AKM CULTURAL FAIR 2026

VENDOR INFORMATION & GUIDELINES

November 5–8, 2026 | San Pedro, California

Dear AKM Cultural Fair Vendors,

We are excited to welcome you to the **AKM Cultural Fair & Festival in San Pedro!**

To help ensure a smooth setup and a successful event, please carefully review the important information, participation requirements, and vendor guidelines below.

1. Required Documents & Application Deadline

Application Deadline: October 25, 2026

To be considered for participation, all vendors must complete and submit the Vendor Interest Form and required documents by October 25, 2026.

Please review, sign, and submit the attached **Vendor Terms & Conditions** document along with your application.

Please also provide the following information, as applicable:

- Your planned setup date
- Your estimated arrival time
- Your California Seller's Permit Number, if required by law
- Any additional information requested by the AKM Cultural Fair Committee for event coordination

Please ensure that the products you plan to bring are consistent with the information provided in your Vendor Interest Form. Any significant changes to your product selection must be communicated to the Committee in advance and approved before the event.

Submitting an application does not automatically guarantee participation. All applications will be reviewed by the AKM Cultural Fair Committee, and approved vendors will receive an official confirmation email.

2. Vendor Setup Schedule

Wednesday, November 4 | Beginning at 4:00 PM

The AKM Cultural Fair team will be at the venue beginning at 4:00 PM to prepare for the event.

If you plan to set up your booth on Wednesday, please notify the Committee in advance and provide your estimated arrival time.

Thursday, November 5 | 11:00 AM–3:00 PM

The venue will be open for vendor setup from 11:00 AM to 3:00 PM.

All vendors setting up on Thursday must complete their booth setup before the Fair opens to the public at 5:00 PM.

Please allow sufficient time for parking, unloading, and setting up your booth.

3. Fair Hours

Date	Public Hours
Thursday, November 5	5:00 PM–9:00 PM
Friday, November 6	12:00 PM–8:00 PM
Saturday, November 7	9:30 AM–8:00 PM
Sunday, November 8	11:30 AM–6:00 PM

The AKM Cultural Fair will officially open at 5:00 PM on Thursday, November 5, and conclude at 6:00 PM on Sunday, November 8.

Vendors are expected to have their booths ready before opening and remain operational throughout the scheduled Fair hours.

4. Booth Space & Overnight Security

Each vendor will be provided with an **indoor booth space measuring 10' × 10'**.

The final floor plan, including your assigned booth location, will be shared with approved vendors before the event.

Since the Fair will take place indoors, vendors may leave their products, artwork, and booth displays arranged at their assigned spaces overnight.

For security purposes:

- The venue will be locked within 30 minutes after the Fair closes each evening.
- The venue will reopen 30 minutes before the Fair begins the following day.

Vendors are responsible for their own merchandise, artwork, equipment, displays, and personal belongings. Neither ATAMLA nor the AKM Cultural Fair Committee is responsible for loss, theft, or damage to vendor property.

5. Vendor Rules & Guidelines

To maintain a professional, welcoming, and culturally focused environment, all vendors must comply with the following guidelines.

Approved Products Only

Vendors may display and sell products consistent with the information submitted in their Vendor Interest Form. Any significant changes to the product selection must be communicated to the AKM Cultural Fair Committee in advance and approved before the event.

Art, Craft & Cultural Focus

The AKM Cultural Fair celebrates **Art • Craft • Creativity • Community**.

We encourage vendors to highlight the artistic, handmade, cultural, or creative aspects of their products and, where applicable, share the stories, traditions, and cultural significance behind their work.

Food & Beverage Restrictions

The sale or distribution of food and/or beverages is not permitted at the AKM Cultural Fair.

California Seller's Permit

Each vendor is responsible for obtaining and maintaining a valid California Seller's Permit, if required by law, and for complying with all applicable sales tax and other legal requirements. AKM Cultural Fair is not responsible for obtaining permits or fulfilling these obligations on behalf of vendors.

A copy of the Seller's Permit must be submitted to the AKM Cultural Fair Committee before the event, if applicable.

Booth Display & Space Requirements

All products, displays, signage, tables, and equipment must remain within the vendor's assigned 10' × 10' space. Vendors must not block aisles, entrances, neighboring booths, or emergency access areas.

Booth Appearance & Cleanliness

Vendors are responsible for keeping their booths clean, organized, and presentable throughout the event. All personal materials, packaging, and trash must be removed at the end of the event.

Professional Conduct

All vendors are expected to maintain a courteous and professional environment and treat visitors, fellow vendors, volunteers, and event staff with respect.

Sales & Transactions

Each vendor is responsible for managing their own sales, payment processing, receipts, applicable taxes, and customer transactions.

Setup & Breakdown

Vendors must follow the setup and breakdown schedules established by the AKM Cultural Fair Committee.

Please do not begin dismantling your booth before the Fair officially closes at 6:00 PM on Sunday, November 8, unless prior approval has been obtained from the Committee.

Venue & Safety Requirements

All vendors must comply with applicable venue policies, safety requirements, and reasonable instructions provided by the AKM Cultural Fair Committee.

By participating in the AKM Cultural Fair, vendors acknowledge and agree to follow these guidelines and the attached Vendor Terms & Conditions.

6. Participation Fee, Application Deadline & Confirmation Process

The participation fee is **$50 per day** for each day a vendor participates in the AKM Cultural Fair.

Application Deadline: October 23, 2026

All Vendor Interest Forms and required documents must be submitted by October 23, 2026, to be considered for participation.

Application Review & Approval

Submitting an application does not automatically guarantee acceptance. All applications will be reviewed by the AKM Cultural Fair Committee.

Vendors whose applications are approved will receive an official confirmation email containing payment instructions and details.

Payment Deadline: Within 48 Hours of Approval

Approved vendors must submit the **$50 daily participation fee for each day they plan to participate within 48 hours of receiving their approval email**.

Timely payment is required to secure participation. Failure to complete payment within the 48 hours may result in cancellation of the approval and the release of the assigned booth space to another vendor.

Please carefully review the payment instructions in your confirmation email and contact the AKM Cultural Fair Committee if you have any questions.

7. Parking & Venue Information

Please review the attached San Pedro map and parking information before arriving at the venue.

We strongly recommend allowing extra time for parking, unloading, and booth setup, particularly on Thursday, November 5.

Please follow any parking and unloading instructions provided by the AKM Cultural Fair Committee to help ensure an orderly setup process.

8. Final Checklist

Before the event, please make sure you have completed the following:
☐ Completed and submitted the Vendor Interest Form by October 23, 2026
☐ Reviewed, signed, and submitted the Vendor Terms & Conditions
☐ Provided all required vendor information and documents
☐ Confirmed your planned setup date
☐ Provided your estimated arrival time
☐ Submitted a copy of your California Seller's Permit, if applicable
☐ Reviewed the Vendor Rules & Guidelines
☐ Reviewed the attached San Pedro map and parking information
☐ Received your participation approval and payment instructions by email
☐ Submitted the participation fee within 48 hours of receiving the approval email

Thank you for being an important part of the **AKM Cultural Fair & Festival**. We are delighted to have you join us and look forward to celebrating art, culture, creativity, and community together.

We appreciate your cooperation and support in helping us create a successful, welcoming, and enjoyable experience for all vendors and visitors.

Warm regards,

AKM Cultural Fair Committee
ATAMLA – Atatürk Cultural Center