



CITY of GARDENA

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / PHONE (310) 217-9500
WEB SITE: www.cityofgardena.org

TASHA CERDA, *Mayor*
RODNEY G. TANAKA, *Mayor Pro Tem*
MARK E. HENDERSON, *Councilmember*
ART KASKANIAN, *Councilmember*
DAN MEDINA, *Councilmember*

MINA SEMENZA, *City Clerk*
J. INGRID TSUKIYAMA, *City Treasurer*
EDWARD MEDRANO, *City Manager*
PETER L. WALLIN, *City Attorney*

August 30, 2018

Dear Vendor,

The City of Gardena cordially invites you to participate in our twentieth annual **HERITAGE FESTIVAL & STREET FAIR "Unity in our Community"** celebrating over 25 years of diversity.

This year's celebration will be held on Saturday, October 6, 2018 at the Gardena Civic Center complex. Activities will be held from 9:00 AM until 3:00 PM featuring entertainment, historical and informational displays, "hands-on" arts and crafts projects, and additional special attractions for kids.

All vendors will be provided with a 10' by 10' space and a tent for your convenience. All merchandise **must fit under your allotted 10' x 10' tent.**

On the day of the event, participants must check in by 7:30 AM. **Booth displays must be set up and open by 8:45 AM. All booths must stay open until 3:00 PM.** There will be limited electricity available for booths at a nominal fee. All vendors must return wrap-up sheet at the end of the festival. All vendors must park in the City Hall parking lot on Gardena Blvd. **NO VEHICLES ALLOWED ON 162ND STREET.**

Booth fee is \$50, which includes the space and tent. Vendors will be provided with a 10' x 10' space and a tent. You may rent tables and chairs for an additional fee:

- Additional Tent Rental \$50.00
- Table Rental \$10.00 per table
- Chair Rental \$2.00 per chair
- Electricity (limited first come first serve) \$25.00 per tent

This is an excellent way to market your products to a large group of people from the community and give exposure to your business. Last year, over 1400 people attended the Festival.

Enclosed you will find a Vendor Application. Please complete and return application to the City of Gardena at 1670 West 162nd Street, Gardena CA 90247. You may also email your application to Amber Suit at asuit@cityofgardena.org or Janina Hartwill at jhartwill@cityofgardena.org. The City must approve each application before payment is accepted. Confirmation via e-mail will be sent to the contact person listed on the application once application is approved. Gardena vendors will be given priority.

We look forward to having you as part of this exciting event. If you have any questions, please contact (310) 217-9537 or via email at asuit@cityofgardena.org or jhartwill@cityofgardena.org.

Janina Hartwill and Amber Suit
Heritage Festival Coordinators