



43rd Annual Cypress Community Festival Booth Application Packet

OCTOBER 12th, 2024 – OAK KNOLL PARK
2024 THEME: COWabunga Cypress!

All booth applicants shall complete the following information to apply for a booth at the Cypress Community Festival:

1. Complete page 1 of this application package
2. Complete type specific info sheet (pages 2-6) depending on your booth type
3. Sign the waiver at the end of this package on page 7
4. Email your completed application back to your respective booth coordinator (Jimmy Fuller or George O'Hara) depending on your type of booth

			Yes or No	
Business / Organization / Individual Name			Are you a Cypress Chamber Member? Circle one.	
Mailing Address – Where can we mail your vendor packet?		City	State	Zip Code
Contact Name	Main Phone Number	Cell Phone Number	Email	
Website		F-EIN #	Non-Profit ID (if applicable)	
Yes or No			Yes or No	
Have you attended before?	If YES, what year?	If YES, what booth did you previously have?	Would you like to be in the same placement?	
Describe the items your booth sells or markets. For Chili/Salsa booths, describe your organization and if you will be promoting any item/activity.				

Please complete the applications pages specific to your booth type:

- Artisan / Craft Booths – Page 2
- Non – Profit / Information Booths – Page 2
- Kid’s Area specific booths – Page 2
- Chili / Salsa – Page 3
- Cypress Chamber Business Expo – Page 4
- Food Vendors – Page 5

Booth Applicant Initials: _____

OFFICE USE ONLY	
Invoice Sent:	Check or Invoice #:
Paid Date:	Booth Number:



43rd Annual Cypress Community Festival Booth Application Packet

OCTOBER 12th, 2024 – OAK KNOLL PARK
2024 THEME: COWabunga Cypress!

**This application page is only for:
Artisan / Craft / Non-Profit / Information / Kid's Area**

Please complete this page for the booth types listed above. To complete your application please complete the following:

1. Complete Page 1 – initial bottom right corner
2. Complete Page 2 (this page)
3. Read and sign waiver on page 7
4. Submit signed application (pages 1 & 2) and waiver to CCFA Booth Coordinator, Jimmy Fuller
booths@cypressfestival.com or mail to PO Box 1283, Cypress CA 90630

BOOTH SELECTION			
<i>Please Note: Final location & placement will be determined by the Cypress Community Festival Association based on number of booths requested and/or power.</i>			
<p style="text-align: center;">Craft or Artisan</p> <p><input type="checkbox"/> \$80 for Cypress Resident</p> <p><input type="checkbox"/> \$95 for Non-Resident</p>	<p style="text-align: center;">Children's Area</p> <p><input type="checkbox"/> \$80 for Cypress Resident</p> <p><input type="checkbox"/> \$95 for Non-Resident</p>	<p style="text-align: center;">Information / Non-Profit</p> <p>(Political Candidates please contact the booth coordinator first)</p> <p><input type="checkbox"/> \$85 Info / Non-Profit</p>	<p style="text-align: center;">Optional Electricity</p> <p style="text-align: center;"><i>Do you need electricity for your booth(s)?</i></p> <p><input type="checkbox"/> Yes (additional \$50 fee for 1st booth & \$30 each booth thereafter)</p> <p><input type="checkbox"/> No</p> <p style="font-size: x-small;"><i>If a selection for electricity is not made, "no electricity" will be assumed.</i></p>
NUMBER OF BOOTH(S) REQUESTED →			

