



January 29, 2019

Dear Vendor:

The City of Glendora's Community Services and Planning Departments cordially invite you to take part in the 2019 Earth Day Festival. This annual event aims to bring the community together while promoting awareness of the necessity to care for the Earth's environment. The 2019 Earth Day Festival will be held at the Glendora Civic Center on April 13th, 2019 from 9am – 1pm. Through various forms of advertising such as local ads, emails, flyers and information on our website; we are expecting an exceeding amount of involvement from the Glendora community. The Earth Day Festival is geared towards all ages and with the help of vendors such as you, along with a wide variety of activities and services, we anticipate a phenomenal event!

DATE: April 13th, 2019

EVENT TIME: 9am to 1pm

LOCATION: Glendora Civic Center • 116 E. Foothill Blvd. Glendora, California 91741

CONTACT: Alicia Dominguez, Recreation Specialist I • (626)914-8235 • adominguez@ci.glendora.ca.us

SETUP TIME: 7am to 8:30am

CLEAN UP: Promptly at 1pm (*Booths must be opened and staffed for the entirety of festival hours.*)

BOOTH INFO: Vendor booth will be 10' x 10' in size.

The event will be outside so feel free to bring canopies, tables and chairs that will fit in the 10' x 10' space.

BOOTH COST: \$75.00 per non-food vendor booth OR \$200.00 per food vendor booth

Any vendor that will be offering products for sale during the Earth Day Festival is mandated to have a valid City of Glendora business license or a one day business license. One day business license applications can be completed online at <https://glendora.hdlgov.com/>.

If you would like to participate in the City of Glendora's 2019 Earth Day Festival please complete the attached "Earth Day 2019 Festival Vendor Application Form" and return it with payment by **March 25, 2019** by mail or in person to the Community Services Department- located at 116 E. Foothill Blvd., Monday - Friday 8am to 5pm.

Thank you for your time and consideration in participating in the 2019 Earth Day Festival.

Sincerely,

A handwritten signature in black ink that reads "John Aguirre".

John Aguirre
Acting Community Services Director





EARTH DAY 2019 VENDOR APPLICATION

VENDOR NAME: _____ CONTACT NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

Vendor type: Food Vendor - \$200 Non-food Vendor - \$75

Number of Spaces (10' x 10'): _____

Does the booth need access to electricity? Yes No *If so, please explain:* _____
Access to electricity is limited, therefore it will be provided on a first come, first served basis.

Please describe the product/service to be displayed/provided at the booth and how it relates to Earth Day:

If any items will be available for purchase, please provide a description of item(s) being sold: *(Selling of merchandise requires a City of Glendora Business license. For one day business license please apply at <https://glendora.hdlgov.com/>.)*

List any special needs or requests *(requests will be considered, but are not guaranteed):*

Please submit payment with application payment by **March 25, 2019**. Make checks payable to the City of Glendora. To pay with a credit card please contact jmarkel@cityofglendora.org. A \$2.50 processing fee will be charged for each credit card transaction.

Please submit your application and payment to:
Attn: La Fetra Center
Community Services Department
116 E. Foothill Blvd
Glendora, California 91741

Thank you for your contribution to the City of Glendora's 2019 Earth Day Festival.
Submission of an application does NOT imply or guarantee acceptance as an Earth Day Festival Vendor. Vendors will be selected and contacted prior to the event.
NO REFUNDS WILL BE GIVEN UNDER ANY CIRCUMSTANCES.

