

66th ANNUAL CAMELLIA FESTIVAL OF TEMPLE CITY
Carole Rodenbucher, General Chairperson
Nanette Fish, Festival Director
SPONSOR: CITY OF TEMPLE CITY

OFFICIAL CARNIVAL BOOTH RULES

FOOD BOOTHS

1. All food item requests are on a first come basis and will be approved by the Executive Board. No duplications of food items will be allowed. Unauthorized item(s) added to your booth will cause your booth to be closed by the festival authorities.
2. A Certificate of Insurance is required naming the Camellia Festival of Temple City and the City of Temple City as additionally insured. The issuing insurance company must be admitted in California with an A.M., best rating of A+, VII.
3. The following food items will be sold by the Carnival Company: cotton candy, churros, pop-corn, nachos, snow cones, water and soft drinks. Your organization may also sell these items.
4. A designated fee of \$200. shall be retained by the Camellia Festival for all food booths.
5. Each organization understands that security will not be provided prior to the end of the parade. Food Booths that open prior to Festival Bank access will assume responsibility in the event of robbery, theft, etc.
6. All food booth workers must wear hair restraints (caps or hairnets) at all times when operating a booth.

GAME BOOTHS

1. All game booths must be operated according to the concessionaire's instructions. The responsible adult must instruct the customers how to play the game according to the instructions given.
2. All prizes are to be purchased through the Festival's authorized supplier. The prizes are the responsibility of the booth operator. Check your prizes very carefully upon receipt to ensure an accurate count.
3. There will be no pyramid of prizes and no foul lines. Questions or concerns, contact the Carnival Chairman or other Festival authority.
4. **NEW** - A fee of \$135. plus up to twenty-five percent 25% of your net profits will be retained by the Camellia Festival. **No booth may change booth size without Executive Board approval.** Additional charges subject to booth size.

ALL BOOTHS

1. Each booth will be equipped with the necessary lights, counters and equipment. NO loud speakers are permitted. Extra equipment for food, etc. must be supplied by the organization.
2. Game booth - Drop off plastic tarps with your organizations name printed on them no later then Tuesday February 23, 2010.

Food booth – If you are using a BBQ or fryer- floors must be covered with a clean canvas, wood or cleanable carpet.

3. All organizations must use the Festival Bank for all financial transactions. Banking facilities will be located on the carnival grounds for access to change and deposits. You will be supplied with a given “start up cash” to start your booth and a bag with your booth number on it the first day of the carnival. All money and tickets are to be checked in nightly, except for your “start up cash”. On Sunday night ALL funds must be turned in to the Festival Bank. Money aprons will be available and must be returned on Sunday night. Additional financial rules are attached.
4. **NEW** - All organizations will be issued I.D. badges. These badges will be required to enter the bank and pick up prizes.
5. Only official IRS 501c3 or equivalent organizations will be allowed to operate a booth. Organizations outside of Temple City city limits will not be allowed to operate a booth without Executive Board approval. Organizations eligible to operate a booth are:
 - a. Temple City Service Clubs
 - b. Temple City Organizations, ie: Civic, Sports, Religious, Fraternal, etc.
 - c. Sponsors of Local Youth Groups
 - d. Others subject to approval of the Executive Board
6. Booth signs with the name of your organization will be provided. No other signs or advertisements are permitted. Each organization must provide a list of menu items and prices. **ONLY** string is allowed to hang signs. No tape or tacks may be used on the booths.
7. No raffle, solicitations, or advertisements of any type are allowed.
8. Overnight security will be provided for all booths.
9. A responsible adult **MUST** be present at the booth at all times or the **BOOTH WILL BE CLOSED** by Festival authorities. (18 years or older.)
10. Upon completion of the records and audits, your check will be given to your organization’s representative at the evaluation meeting in March.
11. No prizes or personal items should be left in the booth overnight. The Camellia Festival of Temple City is not responsible for any theft, vandalism, or any other loss or damage to any equipment or property.
12. In accordance with the Temple City Municipal Code, there will be absolutely no alcoholic beverages permitted on the park grounds.
13. Carnival Hours:
 - a. FRIDAY, FEBRUARY 26, 2010 – 4 p.m. TO 10 p.m.
 - b. SATURDAY, FEBRUARY 27, 2010 – AFTER THE PARADE TO 10 p.m.
 - c. SUNDAY, FEBRUARY 28, 2010 – 12 NOON TO 8 p.m.Food booths may open at 11:30 a.m. prior to scheduled hours.

Hours subject to change at the discretion of the Festival Committee.

New – Organizations that do not fulfill their obligation of remaining open the entire time the carnival is open will be subject to a \$200. fine.

14. Communications Meeting - (carnival booth workers) Tuesday, February 2nd at 7 p.m. Community Room at City Hall, 9701 Las Tunas Drive.
Evaluation Meeting - Thursday, March 18th at 7 p.m. - Community Room.

OFFICIAL CARNIVAL BOOTH APPLICATION

Food Booth _____

Game Booth _____

**The following items must be included with your application.
Incomplete packets will not be accepted.**

FOOD BOOTH

- Carnival Booth Application
- Certificate of Insurance
- Food Booth Agreement
- Health Department Forms
- IRS 501C3 or Equivalent

GAME BOOTH

Carnival Booth Application Only

NAME _____ OF _____ ORGANIZATION: _____

PLEASE PRINT

FOOD ITEMS AND PRICES _____

(FOOD BOOTH ONLY)

MEMBER IN CHARGE: _____

(PERSON RESPONSIBLE FOR ALL ACCOUNTS & OPERATIONS)

PHONE: _____

HOME

WORK

CELL

E-MAIL _____

ADDRESS _____

CITY

ZIP

WE AGREE TO PAY THE CAMELLIA FESTIVAL \$135. PLUS 25% OF THE NET PROFITS EARNED FOR GAME BOOTHS OR A DESIGNATED FEE OF \$200 FOR FOOD BOOTHS.

EACH ORGANIZATION UNDERSTANDS THAT SECURITY WILL NOT BE PROVIDED PRIOR TO THE PARADE ENDING SATURDAY MORNING. IF YOUR FOOD BOOTH OPENS PRIOR TO FESTIVAL BANK ACCESS, THE ORGANIZATION WILL ASSUME RESPONSIBILITY IN THE EVENT OF ROBBERY, THEFT, ETC.

SIGNED: _____

AUTHORIZED OFFICER OF ORGANIZATION

BOOTH APPLICATION DEADLINE: MONDAY, JANUARY 11, 2010 (NO EXCEPTIONS)

PLEASE RETURN TO:

Camellia Festival of Temple City
9701 Las Tunas Drive
Temple City, CA 9178

Additional applications are available at www.templecity.us

BOOTH ASSIGNMENT: _____

DATE RECEIVED: _____