



## BOOTH RULES

To qualify to operate a Non Food booth at Monterey Parks Birthday Celebrations Event:

1. Preference is given to non-profit clubs, groups, or organizations that are based or serve Monterey Park residents. **Groups must provide Articles of Incorporation and proof of current non-profit status.** All other groups will be considered Commercial Operators, and will only be allowed if there is not a non-profit organization to sell a particular item, and the Committee feels such an item will enhance the event.
2. All paperwork - a completed application and booth fees (see below) must be submitted by Friday, May 3, 2024.
3. **NON-PROFIT GROUP:** Booth Fees: \$40.00 for a single (10' x 10') booth for a non-profit group. Booth equipment includes 1 table & 2 chairs. To be considered a Non-profit submit Articles of Incorporation and a copy of your organization's 501(c) 3 letter.
4. **COMMERCIAL BOOTH:** Booth operators who don't need equipment can get a 10' x 10' space for \$150.00. If equipment is needed for Commercial booth operators there is an additional charge of \$75.00 for a canopy and \$25 for 1 table and 2 chairs.

### Booth Operations:

1. An adult (18 years or older) must be present in the booth at all times.
2. Personal items must be removed from the booth each evening. The Event Committee and the City of Monterey Park are not responsible for storage or security of supplies or personal items.
3. Groups should make periodic money drops to keep cash on hand at a minimum. Groups are responsible for keeping their booth clean and free of trash.
4. **Parking:** Vehicles are not allowed on the park during operating hours- all deliveries should be completed before opening. If additional supplies need to be delivered, they can be brought in from the parking garage, where a delivery parking spot will be designated. After the delivery, vehicles must be moved to available parking. Reserved parking will not be provided for booth operators.



City of Monterey Park
Recreation and Community Services Department
320 W. Newmark Avenue, Monterey Park, CA 91754 ♦ (626) 307-1388

2024 Monterey Parks Birthday Celebrations
EVENT BOOTH APPLICATION

Fees & Additional Paperwork
Deadline: Friday, May 3, 2024

Booth Operating Hours:

Table with 2 columns: Day, Hours. Rows: Thursday May 9 (5:00 p.m. - 10:00 p.m.), Friday, May 10 (5:00 p.m. - 11:00 p.m.), Saturday, May 11 (1:00 p.m. - 11:00 p.m.), Sunday, May 12 (1:00 p.m. - 10:00pm)

Name of Organization:
Non-Profit Tax ID #:
Address:
City, State & Zip code:
Member in Charge:

(Person responsible for all accounts and operations)

Address:
City, State & Zip code:
Telephone:
E-Mail Address:
Alternate Member:
Type of Items:

Do you need electricity? If so, what items need to be plugged in?

NON-PROFIT GROUP: \$40 COMMERCIAL BOOTH: \$150 CANOPY: \$75 TABLE & 2 CHAIRS: \$25

Additional needs:

We agree to abide by all rules and regulations set by the City of Monterey Park/Event Committee as listed on the back. If we fail to do so, we understand that our booth may be closed down.

Signed: (Authorized officer of organization)

Return completed application to: City of Monterey Park
Recreation and Community Services Department
c/o Orlando Muro, Recreation Supervisor
320 W. Newmark Avenue, Monterey Park, CA 91754

To be completed by City of Monterey Park/Event Committee:

Fee Paid: Date of Payment:
Booth # Receipt #