



## Lomita Railroad Museum Foundation, Inc.

24300 Narbonne Ave., Lomita, CA 90717  
(310)326-6255 • [www.lomita-rr.org](http://www.lomita-rr.org) • [lomita.rr.museum@gmail.com](mailto:lomita.rr.museum@gmail.com)

Dear Artists, 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 25, 2018!

The money we raise from your registration fee and our raffle ticket sales will support The Lomita Railroad Museum and its programs. Your participation in this event is very much appreciated and we look forward to seeing you.

*Community Day* will be held on the Museum's grounds at 2137 West 250<sup>th</sup> Street, 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, Health/Business/Non-Profit Organizations, local entertainment, face painting, food trucks, free admission to the museum and tours, kid's art activities, and much more! This event is free to the general public as a thank you to our community and commemorate the Lomita Railroad Museum.

The rate to reserve your 10 ft. x 10 ft. booth is as follows: Business booths \$50; Crafters booths \$10; and Non-profits booths \$10. The rate to reserve a 10 ft. x 20 ft. booth is double.

The attached application contains more detailed information about our event. Please return your application and check to the museum address listed above. Or you can e-mail the application to the museum email address and pay through Pay Pal located on the museum website.

If you have any questions or need additional information, please email us at [lomita.rr.museum@gmail.com](mailto:lomita.rr.museum@gmail.com) or call the Museum at 310-326-6255. You may also contact Nancy Borland at (310) 684-9680.

We look forward to an exciting event and your participation will support the Lomita Railroad Museum, a valuable asset to the South Bay Community. We hope to see your application soon!

Sincerely,

*Susie Dever*

Chair, Lomita Railroad Museum Foundation

## **Lomita Railroad Museum Foundation**

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

Saturday, August 25, 2018 ~ 11:00 am – 4:00 pm  
Lomita Railroad Museum, Irene Lewis Park  
2137 West 250<sup>th</sup> Street, Lomita, CA 90717

#### **VENDOR INSTRUCTIONS**

All checks for booth space are payable to Lomita Railroad Museum Foundation or payment can be made through Pay Pal located on the museum website.

All booth spaces are 10 ft. x 10 ft. and handicapped accessible, located at the Irene Lewis Park grass area. We will try our best to accommodate specific booth requests, but cannot make guarantees. (Please note that there is no electricity available for the booths.)

1. 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 will be displayed.
2. You can park in the museum parking lot to drop off your items for your booth no later than 10:00. After your items are dropped off in assigned space, additional off site parking is available for the remaining day.
3. Booths must be set up by 10:30 AM and remain set up until 4:00 PM.
4. All booth participants are encouraged to donate an item for the raffle. Provide a business card to showcase your business or hand made craft.
5. Booth participants must supply your own table, chair, and canopy if desired.

Notification of acceptance 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, refunds are not possible, (i.e., cancellation of show due to inclement weather).

Thank you for supporting the Lomita Railroad Museum Foundation.

**Lomita Railroad Museum Foundation**  
**COMMUNITY DAY AT THE MUSEUM APPLICATION**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_

Description of your handcrafted artwork, name of non-profit group or business type:

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**Deadline to send in Application: August 19, 2018**

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

**\$50.00 each (business) or \$10.00 each (crafters) or \$10.00 each (non-profits)**

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

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

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

I understand that all Vendors must arrive no later than 10:30 am to set up booth.

**WAIVER/INDEMNIFICATION/HOLDHARMLESS AGREEMENT**

In consideration for being permitted to participate in the Lomita Railroad Museum Foundation Community Day, on August 25, 2018. 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: \_\_\_\_\_

*Office use only: Registration received: \$ \_\_\_\_\_ #: \_\_\_\_\_ Booth Location: \_\_\_\_\_*