

Vendor Booth Participant Guidelines

These guidelines are for the 5th Annual Dia de Los Muertos - El Monte (DDL M) arts and culture event organized by the Nuvein Foundation for Literature and the Arts (Nuvein). The event is taking place Saturday, October 18, 2014 from 1pm to 7pm at the Valley Mall in El Monte, California. Violation of these guidelines are grounds for forfeiture of event participation and fees associated with participation.

1. Nuvein is providing each Participant/Participating organization or group a space to accommodate a 10 ft x 10 ft. Canopies, chairs, tables, floor mats, and other accessories are to be provided by the Participant/Participating organization or group. Purchase of multiple spaces are available.
2. Sharing of space between Participants is allowed. However, Nuvein asks for there to be only one application submitted designating a single Participant as responsible party and payor. Multiple applications and payments for a single space will not be processed.
3. Set-up begins promptly at 11AM. Clean-up begins promptly after 7PM.
4. Electricity will not be provided. If you need electrical power and must bring a portable power generator, please advise Nuvein in writing ahead of time.
5. No flame or fire is allowed, no exceptions.
6. Sale of food is not allowed without written permission. Sugar skulls, "Pan de Muerto", and candy/chocolate figures are considered edible art and can be sold as "arts & crafts." Cookies, pan dulce, and other baked goods will require a written permission from the Nuvein Foundation.
7. The Participant fee is required with the application. Spaces are allotted on a first come first serve basis. If spaces are unavailable after the application and fee has been submitted, then the fee will be returned in full while application will be safely disposed of to protect private information.
8. Each Participant must fully complete application and submit it along with Participant fee to Nuvein. Incomplete applications will not be considered. All applications and fees are to be mailed to Nuvein.

2014 DDL M El Monte event Participant Fees:

Nuvein is the chief organizer of the 5th Annual Dia de Los Muertos - El Monte (DDL M) arts and culture event. As a means to recover costs associated with organization, promotion, and development of this event, Nuvein charges a Participant Fee. Nuvein is a charitable organization that uses events as a means to fundraise to support its arts and culture programs across the San Gabriel Valley.

- Artists/Artisans - \$45.00 per space
- Business/Corporate - \$65.00 per space
- Valley Mall Merchant/Business - \$50.00 per space (discounted rate)
- Non-Profit Organization \$20.00 per space

Notice of Nuvein Terms of Participation

All Vendor Booth Participants and/or Participating Groups or Organizations, by submitting both their Application and Participant Fee to Nuvein are bound to adhere to these Guidelines listed above as well as agree to be subject to the Nuvein Terms of Participation with respect to the 2014 DDL M El Monte event. Once more, violation of these guidelines are grounds for forfeiture of event participation and fees associated with participation.

Participant Application/Payment Instructions:

Only Checks or Cashier Checks payable to *Nuvein Foundation* and sent with application via US mail to

Nuvein Foundation | RE: 2014 DDL M Booths/Vendors | PO BOX 4250, El Monte, CA 91734

Note: To follow up on status of submissions, please forward all inquiries via email to **Jeffrey Bickel**, Nuvein Treasurer, at nuvein@gmail.com. A confirmation email will be sent to you once processed.



A Non-Profit Arts Organization that strives to connect the communities of the San Gabriel Valley TO and THROUGH the Arts.

1) Choose [X] one of the following :

Artist/Artisan (Go to Question 2)	An independent arts and craftsworker vending handmade creations. <i>For eg. Artwork, edible art, sculpture, knitting, custom clothing & jewelry</i>
Business/Corporation (Go to Question 3)	A licensed group venture marketing a particular product of service. <i>For eg. Jewelry repair, wholesale clothing resale, funerary services</i>
Non-Profit Organization (Go to Question 4)	A community group granted tax exempt status for a charitable cause. <i>For eg. Boys and Girls Club, American Red Cross, etc.</i>

Note: Any participant vendor found falsifying this information will be excused from the event, forfeit their fees, and be barred from future participation at Nuvein events.

2) Artisan/Artist participant vendor(s)

Arts Vendor Name:	Will you be sharing the space? <input type="checkbox"/> Yes <input type="checkbox"/> No <hr/> Spaces Requested: 1 2 3 <hr/> What will you be vending?
Arts Vendor Address:	
Contact Name:	
Contact Phone and Email:	

3) Business/Corporation participant vendor(s):

Business Name:	Business License No:
Business Address:	Spaces Requested: 1 2 3
Contact Name:	Product/Service being offered?
Contact Phone and Email:	Member of DEMBA? Y or N

4) Non-Profit Organization participant vendor(s):

Organization Name:	NPO Tax Id. No
Organization Address:	Spaces Requested: 1 2 3
Contact Name:	Note: NPO spaces are NOT for fundraising/development at this event. Only Information and outreach space use is allowed.
Contact Phone and Email:	

Participant Booth Vendor Agreement

I, _____ (print name), understand and agree to comply and be subject to the <i>Vendor Booth Participant Guidelines</i> and the <i>Nuvein Terms of Participation</i> as pertains to the Nuvein 2014 DDLM El Monte Event.	Signature: _____ Initials & Date: _____
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REMINDER: Submit this application and fee(s) to Nuvein via US Mail. Check or Cashier Checks made out to *Nuvein Foundation*. For updates, and questions on booth spaces, please email **Jeffrey Bickel** at nuvein@gmail.com