EZ-Up / Tables / Chairs / Tent - Request Form	Payment Options		
<p style="text-align: center;"><i>If you would like the Cypress Festival Association to provide you with booth equipment, request below and include with your payment to the Festival Association</i></p>	<p style="text-align: center;"><i>Your booth application is not considered complete until payment is received. We accept check, money order or credit card. Please select below:</i></p>		
<table style="width: 100%;"> <tr> <td style="width: 50%; padding: 5px;"> <p style="text-align: center;">EZ-Ups / Tables / Chairs (to be delivered and set up by Festival Association for booth vendor space)</p> <p><input type="checkbox"/> \$100 per EZ Up # of EZ-Ups _____</p> <p><input type="checkbox"/> \$30 per table. # of tables _____</p> <p><input type="checkbox"/> \$35 per table linen. # of table linen _____</p> <p><input type="checkbox"/> \$5 per chair. # of chairs _____</p> </td> <td style="width: 50%; padding: 5px;"> <p style="text-align: center;">White Tents (White "event" tents / these are not EZ-Ups. To be delivered and set up by Festival Association for booth vendor space)</p> <p><input type="checkbox"/> \$200 10' x 10'</p> <p><input type="checkbox"/> \$240 10' x 20'</p> <p><input type="checkbox"/> \$325 10' x 30'</p> <p><input type="checkbox"/> \$400 20' x 20'</p> </td> </tr> </table>	<p style="text-align: center;">EZ-Ups / Tables / Chairs (to be delivered and set up by Festival Association for booth vendor space)</p> <p><input type="checkbox"/> \$100 per EZ Up # of EZ-Ups _____</p> <p><input type="checkbox"/> \$30 per table. # of tables _____</p> <p><input type="checkbox"/> \$35 per table linen. # of table linen _____</p> <p><input type="checkbox"/> \$5 per chair. # of chairs _____</p>	<p style="text-align: center;">White Tents (White "event" tents / these are not EZ-Ups. To be delivered and set up by Festival Association for booth vendor space)</p> <p><input type="checkbox"/> \$200 10' x 10'</p> <p><input type="checkbox"/> \$240 10' x 20'</p> <p><input type="checkbox"/> \$325 10' x 30'</p> <p><input type="checkbox"/> \$400 20' x 20'</p>	<p><input type="checkbox"/> Invoice Requested to Pay via Credit Card</p> <p>Email Invoice to:</p> <p><input type="checkbox"/> Check / Money Order Enclosed</p> <p style="margin-left: 20px;">Check #:</p> <p style="margin-left: 20px;">Total Fee Enclosed: \$</p> <p>Make Checks Payable to: Cypress Community Festival</p> <p style="font-size: x-small; margin-top: 10px;">** Note - 10% discount for booths paid prior to July 1st, 2024 ** Payment deadline Friday, Sept 1st - \$50 added charge after September 1st, 2024</p>
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Booth Applicant Initials: _____



43rd Annual Cypress Community Festival Booth Application Packet

OCTOBER 12th, 2024 – OAK KNOLL PARK
2024 THEME: COWabunga Cypress!

**This application page is only for:
Chili & Salsa Competition Booths**

Please complete this page for the booth types listed above. To complete your application please complete the following:

1. Complete Page 1 – initial bottom right corner
2. Complete Page 3 (this page)
3. Read and sign waiver on page 7
4. Submit signed application (pages 1 & 3) and waiver to CCFA Booth Coordinator, Jimmy Fuller booths@cypressfestival.com or mail to PO Box 1283, Cypress CA 90630

CHILI & SALSA BOOTH SELECTION			
<p><i>Tentative Prizes for Chili & Salsa booths are:</i> Chili 1st Place - \$1,000 / Chili 2nd Place - \$500 / Chili 3rd - \$250 Salsa 1st Place - \$250 (if min. number of participants are received) Best Decorated Booth - \$250</p>			
<p style="text-align: center;">Chili Booths</p> <p><input type="checkbox"/> \$40 each - Chili Booth # of Booths _____</p>	<p style="text-align: center;">Salsa Booths</p> <p><input type="checkbox"/> \$40 each - Salsa Booth # of Booths _____</p>	<p style="text-align: center;">Event Tickets</p> <p><input type="checkbox"/> \$5 each - Chili / Salsa Tasting Ballots - Saturday # of Ballots: _____</p>	<p style="text-align: center;">Optional Electricity</p> <p style="text-align: center;"><i>Do you need electricity for your booth(s)?</i></p> <p><input type="checkbox"/> Yes (additional \$50 fee for 1st booth & \$30 each booth thereafter)</p> <p><input type="checkbox"/> No <small><i>If a selection for electricity is not made, "no electricity" will be assumed.</i></small></p>
<p>NUMBER OF BOOTH(S) REQUESTED →</p>			

EZ-Up / Tables / Chairs / Tent – Request Form	Payment Options		
<p><i>If you would like the Cypress Festival Association to provide you with booth equipment, request below and include with your payment to the Festival Association</i></p>	<p><i>Your booth application is not considered complete until payment is received. We accept check, money order or credit card. Please select below:</i></p>		
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Booth Applicant Initials: _____



43rd Annual Cypress Community Festival Booth Application Packet

OCTOBER 12th, 2024 – OAK KNOLL PARK
2024 THEME: COWabunga Cypress!

