

# USC Hospitality

## 2024 Festival of Books Food Truck Agreement Terms and Conditions

### Date & Time

Saturday, April 20, 2024 | 10AM – 6PM  
Sunday, April 21, 2024 | 10AM – 5PM

### Contact:

USC Hospitality  
Margaret Chan, Senior Manager  
[margarfc@usc.edu](mailto:margarfc@usc.edu)  
3607 Trousdale Parkway RTCC-M20H  
Los Angeles, CA 90089

### Festival of Books Website

<http://events.latimes.com/festivalofbooks/>

Weather: Event takes place rain or shine. Weather in the LA Area can be very unpredictable. Temperatures can range from the low 50s to the high 80s.

### Vendor Application, Selection & Payment

- A. All Festival vendors are selected through USC Hospitality and must submit a completed application and payment for consideration. USC Hospitality will contact all vendors prior to the Festival to report status of selection. If accepted, the Vendor payment will be processed. No refunds will be issued after the Vendor has been accepted, some exceptions may apply. Applications may be withdrawn in writing prior to, or when, the Vendor is notified of acceptance. Non-accepted Vendors may be placed on a wait list. A packet with the Festival information, schedules, and details will be sent to accepted Vendors prior to the Festival. Submission of an application does not guarantee a place in the event. USC Hospitality's decision of acceptance or non-acceptance is final. A non-refundable deposit of \$1,000 and signed agreement are due to USC Hospitality by February 5, 2024. Credit card payment is preferred. Your remaining balance is due to USC Hospitality by March 11, 2024.

### Exhibit Space & Merchandise Display & Sale

- B. USC Hospitality and LA Times will provide appropriate site assignment in accordance with the best interest of the Festival. Space location and configuration is very limited and can change from year to year. Space/site changes or using a space not occupied by another Vendor is not allowed. Only the accepted Vendor may exhibit in the assigned space. Space may not be donated or sold to another party.
- C. Vendor displays are subject to USC Hospitality and LA Times approval. USC Hospitality and LA Times reserves the right to reject all, or any part of, the Vendor's concession if found in USC Hospitality and LA Times judgment to be unethical, misleading, extravagant, challenging, questionable, in poor taste or otherwise inappropriate or incompatible with the character of the Festival. USC Hospitality and LA Times also reserve the right to limit and prohibit types and quantities of all vendors' products. Only items listed on the Vendor application that have been approved will be allowed to be displayed or sold in the Vendor's space/site. Once the Vendor is accepted, USC Hospitality and LA Times reserves the right to remove any item from display or any Vendor from the Festival on the basis of exhibiting unapproved, unacceptable or inappropriate items. All displays will be inspected during setup and at intervals throughout the Festival to insure that displays and items sold are consistent with approved application list. No refunds will be issued to a Vendor if any item or part of his/her display is removed. USC Hospitality and LA Times decision is final.
- D. Unless specified otherwise in your acceptance packet, the Vendor is responsible for bringing any supplies and equipment including chairs, tables, flooring, etc., necessary for display of products. Display units should be designed for outdoor use and capable of withstanding the elements. All umbrellas, tents, shade coverings, or unstable or fragile items must be secured or anchored with sandbags or equivalent device. The Festival grounds are subject to winds including sudden, strong gusts. Heavy merchandise should be placed or secured in a manner as to prevent injury in the case they should be blown over by winds. All displays must be contained in the assigned space/site provided. Vendor shall be responsible for set up of sales display, removal and clean-up of his/her space/site. No person, chairs or other items from Vendors space/site may block an aisle or another space/site. Fire and safety inspectors will be on-site to approve displays.
- E. USC is a Coca-Cola campus. All soft drinks and water offered must be from within the Coca-Cola brands.

