Redwood City International (RCI) and the City of Redwood City are teaming up to host the 10th Annual Lunar New Year Celebration in Redwood City. The purpose of the Festival is to provide cultural understanding through celebration and experiences; provide exposure to RCI and our sister-city, Zhuhai, China; and to bring more people to Downtown Redwood City. The Festival will have many activities for the whole family to enjoy, including Chinese art, music, children’s activities, demonstrations, and food.

**SCHEDULE & LOCATION**
- Festival Hours: Saturday February 1st, 2020, 11:00 AM to 4:00 PM
- Festival will take place at the Redwood City Courthouse Square and surrounding streets.

**SETUP & BREAKDOWN**
- Setup starts at 9:00 AM. All vendors must have their vehicles off the street no later than 10:30 AM. Absolutely no vehicles allowed on the street during festival hours.
- Breakdown must begin at 4:00 PM.
- No early departures.

**BOOTH PROVISIONS**
- Vendors are responsible for their own equipment.
- Electricity will not be provided.
- 10’ x 10’ tents are included in the fee
- **Must provide your own tables and chairs**

**OPERATIONS**
- The committee will make all placement decisions for vendors for the good of the festival.
- There will be absolutely NO REFUNDS.

**BOOTH RESPONSIBILITIES**
- All safety and fire regulations must be observed.
- Each vendor is responsible for the condition of their space during and after the event.
- **Signage** must not block view of festival.
- We reserve the right to remove signage.
- Out of fairness to the selected vendors, we limit the amount of vendors selling the same or similar products.
- Space assignments, directions, and festival rules and regulations, etc., will be emailed one week prior to the event.

**LIABILITY**
- The City of Redwood City, assumes no responsibility for any loss, damage, injury or claim arising out of the participants’ acts or omissions, the applicant hereby agrees to hold the City of Redwood City harmless from any claim arising out of the applicant’s entry, acts, or omissions in said festival or any accident, injury or damage involved therein, including but not limited to attorney fees and court costs.

**LIABILITY cont.**
- RCI is a nonprofit corporation, assumes no responsibility for any loss, damage, injury or claim arising out of the participants’ acts or omissions in the Lunar New Year Celebration Festival. The applicant hereby agrees to hold RCI, the City of Redwood City, the Redwood City Civic Cultural Commission, the Lunar New Year Committee, and any of its employees or volunteers harmless from any claim arising out of the applicants entry, acts, or omissions in said Festival or any accident, injury or damage involved therein, including but not limited to attorney fees and court costs.

**APPLICATION INFORMATION**
- **WHAT TO INCLUDE:**
  - Completely filled out application. Incomplete applications will not be considered.
  - Payment in full via check, money order, or cashier’s check.
  - Applications will not be considered unless payment is included.

**ACCEPTANCE/SPACE ASSIGNMENT**
- Vendors space location will be first come, first served per the postmark on the application.
- Space assignments and package with directions, will be emailed on or before January 24th. Keep this packet, you will need it on the day of the festival.
- If you have not been accepted into the festival, your payment will be returned with your non-acceptance letter.

**WHERE TO MAIL:**
Albert Romero
C/o Redwood City Parks, Recreation and Community Services Department – Lunar New Year
1400 Roosevelt Ave.
Redwood City, CA 94061
Phone: 650-780-5967 Fax: 650-368-5087
E-mail: albertromero@redwoodcity.org

<table>
<thead>
<tr>
<th><strong>BUSINESS and NON-PROFIT VENDOR FEES &amp; DEADLINE</strong></th>
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<tbody>
<tr>
<td>Vendor Space—10’ x 10’ Space Fee: <strong>$150</strong> for any type of vendor</td>
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<tr>
<td><strong>(includes 10’X10’ tent)</strong></td>
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<tr>
<td><strong>Deadlines:</strong> Business or Non-Profit Vendor <strong>January 20th, 2020</strong> or when all spaces are full.</td>
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<tr>
<td><strong>Please make check/cashier’s check/money order payable to: City of Redwood City</strong></td>
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Redwood City International
and the City of Redwood City present
LUNAR NEW YEAR CELEBRATION- The Year of the Rat

SATURDAY FEBRUARY 1, 2020, 11:00 AM TO 4:00 PM
BUSINESS, CRAFT & NON-PROFIT VENDOR
SPACE APPLICATION FORM

Name of Business/Organization________________________________________________________

Applicant’s Name______________________________________________________________

Address __________________________________________________________________________

City ______________________ State ________ Zip ______________ Phone ______________________

Email address ________________________________________________________________ Resale # ______________________

Proposed items for sale and prices: (Please list all items that will be sold, be descriptive)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

NO REFUNDS unless not accepted as a vendor.

I have read the attached information and agree to the rules & regulations stated. The City of Redwood City, assumes no responsibility for any loss, damage, injury or claim arising out of the participants’ acts or omissions, the applicant hereby agrees to hold the City of Redwood City harmless from any claim arising out of the applicant’s entry, acts, or omissions in said festival or any accident, injury or damage involved therein, including but not limited to attorney fees and court costs.

Name (please print):______________________________________________________________

Authorized Signature: ____________________________ Date:________________________

Please make checks payable to “City of Redwood City”

# of Spaces Requested ___________ Space Fee Enclosed ($150 per space) $____________________

Total: $____________________

Credit Card Info- __________ - __________ - __________ - __________ Exp. Date- _____/_____

Name on Card (Print): __________________________________________________________________ CVC: ______

Signature: _______________________________________________________________________

WHERE TO MAIL:
ALBERT ROMERO
C/O REDWOOD CITY PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT
1400 ROOSEVELT AVE.
REDWOOD CITY, CA 94061
Redwood City International
and the City of Redwood City present
LUNAR NEW YEAR CELEBRATION- The Year of the Rat

(650) 780-5967  FAX: (650) 368-5087
E-MAIL: ALBERTROMERO@REDWOODCITY.ORG