This application page is only for: Chamber Business Expo

Please complete this page for the booth types listed above. To complete your application please complete the following:

1. Complete Page 1 – initial bottom right corner
2. Complete Page 4 (this page)
3. Read and sign waiver on page 7
4. Submit signed application (pages 1 & 4) and waiver to Chamber Expo Booth Coordinator, George O’Hara BusinessExpo@cypressfestival.com or mail to PO Box 1283, Cypress CA 90630

BOOTH SELECTION			
<i>Please Note: Members* are Active Members of the Cypress Chamber of Commerce. Multiple booths are allowed. Pricing Listed Below is PER BOOTH.</i>			
<p>Independent Sales <i>(i.e. Cutco, Scentsy, etc.)</i></p> <p><input type="checkbox"/> \$195 for Members*</p> <p><input type="checkbox"/> \$235 for Non-Members</p>	<p>Small Businesses <i>Business with 0-3 employees</i></p> <p><input type="checkbox"/> \$195 for Members*</p> <p><input type="checkbox"/> \$235 for Non-Members</p>	<p>Medium & Large Businesses <i>Business with 4+ employees</i></p> <p><input type="checkbox"/> \$235 for Members*</p> <p><input type="checkbox"/> \$265 for Non-Members</p>	<p>Optional Electricity <i>Do you need electricity for your booth(s)?</i></p> <p><input type="checkbox"/> Yes (additional \$50 fee for 1st booth & \$30 each booth thereafter)</p> <p><input type="checkbox"/> No <i>If a selection for electricity is not made, "no electricity" will be assumed.</i></p>
<p>NUMBER OF BOOTH(S) REQUESTED →</p>			

EZ-Up / Tables / Chairs / Tent - Request Form		Payment Options	
<p><i>If you would like the Cypress Festival Association to provide you with booth equipment, request below and include with your payment to the Festival Association</i></p>		<p><i>Your booth application is not considered complete until payment is received. We accept check, money order or credit card. Please select below:</i></p>	
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Booth Applicant Initials: _____



43rd Annual Cypress Community Festival Booth Application Packet

OCTOBER 12th, 2024 – OAK KNOLL PARK
2024 THEME: COWabunga Cypress!

**This application page is only for:
Food Vendors / Booths**

Please complete this page for the booth types listed above. To complete your application please complete the following:

1. Complete Page 1 – initial bottom right corner
2. Complete Page 5 (this page)
3. Read and sign waiver on page 7
4. Submit signed application (pages 1 & 5) and waiver to CCFA Booth Coordinator, Jimmy Fuller
booths@cypressfestival.com or mail to PO Box 1283, Cypress CA 90630

FOOD BOOTH SELECTION

Food booths are limited in space to ensure maximum exposure and sales to all vendors. ***We will be limiting spaces to accept only 10 food vendors this year.*** Our event includes 10,000 people for the day. No food trucks will be permitted onsite – food & beverage booths only. Pricing includes 3-Compartment sink provided by Cypress Festival Association. ***All food vendors must bring their own power.***

COMMERCIAL FOOD BOOTH

- \$325 per 10 x 10 booth w/ cooking area behind booth. Cooking area is included in pricing.
- \$100 each additional 10 x 10 sales booths
- # of Additional Booths: _____

NON-PROFIT FOOD BOOTH

- \$125 per 10 x 10 booth w/ cooking area behind booth. Cooking area is included in pricing.
- \$50 each additional 10 x 10 sales booths
- # of Additional Booths: _____

