

CITY OF LAGUNA HILLS PRESENTS

# FIRST ANNUAL HERITAGE DAY

Expo at Central Park

## Non-Food Vendor Application Form

Sunday, 10.2.22 @ 12-6 pm

Laguna Hills Community Center & Sports Complex 25555 Alicia Parkway

We are pleased to invite you to apply for a booth space at this year's Heritage Day. We will be accepting a total of approximately 20 non-food vendors. Heritage Day is a single day event and all exhibitors must participate for the entirety of the festival. Our Heritage Day is a single day event and all non-food vendors must participate from 12 pm to 6 pm, with load in at 9:30 am and set up complete by 11:00 am. Tear down begins only after 6 pm.

**DEADLINE: Submit your application by 5 pm on August 31. Notification of the status of your application will be by September 9. Payments and completed City of Laguna Hills Athletic Fields/Park Use Application and Permit for approved applications must be received by September 15.**

In submitting this application, I have read and agree to all of the rules and regulations pertaining to and governing Heritage Day and hereby declare and affirm that I will participate as a non-food vendor at Heritage Day at my own risk and will not hold Heritage Day, City of Laguna Hills, The Lukes Network, LLC or any of its agents or representatives liable for loss or damages. If I do not comply with the rules, regulations and procedures of Heritage Day, I agree that I may be removed from the show without a refund of my application fee. I understand that there will be no refunds for exhibitor cancellation within 30 days of Heritage Day, nor will there be refunds or credits due to the cancellation or reduction of event hours resulting from acts of God or situations beyond the control of the City of Laguna Hills and/or The Lukes Network, LLC.

**First and Last Name:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Description of products to be displayed/sold and a list of items:** \_\_\_\_\_

**Please be aware that as a vendor you may not give away food of any kind for free including bottled water without a food vendor permit. If you want to give away any food, packaged or not, you must complete a Food Vendor Application Form.**

**Application Deadline:** Submit your application as soon as possible and by 5 pm on Friday, August 31, 2022. We will review and process your application and notify you of the status no later than September 9, 2022.

**Non-Food Vendor Fees:** \$250.00 for businesses; \$75.00 for trade/membership/non-profit organizations for a 10' X 10' space. Fees do not include worker's compensation insurance, if you have any paid employees. **Notification:** Do not pay your fee until you have been notified that your application has been accepted. **Fee Payment:** Make checks payable to "City of Laguna Hills" and put Heritage Day Non-Food Vendor in the memo and mail payment to: City of Laguna Hills Heritage Day % The Lukes Network, LLC, 27068 La Paz, #820, Aliso Viejo, CA 92656. **Assignments:** No space assignment will be guaranteed at the time of application. Once your space has been assigned to you, NO CHANGES WILL BE MADE. **Refunds:** As our timeline is short, there will be no refunds given this year.

Thank you for your interest in Heritage Day!



### SPONSORSHIP & UNDERWRITING OPPORTUNITIES AVAILABLE

Heritage Day Contact: **THE LUKES NETWORK, LLC**  
Jay Lukes | Outreach & Sponsorship Manager  
949.427.0623 [info@thelukesnetwork.com](mailto:info@thelukesnetwork.com)  
[www.lagunahillsheritageday.com](http://www.lagunahillsheritageday.com)

Internal Only

Date App Received: \_\_/\_\_/\_\_

By: \_\_\_\_\_

Date Result Given: \_\_/\_\_/\_\_

By: \_\_\_\_\_

Date Fee Received: \_\_/\_\_/\_\_

Check No: \_\_\_\_\_

By: \_\_\_\_\_

# Athletic Fields/Park Use Application and Permit - City of Laguna Hills

## Application & Permit for Athletic Field/Park Use. Please type or print neatly.

Applicant: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Non-profit IRS #: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## EVENT INFORMATION



Participation in City of Laguna Hills Heritage Day, October 2, 2022

Field Use/Park Use	Date	Day	Time In Includes set-up time	Time Out Includes clean-up time	For Office Use Only		
Community Center & Sports Complex	10/2/22	Sun.					

**Indemnification:** Applicant hereby agrees to defend, indemnify and hold harmless the City of Laguna Hills, and their council members, officers, staff, employees, servants, attorneys, and agents (hereinafter collectively the "City Representatives") from and against any and all claims, demands, expenses, liabilities, disputes, rights, remedies, and causes of action of every kind and nature whatsoever, including attorney's fees (hereinafter collectively "Claims") asserted by anyone including any person, entity, or governmental agency, which Claims arise from, or in any way relate to: (a) the proposed use of City premises or facilities; (b) the event described herein; (c) service or use of alcoholic beverages, if any; or (d) any acts or omissions of Applicant or Applicant's officers, employees, volunteers, invitees, or guests, or any participant in the proposed event. This provision applies regardless of any active or passive negligent act or omission of City Representatives but does not apply to the extent the Claims are caused by the gross negligence or willful or wanton misconduct of City Representatives. This Indemnification applies even if insurance is required.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

### For Office Use Only

Insurance Required? Yes  No  Ins. Certificate #: \_\_\_\_\_ Deposit Due Date: \_\_\_\_\_  
 Tax Form Required? Yes  No  Received:  Date: \_\_\_\_\_ Final Payment Due: \_\_\_\_\_  
 Deposit Refund: \_\_\_\_\_

Application: Approved Denied Supervisor: \_\_\_\_\_ Reason: \_\_\_\_\_  
 Reservation Type: RNP  RP  NRNP  NRP  COMM