturday, October 30, 2021 from 4:00 - 7:30 PM**. The booth space is approximately 10' x 10' and vendors are to provide their own table(s), chair(s), canopy, decorations, and power unless special arrangements are made with the Festival Committee prior to the event. Accordingly, if you are selling a food item that requires warming, please use camp stoves or sterno. Any vendor using an open flame must provide a current fire extinguisher approved by OCFA.

**All booths must be ready for operation at 3:30 PM. Set-up begins at 12:00 PM.
For safety reasons, there is no booth take down permitted until after 7:30 PM.**

To ensure all vendors have a successful evening, the sale of items must be pre-approved by the Festival Committee. Duplication of items will not be allowed. **All potential vendor sales must be cleared through Jordan Wu (626) 255-7972 or jcpwu237@gmail.com) prior to submitting an application.** Once approved, please send your application, *insurance policy information, and a check (payable to VPCSF) to Villa Park City Hall, Attn: Jordan Wu, HalloweenFest, 17855 Santiago Blvd., Villa Park, CA 92861 by **October 20, 2021**.

Booth Fees

Retail vendors: Booth spaces are \$20 or \$30 with canopy (if necessary). Funds will go to the VPCS Foundation, a 501c3 Organization. Booth fees are non-refundable.

Non-profit Organizations are requested to complete an application. **There is no booth charge.**

QUESTIONS? Please contact: Jordan Wu at (626) 255-7972 or jcpwu237@gmail.com

VENDOR / ORGANIZATION INFORMATION		
Group/Company Name		
Address		City & Zip
Contact Name	Phone	Email
Description of items to be sold or distributed?		
Have you participated in VP events before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which event (s)?		
*All vendors and organizations are required to have their own insurance and must submit policy information.		
The HalloweenFest Committee reserves the right to accept or reject applicants. The HalloweenFest Committee also reserves the right to locate vendor booths according to the needs of the event. The HalloweenFest Committee will notify applicants of their application status by telephone or email as soon as possible. Thanks for your consideration.		

For Office Use Only: Date Received: _____ Amount Received: _____