NUMBER OF BOOTH(S) REQUESTED →

EZ-Up / Tables / Chairs / Tent – Request Form

If you would like the Cypress Festival Association to provide you with booth equipment, request below and include with your payment to the Festival Association

EZ-Ups / Tables / Chairs

(to be delivered and set up by Festival Association for booth vendor space)

- \$100 per EZ Up # of EZ-Ups _____
- \$30 per table. # of tables _____
- \$35 per table linen.
of table linen _____
- \$5 per chair. # of chairs _____

White Tents

(White “event” tents / these are not EZ-Ups. To be delivered and set up by Festival Association for booth vendor space)

- \$200 10' x 10'
- \$240 10' x 20'
- \$325 10' x 30'
- \$400 20' x 20'

Payment Options

Your booth application is not considered complete until payment is received. We accept check, money order or credit card. Please select below:

- Invoice Requested to Pay via Credit Card

Email Invoice to:

- Check / Money Order Enclosed

Check #:
Total Fee Enclosed: \$

Make Checks Payable to:
Cypress Community Festival

**** Note – 10% discount for booths paid prior to July 1st, 2024**
**** Payment deadline Friday, Sept 1st - \$50 added charge after September 1st, 2024**

Booth Applicant Initials:



43rd Annual Cypress Community Festival Booth & Vendor Waiver

OCTOBER 12th – OAK KNOLL PARK
2024 THEME: COWabunga Cypress!

THIS AGREEMENT MUST BE SIGNED BY ALL FESTIVAL VENDORS

The COVID-19 (Coronavirus) outbreak is an ongoing and developing situation. The Cypress Community Festival Association (“CCFA”) encourage the community to monitor publicly available information and to always follow federal, state and county public health guidance and government mandates. While participating in these activities, you are required to follow all applicable social distancing orders and guidelines. By potentially being exposed to others who might have COVID-19, you assume the risks of exposure to COVID-19 and assume all potential health risks to yourself and that could cause harm to you and your family. The CCFA is following recommended steps by County health officials. The CCFA cannot protect you nor your family against all possible risks of COVID-19. We encourage you to wash your hands frequently and take all necessary steps to protect your health consistent with federal, state and county public health guidelines.

In exchange for participating in the Cypress Community Festival (the “Festival”), I hereby agree on behalf of myself and my spouse, parents, children, family, employees, agents, heirs, estate, executors, company or other entity, of any form or type, representatives, administrators, insurers, successors and assigns, distributees, guardians and/or other legal representatives (collectively the "Released Parties") to fully release, discharge and to not make any claim against, file a lawsuit against, attach the property of, or prosecute the CCFA, Cypress Chamber of Commerce (the “Chamber”), City of Cypress (the “City”), and/or Cypress Recreation and Park District (the “District”) and/or either of their employees, officers, elected and appointed officials, volunteers, boards, departments, agents, contractors and/or anyone else acting on its/their behalf (collectively the "Released Parties") for any and all claims, causes of action, including, but not limited to, emotional distress, bodily injury, death, or property damage arising out of any actions by any of the Released Parties’ employees, officers, elected and appointed officials, volunteers, boards, departments, agents, contractors and/or anyone else acting on the Released Parties’ behalf in connection with the Festival. In addition, the Released Parties will indemnify the Releasing Parties for damages due to the negligent acts of the Released Parties. **I UNDERSTAND THIS RELEASE SHALL BE EFFECTIVE EVEN IF THE LOSS, DAMAGE OR INJURY WAS NOT FORESEEABLE OR RESULTS, IN WHOLE OR IN PART, FROM THE NEGLIGENCE OF THE RELEASED PARTIES AND/OR ANY OF THE ABOVE PERSONS.**

I further understand that my participation in certain activities during the Festival could involve the risk of serious injury and even death, and agree to assume any and all risk of serious injury or death in participating in those activities. In case of an accident or other emergency, personnel of the Released Parties and/or their agents, are hereby authorized to secure medical care deemed necessary by them, as a result of that accident or injury, for me at my expense. I further agree to indemnify and defend the Released Parties and to pay for any and all costs incurred (including, but not limited to, medical treatment, pain and suffering, emotional distress, any settlement paid or judgment, legal costs and/or attorneys’ fees) as a result of any injury and all claims of any nature caused by and/or as a result of Releasing Parties’ conduct at the Festival. I also consent to the use of activity/event photography and/or video taping of me and the display of those pictures for promotional use, including on the Released Parties websites and social media sites.

