



## Vendor Application

Join us on **Saturday, March 11, 2023**, from **12pm - 3pm** for Fullerton's Annual Wedding Show! Participate as one of our vendors and help our couple's get ready for their big day. We look forward to providing another exciting community event that focuses on wedding trends and features the best wedding professionals in the industry. Highlight your business and showcase your newest promotions to many couples. Don't miss this special opportunity!

**DEADLINE:** All applications must be completed and submitted to the Fullerton Community Center by **Friday, February 17, 2023**. Booths will be reserved on a first-come, first-serve basis. Limited space is available for each business category. Application and payment must be submitted to guarantee a booth space.

### FEES:

Please select preferred booth space:

- \$200.00** – 6ft table and 2 chairs **outside (Courtyard/Hallways) of Grand Hall**
  - No table.
  - No chairs.
  - Electricity needed (add \$25)                       No Electricity
- \$300.00** – 6ft table and 2 chairs **inside of Grand Hall**
  - No table.
  - No chairs.
  - Electricity needed (add \$25)                       No Electricity

\*Please note that 1 table and 2 chairs are included with booth fee, but no linen is provided.

### VENDOR INFORMATION:

Contact Person: \_\_\_\_\_

Person Attending Event: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Business E-mail: \_\_\_\_\_

Business Website: \_\_\_\_\_

Instagram Handle: \_\_\_\_\_

Business Category for Vendor List (Please circle which category best fits):

Photography/Videography	Catering	Invitations
Wedding Attire/Alterations	Hotel	Bar Services
Wedding Coordination	Florist	DJ/Band
Beauty/Jewelry	Rental Stores	Bakery

Other: \_\_\_\_\_

**ADVERTISEMENTS:** All registered couples will receive a welcome bag with a complete list of every participating vendor. If you would like to donate any items to be stuffed into the bags, please provide 150 pieces, and deliver them to the Fullerton Community Center by **Friday, March 3, 2023**. Examples of items include stickers, small gifts, coupons, and promotional materials (etc.).

I will include materials for the bags distributed at the front door:  Yes  No

**RAFFLE:** All vendors are **required** to provide a raffle prize valued at a minimum of \$50 that is not dependent on the winner booking a separate service. Please indicate the door prize you will be offering below.

The prize my business is donating will be (description): \_\_\_\_\_

Value of the door prize: \$ \_\_\_\_\_

\* Once an individual wins a raffle prize, **vendors will be responsible** for contacting the winner on the day of the event to redeem your prize. Winner's contact information will be provided by the Community Center staff.

**INSURANCE:** Vendors whose services fall under Catering, Bar Services, or vendors providing structural décor are required to submit insurance up to \$1,000,000 indemnifying the City of Fullerton. The insurance coverage must include general liability, business automobile liability, and workers' compensation and employer's liability. Proof of insurance will be kept on file for up to one year and apply to any future events. A complete list of vendor insurance requirements provided.

Insurance certificate included:  Yes  No

**PAYMENT INFORMATION:** Total amount included \$ \_\_\_\_\_

\_\_\_ Check \_\_\_ Cash (payable in person ONLY)

\_\_\_ Credit Card:  AMEX  DISCOVER  MASTERCARD  VISA

Credit Card #: \_\_\_\_\_

Expirations on (Month/Year): \_\_\_\_\_

CVC#: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Release of Liability and/or AmEx/Discover/Visa/Master Card

**WAIVER AND RELEASE OF LIABILITY:**

*By signing this form, I agree to participate in the Fullerton Community Center Wedding Show held on March 11, 2023 and to release, waive, discharge, and agree to hold the City of Fullerton, its trustees, officers, servants, agents, volunteers and employees from and against any and all liabilities, demands, claims, or injuries, including death, that I may sustain during or in conjunction with the Activity.*

I do hereby grant the City of Fullerton the right to exhibit any such works publicly or privately, including posting on the agency website. I waive any right, claims or interest I may have to control the use of my identity or likeness in the photographs, video or audio and agree that any uses described herein may be made without compensation or additional consideration to me.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Fullerton Community Center Staff Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Fullerton Community Center Staff Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Email your completed application to [camryn.worsham@cityoffullerton.com](mailto:camryn.worsham@cityoffullerton.com) or mail/drop off your application and payment to the Fullerton Community Center Facility Rentals Office. The mailing address is below:

Fullerton Community Center – Attention Rentals  
340 W. Commonwealth Ave  
Fullerton, CA 92832  
714-738-6575

