



HOMENETMEN
45th Navasartian Games & Festival 2022
Retail Vendor and Community Organizations
Information Packet

Packet includes:
Rules and Regulations
Festival Set Up Dates and Times
Festival Dates and Hours of Operation
Vendor Booth Agreement and Registration Instructions



HOMENETMEN

45th Navasartian Games & Festival 2022

Retail Vendor and Community Organizations Information Packet

Vendor Open House will take place on Wednesday June 8, 2022 and Thursday June 9, 2022.

Location: Homenetmen Western US Region – Regional Office

2324 Colorado Blvd. Los Angeles, CA 90041

Time: 7:00 p.m. to 9:00 p.m. on the days listed above



HOMENETMEN

45th Navasartian Games & Festival 2022

Retail Vendor and Community Organizations

Event Participation Rules and Regulations

SMOKING IS PROHIBITED BY ALL PERSONS WHILE ON SCHOOL PROPERTY

CONSUMPTION OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED

- All booth rental applications will be conducted online via www.navasartiangames.com
- Full payment is due at time of online booth reservation. Payment will be in the form of credit card using paypal.
- Upon registering online and completing payment, vendors are required to appear in person on June 8 or 9, 2022 to select their booth location.
- **Homenetmen's Regional Office Staff or Navasartian Committee Members will accept a paper application for returning vendors ONLY if the vendor's information has been submitted before and logos are on file.**
- Homenetmen Western US Region has the final right to accept or deny booth space at any time. Denial of space during Homenetmen Western US Region's event, the Navasartian Games & Festival, may result in loss of partial or full fees paid by the vendor to participate. Final discretion of what takes place and who participates in the event rests with Homenetmen Western US Region Executive Board and the decision, once conveyed, is final.
- Homenetmen reserves the right to refuse service to any vendor.
- Booth location is on a first come first served basis subject to operational availability, location and feasibility, and upon final approval of the Navasartian Organizing Committee.
- Booth fees are non-refundable.
- Vendors who do not have a sign provided to them by Homenetmen Western US Region, must purchase a booth sign for a one-time, non-refundable fee of \$100.00. Payment is due at time of booth selection.
- Each booth is 10 feet by 10 feet and provided with two tables and 2 chairs.
- Each booth will receive 2 festival entry passes and 2 parking permits. Vendors must park in the designated lot with the parking sign displayed.
- Parking on campus, driving onto campus, blocking walkways, aisle ways, driving paths is strictly prohibited. Vehicles will be towed away immediately at owner's expense.
- Vehicles may access the booths and the festival area only under the festival committee's supervision during the hours of set-up. All vehicles must park in designated spaces thirty minutes prior to the doors opening to the public to enter the campus.
- Vendors must be present and the booth must be in full operation during the festival's operating hours.
- A power supply will be provided to each booth however, each vendor is responsible for supplying their own extension cords, lighting, and all other equipment necessary for the self-contained and independent operation of the booth.
- Homenetmen is not responsible for any accidents caused by vendors and their negligent or irresponsible operation of their booth.



- Homenetmen has the right to refuse the sales of any products that have not been pre-approved and mentioned in the vendor application.
- Homenetmen has the right to refuse the sales of any product that is not consistent with the organization's mission, vision, and values.
- Homenetmen may require a vendor to obtain commercial general liability insurance, automobile insurance, and worker's compensation insurance adding Homenetmen Western US Region as additionally insured. The minimum limits are \$1,000,000 per occurrence for bodily injury and property damage, \$2,000,000 aggregate. Homenetmen must review and verify the insurance one week prior to the event start date.
- Homenetmen is not liable for any damage or incident that occurs on campus.
- Vendors are not allowed to post advertisements in any format on school grounds.
- Vendors must contain their display within the confines of the 10 x 10 booth provide. Vendors are not allowed to exceed the allocated space in any way shape or form through placing chairs or tables outside the booth.
- Homenetmen cannot guarantee and will not entertain color preferences for booth canopy tops or skirting.
- All vendors selling edible products, or sampling edible products such as seeds, or energy bars etc. are required to obtain their own health permit through the LA County Department of Public Health Office. A copy of the health permit must be presented to the Navasartian Organizing Committee one week prior to the event. Failure to provide the necessary health permits, post the necessary permits or otherwise comply with the guidance of the permit, will result in the vendor removing all items not acceptable for sales under LA County Department of Public Health regulations OR the vendor being excluded from participating in the event.

COVID-19

- Each vendor must provide persons working in the booth respective PPE (Personal Protective Equipment) and follow LA County Department of Public Health requirements for safe food handling techniques as applicable to COVID-19.
- Vendors must have hand sanitizer available for vendor employees/staff as well as the general public's use at all times.
- Vendors are responsible for the sanitization of their booth throughout the event.
- Vendors are responsible for sanitizing and disinfecting goods or product between different person who touch/handle the goods or product.
- All personnel associated with the vendor, must self-monitor for COVID-19 symptoms daily, prior to arrival to the event venue. If the individual has a temperature of 100.4 degrees or more they must not attend the event. If the individual is experiencing symptoms associated with COVID-19 OR is in self-quarantine, they must not attend the event.
- In the event a vendor cannot attend the duration of the event due to COVID-19, credit will be applied for the the 46th Navasartian Games & Festival. The vendor will be responsible to resubmit an application and pay the difference in fees associated with the 46th Navasartian Games & Festival.



HOMENETMEN
45th Navasartian Games & Festival 2022
Retail Vendor and Community Organizations
Vendor Space Fee, Fines, and Violations

Homenetmen Western US Region anticipates over 20,000 participants during the duration of the event. The cost for one 10 x 10 vendor space for the 45th Navasartian Games is \$2,000.00. A vendor can request a second 10 x 10 adjoining space for an additional \$1,000.00.

In the event a vendor is in violation of the above mentioned rules and regulations, the following fines will be assessed:

- First Violation - \$250.00 or immediate booth closure.
- Second Violation - \$500.00 or immediate booth closure.
- Third Violation – Booth Closure

Homenetmen Western US Region reserves the right to decline any application or dismiss a vendor from the event at any time.



HOMENETMEN
45th Navasartian Games & Festival 2022
Festival Location and Hours of Operation

The 45th Navasartian Games, Festival, and Closing Ceremonies will take place at

Los Angeles City College
855 N. Vermont Ave, Los Angeles, CA 90029

Friday, July 1, 2022	4:00 p.m. – Midnight	Set-Up and Preparation *Paid Admission, Event open to the public
Saturday, July 2, 2022	7:00 a.m. – Midnight	*Paid Admission, Event open to the public
Sunday, July 3, 2022	7:00 a.m. – Midnight	*Paid Admission, Event open to the public Clean up after 11:00 p.m.

* Controlled gate access including paid admission, paid parking, and use of control entry systems will begin 1 hour prior to the start of the first game.

Location: **Los Angeles City College**
855 N. Vermont Ave.
Los Angeles, CA 90029

Website: www.navasartiangames.com

Phone Number: (323) 344-4300