



LAO FAMILY COMMUNITY EMPOWERMENT, INC.

A Community Benefit Organization

ອົງການສະໜັບສະໜູນຄອບຄົວລາວ

To: Non-Profit Agencies, Clubs, and Private Business Owners/Profit Organizations

From: Lao Family Community Empowerment, Inc.

Re: Information Booth

We would like to have you celebrate the Stockton Hmong New Year with us by sharing information about your organization or business with the New Year participants. It is a great opportunity for you to share your business or organization information.

Fees and Donations

- a. **Private Business Owners/Profit Organizations:** There will be a **booth fee of \$100.00** for a space of 10ft x 10ft. Please bring your own table and chairs.
- b. **Non-Profit Agencies:** There will be a **booth fee of \$50.00** for a space of 10ft x 10ft. Please bring your own table and chairs.
- c. **School Clubs:** There will be **NO booth fee**. School Clubs must pay entrance fee for all their participants. Please bring your own tables and chairs.

Please fill out the Application Form on the next pages and turn it in along with the attached Policy & Procedures and the appropriate payment to the Lao Family P.O. Box 6378, Stockton, CA 95206 NO LATER THAN FRIDAY OCTOBER 29, 2021. Once we process your application, we will reserve a space for you, and you will receive an email confirmation.

If you have any questions please email Pheng Her at ther@lfcempowerment.org

Thank you for your support!



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INFORMATION BOOTH APPLICATION

TODAY'S DATE: _____

ORGANIZATION/AGENCY/BUSINESS: _____

CONTACT PERSON 1: _____

CONTACT PERSON 2: _____

ADDRESS: _____

PHONE: _____

DESCRIPTION OF SERVICE: _____

EMAIL ADDRESS & FAX #: _____

INFORMATION BOOTH TYPE

- PRIVATE BUSINESS OWNERS/PROFIT ORGANIZATIONS: BOOTH FEE **\$100**
- NON-PROFIT ORGANIZATIONS: BOOTH FEE **\$50**
- SCHOOL CLUBS: PLEASE SUPPORT US WITH A DONATION OF ANY AMOUNT. *(Please check the appropriate fee below)*

\$0	\$50.00	\$100.00	<i>Any other amounts:</i>

Please make check payable to:

Lao Family Community Empowerment, Inc.

P.O. Box 6378

Stockton, CA 95206



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2021-22 Stockton Hmong New Year Information Booth Policy & Procedure Agreement

I, _____, the _____ (Title)
(Print Contact Person's name(s) who will be present at the booth)

of _____ (Agency/Organization/School)
(name),

have entered into this agreement with Lao Family Community Empowerment, Inc. to obtain an information booth at the San Joaquin County Fairgrounds during the Stockton Hmong New Year event on November 13 and 14, 2021.

- I. As a Non-Profit Agency, School Club, Profit Agency, or Private Business, I will **ONLY** pass out information regarding my service to the community and not any unrelated information. **Initial** _____
- II. As a Non-Profit Agency, School Club, Profit Agency, or Private Business, I will **NOT** sell any items at my Information Booth except school clubs. **School Clubs** can **ONLY** sell flowers, balloons, and candies at their booth. **Initial** _____
- III. I will only utilize the (10ftx10ft) space that will be assigned to me, and I will not extend beyond my space to someone else's space. **Initial** _____
- IV. Starting at 7 A.M., all Information Booth Vendors are allowed to drive into the event to unload their materials. All **Private Business Owners/Profit Organization/Non-Profit Organization** participants will be given 2 Entrance Admission Badges per booth. I will not bring anyone else to the back to unload materials, besides me and the other person who has a badge. **School Clubs** must pay entrance fee for all their participants. **Initial** _____
- V. I will make sure that our booth and space is kept clean throughout the day; and I will discard any cardboard boxes or trash at the end of my shift. I understand that LFCE is NOT responsible for anything items left at the booth overnight or after the event. **Initial** _____

I (my organization) have read these terms and conditions and agreed to comply with all the terms and conditions. I (my organization) understand that Lao Family has the rights to refuse to provide a booth space to me (my organization) in the future if I (my organization) violate any of the above terms and conditions.

Contact Person Signature

Date

Phone Number/Email

Name of Advisor, Coordinator, or Supervisor (Print)

Date

Phone Number/Email



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Information Booth Vendor Policies

1. All Information Booth Vendors must register and sign the **Information Booth Policy & Procedure Agreement** by **Friday, October 29, 2021** in order to participate in Stockton Hmong New Year.
2. Information Booth **availability** will be on a first come, first serve basis with **no exceptions**.
3. All Information Booth Vendors must submit an application with **full payment no later than Friday, October 29, 2021**. **A vendor who failed to make a full payment by this deadline will lose the booth(s) and the booth(s) will be available to the next vendor inline**. The booth fee is **nonrefundable**. If you made the payment and you decided not to set up your booth, you will lose your payment fee.
4. Each *Private Business/Profit-Organization* or *Non-Profit Organization* can only bring **two (2)** people per allotted space of 10ft x10ft without paying the day entrance fee. Each Private Business/Profit- Organization or Non-Profit Organization who wishes to bring more than 2 individuals will have to pay the entrance fee in advance.
5. *School Clubs* will get a free information booth, but they will have to pay the day entrance fee and bring their own tables and chairs.
6. Information Booth Vendors will **only** be allowed to enter the event with badge(s) issued by Lao Family. We will *not* allow anyone **without badge** to enter the gates on Saturday and Sunday morning. If you are unable to pick up your badge on Friday, then pick up your badge on Saturday morning, November 13, 2021 between the hours of 7:00 am. –7:45 am. **Vendors will be charged \$10.00 to replace a lost badge**. You must wear your badge at all times during the event. It will give you the privilege of re-entering the gate during closed hours if you have to leave for any reason.
7. The Vendor Gate will be opened during the hours of 7 AM – 8 AM on Saturday, November 13, 2021 and Sunday, November 14, 2021. **After 7:45 AM**, all Information Booth Vendors **must** move their car outside of the gated area to the designated parking lot.
8. No vehicle or trailer will be allowed inside the event unless vendor cannot operate without the trailer, whereas equipment/supplies are in the trailer/vehicle.
9. Information Booth Vendors must station at their booth or space and will be not permitted to relocate and/or extend beyond their assigned space without authorization from the Information Booth Coordinator.
10. Information Booth Vendors can **ONLY** pass out information regarding their service to the community. **School Clubs** can **ONLY** sell flowers, balloons, and candies at their booth.



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11. Information Booth Vendors will be responsible for cleaning up, maintaining, and sanitizing the area around and within their assigned booth throughout the New Year.
12. All Information Booth Vendors are liable for their own personal belonging and property. Stockton Hmong New Year will not be liable for any loss or damage to vendor's properties or belonging during the event.
13. Violation of any of the terms or conditions of this agreement, in part or in whole, will subject the vendor to appropriate sanction by the proper authorities. Additionally, any such violation shall be a breach of this agreement and subject the vendor to termination and removal from the event at the sole discretion of the Stockton Hmong New Year.

Information Booth Client Signature

Date

Information Booth Coordinator (IBC) Signature

Date