

# Lomita Railroad Museum Foundation, Inc.

2137 West 250<sup>th</sup> Street, Lomita, CA 90717

Phone: (310)326-6255 ~ Web: [www.lomita-rr.org](http://www.lomita-rr.org) ~ Email: [lomita.rr.museum@gmail.com](mailto:lomita.rr.museum@gmail.com)

June 8, 2017

Dear Vendors, Crafters, Businesses, & Non-Profit Organizations:

Thank you for your interest in the Lomita Railroad Museum's annual *Community Day at the Museum*. Mark your calendars for August 26, 2017!

*Community Day* will be held on the Museum's grounds at 2137 West 250<sup>th</sup> Street, Irene Lewis Park, Lomita, CA 90717. There is plenty of room for vendors, crafters, non-profit groups and business people to showcase their talents, treasures and marketing materials and for attendees to walk around and mingle. Based on past year's attendance we expect 500 plus attendees this year. The event will include crafts, businesses, non-profit organizations, local entertainment, clowns, face painting, food trucks, Museum tours, kid's art activities, and much more! This event is free to the general public as a thank you to our community.

The rate to reserve your 10 ft. x 10 ft. booth is: business booths \$30; vendor, crafter and non-profit booths \$15. The rate to reserve a 10 ft. x 20 ft. booth is double the amount noted above. These fees help to off-set the cost of the event. The money we raise from your booth reservation fee and our raffle ticket sales will support The Lomita Railroad Museum and its programs.

The attached application contains detailed information about our event. If you are interested in participating, please mail your application and booth reservation fee check to the Museum at the mailing address listed above or email your application to the Museum's email address, [lomita.rr.museum@gmail.com](mailto:lomita.rr.museum@gmail.com), and pay via PayPal on the Museum's website, [www.lomita-rr.org](http://www.lomita-rr.org). We must receive your application and payment by the deadline of August 18, 2017.

If you have any questions or need additional information, please contact us via email or call the Museum at 310-326-6255, Thursday through Sunday, 10:00 AM – 5:00 PM. You may also contact Nancy Borland at (310) 684-9680 or Katy Tamer at (310) 991-3109.

Your participation will contribute in making this *Community Day at the Museum* event a big success. We hope to see your application soon!

Sincerely,

Susie Dever

Chair, Lomita Railroad Museum Foundation

# **Lomita Railroad Museum Foundation, Inc.**

## ***COMMUNITY DAY AT THE MUSEUM***

Saturday, August 26, 2017 ~ 11:00 AM – 4:00 PM  
Lomita Railroad Museum, Irene Lewis Park  
2137 West 250<sup>th</sup> Street, Lomita, CA 90717

## **VENDOR INSTRUCTIONS**

***Important Note: Please forward your completed Application and booth reservation fee by August 18, 2017***

- On the day of the event, temporarily park in the museum parking lot between 9:00 AM – 10:00 AM in order to drop off your items for your booth.
- Booth locations are on a first come / first serve basis.
- Booths are to be set up by 10:30 AM and remain set up until 4:00 PM.
- When you have finished unloading your items, additional off-site parking is available within walking distance.
- All booth spaces are 10 ft. x 10 ft. and handicapped accessible. Please note that there is no electricity available for the booths.
- All artwork by crafters must be handcrafted by the seller. Imported or mass produced items will not be accepted. Only items described in the application are to be displayed.
- All booth participants are required to donate an item for the fundraising raffle, value up to \$25.00.
- Booth participants must supply their own table, chair, and canopy, if desired.
- Notification / confirmation of receipt of your application and payment will be emailed to you on the email address you supply in the Application.
- Please note that because of the fundraising nature of *Community Day at the Museum*, refunds are not possible (i.e., cancellation of event due to inclement weather).

**Thank you for supporting the Lomita Railroad Museum!**

**Lomita Railroad Museum Foundation, Inc.**

***COMMUNITY DAY AT THE MUSEUM APPLICATION***

**Deadline to send in Application: August 18, 2017**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Description of your handcrafted item, description of non-profit group or business type:

\_\_\_\_\_

I will need \_\_\_\_\_ 10 ft. x 10 ft. booth(s) at Total = \$ \_\_\_\_\_

\$30.00 each business or \$15.00 each crafter or non-profit

10 ft. x 20 ft. booth(s) the rate is double. Total = \$ \_\_\_\_\_

Participants are responsible for applying for a California Resale License and collecting sales tax on all items sold.

CA Resale Number \_\_\_\_\_

I understand that all participants must have their booth set up no later than 10:30 AM.

**WAIVER/INDEMNIFICATION/HOLDHARMLESS AGREEMENT**

In consideration for being permitted to participate in the Lomita Railroad Museum Foundation Community Day, on August 26, 2017. On behalf of myself, my heirs, executors, administrators, subrogates, and assigns, I hereby agree to and do assume all risk of damage, injury and loss (personal injury and injury to real and personal property) arising from my participation in Community Day. I further hereby release and discharge the City of Lomita ("City") and any department, officer, employee, representative, agent, contractor, successor or assign of the City, from any and all claims for losses, damages or liabilities of whatever kind arising out of or attributable to my participation in the Fair, whether or not caused by the negligence of the City or its departments, officers, employees, representatives, agents, contractors, successors or assigns. I further agree to defend, indemnify and hold harmless the City of Lomita and any department, officer, employee, representative, agent, contractor, successor or assign of the City, from any claims, actions or liabilities asserted by third parties who suffer injuries or damages of any kind resulting from my participation in the Fair. I execute this instrument voluntarily, with full understanding of its meaning, and with the intent of giving up any right I may have to sue the City due to my participation in the Community Day.

**I HAVE READ AND UNDERSTOOD THE FOREGOING AND VOLUNTARILY SIGN THIS AGREEMENT.**

Acceptance of this application constitutes a contract. As an exhibitor, I agree to the liability release and to abide by the terms of the contract. We have the right to request any item or setup not deemed appropriate to be removed. Only items described in the application will be displayed.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_