By signing below, I acknowledge and represent that **I HAVE COMPLETED THE VENDOR BOOTH APPLICATION, READ THIS AGREEMENT AND THE BOOTH VENDOR POLICIES AND PROCEDURES CAREFULLY, I FULLY UNDERSTAND THEIR CONTENTS, MY FINANCIAL OBLIGATIONS AND I VOLUNTARILY AGREE TO THEIR TERMS.** No oral representations, statements or inducements, apart from this written agreement, have been made. If any portion of this agreement is declared invalid by a court, the remainder shall continue in full force and effect. Where this agreement is signed by a parent or legal guardian on behalf of a minor, the use of the word “me” in this agreement shall include and bind the minor, and the use of the word “I” in this agreement shall include the parent or legal guardian acting on behalf of and binding the minor to this agreement.

I declare under the penalty of perjury under the laws of the State of California that I am eighteen (18) years of age or older and am fully competent to sign this agreement. **IF THE PARTICIPANT IS UNDER 18 YEARS OF AGE,** by signing below, I declare under the laws of the State of California that I am the parent/legal guardian for the minor participant herein and am authorized to sign this agreement on their behalf.

Initial Here for Page 1: _____



43rd Annual Cypress Community Festival Booth & Vendor Waiver

OCTOBER 12th – OAK KNOLL PARK
2024 THEME: COWabunga Cypress!

If signing for a company/entity, the person executing this agreement on behalf of that party represents and warrants that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this agreement on behalf of said party and to bind that party, including its members, agents and assigns, (iii) by so executing this agreement, such party is formally bound to the provisions of this agreement, and (iv) the entering into this agreement does not violate any provision of any other agreement to which said party is bound.

PRINT NAME

COMPANY/ENTITY NAME

SIGNATURE

DATE

EMAIL ADDRESS

PHONE NUMBER

THIS AGREEMENT MUST BE SIGNED BY ALL FESTIVAL VENDORS AND INCLUDED WITH THE VENDOR APPLICATION AND PAYMENT TO AVOID ANY DELAYS IN PROCESSING THE REQUEST.



43rd Annual Cypress Community Festival

Booth Vendor Policies & Procedures

OCTOBER 12th – OAK KNOLL PARK
 2024 THEME: COWabunga Cypress

BOOTH VENDOR POLICIES AND PROCEDURES

BOOTH CATEGORY DEFINITIONS

Artisan/Craft Booth <i>Section 800</i>	Hand crafted or artistically altered items by you, the vendor. Food is prohibited. Note: Submission of pictures are mandatory for artisan/craft applications.
Business Expo Booth <i>Section 700</i>	A business, partner, or independent representative, including direct sales representatives (i.e. Cutco, ColorStreet, Mary Kay, Paparazzi Jewelry, Tupperware, etc.), offering or promoting a product or service.
Food Booth <i>Food Hall / Section 400</i>	All food vendors are responsible for completing and submitting any and all documents required by the Orange County Health Department, prior to the event, and must be self-contained. A Health Department Representative will inspect all food booths at the festival. Food booths will be coordinated by the Cypress Community Festival Booth Coordinator.
Chili / Salsa Booth <i>Section 200</i>	Any business, organization or individual whose booth will only service chili and/or salsa tasters to the public for free as a donation to the community. No sales of chili and/or salsa will be allowed. Each booth shall comply to OC Health Care Agency requirements (to be provided to all booths in advance). Booths will supply (1) taster of either chili and/or salsa to members of the public who have purchased a ballot from the Festival Committee.
Kids / Game Booth <i>Section 600</i>	Any business or organization whose booth is geared towards children and will be placed in the children’s area. Game booths are managed by and benefit a non-profit organization in the Children’s Area.
Independent Specialty Booth <i>Section 800</i>	A home-based business, without a logo, and has no affiliation to a commercialized entity or subsidiary, providing a service, or goods, and subsequently conduct the service or exchange of goods during the festival. Any products or services from a retail location (permanent or temporary), where customers can walk in (or up) to and purchase goods or services will be considered a Business Expo booth vendor. Note: Submission of pictures are mandatory for independent specialty booth applications.
Information Booth <i>Section 300</i>	A non-profit organization providing information only; not selling or promoting a product or service.