- F.** Unless specified in your acceptance packet, USC Hospitality and LA Times does not provide power strips, water, tables, chairs, easels, tents, canopies, sign stands, signs, rope, tape, table covers, or dollies, nor will USC Hospitality and LA Times be selling display materials. Access to electricity through USC Hospitality and LA Times or Vendor generator is on a very limited basis, must be pre-approved in writing by a USC Hospitality representative and requires additional fees. A one million dollar Certificate of Festival Liability Insurance naming USC Hospitality and LA Times as additionally insured is required for each Vendor. Vendors who do not provide proof of insurance at least 14 days prior to the event will be dropped. The Vendor is ultimately responsible for the security of his/her belongings.
- G.** Vendors must comply with all applicable City of Los Angeles, Los Angeles County, and California state and federal laws. Any required permits needed to participate in the Festival are the assumed responsibility of the Vendor. Vendors shall be responsible for collecting and reporting taxes. USC Hospitality and LA Times shall not collect a percentage or commission on any Festival sales; all proceeds go to the Vendor. USC Hospitality and LA Times require a City business license for Vendors. For more information about collecting and reporting state taxes and/or to obtain a resale number, contact the local office of the State Board of Equalization or call 800-400-7115. Original seller's permit must be posted in Vendor space/site.
- H.** Vendors must staff their trucks during all Festival hours. Sales of products must be conducted by Vendors who are adults (18 years of age or older). No USC Hospitality and LA Times staff will be allowed to "stand-in" for Vendors. Vendors must be present for entire Festival. All sales must take place from tables or displays within the assigned space/site. No vans, autos or trucks will be allowed in the immediate selling area or individually assigned spaces during the Festival hours.
- I.** Vendors will be allowed to unload vehicles and setup during hours specified. All vehicles (except food trucks) must be cleared from the Festival grounds by noted times. Oversized vehicles may not be able to drive up to assigned spaces due to configuration of the area and traffic congestion. A nearby unloading area will be provided.
- J.** Vendors must comply with all County of Los Angeles Department of Health Services environmental health laws for temporary events. Any Vendor that is selling any food product must apply for the required permits. All required health services permits are needed to participate in the Festival and are the assumed responsibility of the Vendor. Vendors shall be responsible for filling out and submitting individual vendor applications with the County of Los Angeles Department of Health Services. USC Hospitality and LA Times shall complete and submit a Plan and Application for Temporary Events with the County of Los Angeles for the entire Festival. It is then the responsibility of individual Vendors to submit their individual environmental health applications. When filling out the L.A. County application where it requests Name of Event, please write: LA Times Festival of Books™. For more information and/or to obtain an environmental health permit for temporary events, contact the local Los Angeles office of the County of Los Angeles Department of Health Services at (213) 351-5085. Original permit must be posted in Vendor space/site, Department of Health Services inspectors will be on-site to check for proper permits during the Festival. No refunds will be issued to Vendors that are disqualified from the event because they are not in compliance with County of Los Angeles Department of Health Services Temporary Event Standards.
- K.** Zero Waste Vendor Guidelines will be enforced.

**General Terms & Conditions**

- L.** Illegal substances are prohibited. No alcoholic beverages may be sold by any Vendor. All USC Hospitality and LA Times ordinances must be observed.
- M.** No dogs, cats or other animals/pets are allowed in the Festival area (unless part of a USC Hospitality and LA Times sponsored activity).
- N.** No skateboarding, cycling or roller skating is permitted at the Festival (unless part of a USC Hospitality and LA Times sponsored activity).
- O.** USC Hospitality and LA Times will have the right, without compensation, to photograph Vendors selling and to photograph or reproduce graphic images of all artwork, craft and sale items in this Festival and reproduce these photographs for publicity purposes and shall provide press releases at its discretion to local press and media.
- P.** USC Hospitality and LA Times reserve the right to remove any Vendor from the Festival due to inappropriate behavior or violation of any City, County or State regulations.

I agree to the terms and conditions.

\_\_\_\_\_  
Company Name

USC Hospitality

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_