BOOTHS

All booths are a 10’ x 10’ space. Vendors must provide their own table(s), chair(s), and canopy. Booths are available on a first-come first-serve basis. The booth committee has the right to prohibit any item(s) of the artisan/craft merchandise that is not approved to be hand crafted or artistically altered by the vendor. Vendors will be asked to remove such items. All applications will be reviewed to determine the vendor’s business meets the criteria described in the definition above. Only items on the approved application can be sold. **SPACES ARE LIMITED.** Vendors will only be accepted until capacity is reached.



43rd Annual Cypress Community Festival

Booth Vendor Policies & Procedures

OCTOBER 12th – OAK KNOLL PARK
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BOOTH FACILITATOR

Business Expo booths are facilitated by a representative of the Cypress Chamber of Commerce. Artisan/Craft, all Food, Game, Independent Specialty, Information and Non-Profit booths are facilitated by the Cypress Community Festival Booth Coordinator.

CANDLES/INCENSE

Due to safety issues, burning of candles or incense is prohibited.

DESCRIPTIONS

Descriptions of each item to be sold is required. Photos are required for artisan/craft and independent specialty booths. Only the items described on the approved application are to be sold.

DUPLICATION

Duplication of individual food among the food vendors and artisan/craft vendors may occur. However, business expo vendors will not be duplicated. The Cypress Community Festival Association, Inc., reserves the right to limit duplication of product services.

ELECTRICITY

Electricity is available, upon request, on a first-come first-served basis, for an additional fee of \$40 per outlet, due at the time of registration. Exhibitors and food vendors using electricity are encouraged to bring a heavy-duty extension cord, at least 50 feet. **GENERATORS ARE STRICTLY PROHIBITED.**

FIRE EXTINGUISHER

All vendors cooking or using materials that require fire or gas **MUST** have a fire extinguisher in their booth at all times. Vendors must provide their own extinguishers.

LITERATURE

Dissemination of any literature is limited to the confines of the booth that the individual or organization has rented.

LOADING/UNLOADING/PARKING

One loading/unloading permit pass will be included in the final vendor packet, along with a map and parking instructions. Final vendor packet will be sent by regular USPS mail, at least one week, prior to the festival. Assistance is not available for loading or unloading of equipment. Business Expo and all Food Vendor booths will set up beginning 9:00 AM and vehicles must be cleared from the Business Expo and Food Hall area by 11:30 AM. The Arts & Crafts, Information and Specialty Vendor booths will set up beginning 9:00 AM. **All vehicles must be cleared from the festival grounds by**



43rd Annual Cypress Community Festival Booth Vendor Policies & Procedures

OCTOBER 12th – OAK KNOLL PARK
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9:30 AM. All Vendors must clear the grounds by 9:30 PM. Vendors are expected to stay for the duration of the Festival. *Vendor parking is limited and available on a first come, first served basis at the designated off-grounds parking area located at Morris Elementary School, 9952 Graham St, Cypress, CA 90630.*

REFUNDS/CANCELLATIONS

Requests must be made in writing and mailed or emailed to the appropriate booth facilitator. Refund requests must be post marked by September 1st, 2024. **Refunds requested after this date will be made on a case-by-case basis.**

SIGNAGE

Vendor signage is not included. Each vendor must provide their own signs. Signs may not be larger than the booth. Signs should identify the type of activity or food, and the sponsoring organization. Letters must be a minimum of 2" in height.

WAIVER

The *Cypress Community Festival Waiver, Release and Indemnity Agreement* must accompany each application. Any applications received without the signed waiver will be considered incomplete and not processed until the signed waiver is received.