



Vendors Wanted

Party in the Park at Hagan Community Park • Saturday, July 12 • 10 a.m. - Noon

Cordova Recreation & Park District (CRPD) is excited to invite local businesses and organizations to participate in our annual Party in the Park event. This free community event attracts over 500 participants each year. Join us for a fun summer day in the park with giveaways, music and more!

Vendor Space: Price of a 15'x15' space is \$30 This fee is for a reserved space only; vendors are responsible for bringing their own pop-up tents and tables. Fee will be waived for non-profit organizations with proof of non-profit status.

Party Passport: In addition to the vendor fee, we require that vendors donate a raffle prize to be included in our Party Passport drawing where attendees can win one of your prizes! On the day of the event, attendees will receive a Party Passport that they'll need to get stamped at each participating vendor. This encourages attendees to visit all our vendors instead of a select few. Prizes must have a retail value of at least \$25 and need to be received by CRPD staff by July 7, 2025.

Please complete the enclosed vendor application form and mail with your payment to the address listed on the application. If you have any further questions or concerns, please contact Nicole Lowery at 916-382-8558 or nlowery@cordovarpd.gov.



Frequently Asked Questions

How many vendors will be there?

The number and types of vendors are controlled by CRPD to ensure appropriateness to the event and to limit duplications.

How much space will I have?

Limit of two (2) 15'x15' space per person/organization. Spaces will be assigned by CRPD staff.

How can I secure my spot as a vendor?

A deposited check is an accepted application and a commitment to the event. You will also receive an email with more information as the event date approaches. If you do not have an email address, you will receive a phone call. Note: Your check will not be cashed until your application has been accepted by CRPD, nor will your credit card be charged until the application has been approved.

Will I be notified if my application is not selected to participate?

Rejected applicants will be notified before the event. If rejected, your fee will be returned at that time.

What is required if I'm selling something?

Vendors are responsible for collecting California Sales Tax on sales made during the event. Vendors selling food products must supply a copy of their health permit with the vendor application.

What if it is raining on the day of the event?

This is a rain or shine event, therefore no refunds will be given.

What time do I need to be setup and what time can I leave?

Set up will start at 8 a.m. We ask that all vendors stay until the end of the event.

What do I need to be prepared for for this event?

Please provide any/all equipment necessary for your set up. We provide the space and are not responsible for the provisions of equipment (tables, chairs, tents, etc.). Spaces are located on the grass and do not have electricity. Due to their location, you will not be able to drive up to your space to unload. Please plan accordingly.

What are the benefits of participating?

This event will provide a fun experience for over 500 people in our community! It is an opportunity to share information with the community by having flyers and promotional items to pass out to attending families.

Are there others ways of participating in this event?

Are you interested in being involved but are unable to participate the day of? No problem! You can have your organization represented by donating a raffle prize for our Party Passport drawing!



Vendor Application

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IMPORTANT APPLICATION INFORMATION

- This application does NOT guarantee a vendor space at Party in the Park
- All information must be completed or the application will not be accepted
- Mail completed forms to CRPD, Attn: Nicole Lowery, 2197 Chase Drive, Rancho Cordova, CA
- Vendor registration deadline is Tuesday, July 1, 2025

VENDOR INFORMATION

Company/Organization _____

Contact Person _____

Address _____ City _____ Zip _____

Business Phone _____ Email _____

Non-Profit Tax ID (If Applicable) _____

Passport Drawing Donation **(Mandatory)**

List **ALL** products/information to be sold or exhibited. Use additional sheets as necessary.

APPLICATION CONTINUES ON NEXT PAGE

FOR OFFICE USE ONLY

Date Application Received _____ Received By _____

Total Amount Recieved \$ _____ Spaces Reserved 1 2

Form of Payment Credit Card Check # _____





Vendor Application (Continued)

PAYMENT

Number of 15'x15' Spaces Desired _____ (\$30 per space. Maximum two (2) spaces per organization.)

Select Payment Method (Please do not mail cash.)

Check # _____ enclosed for \$ _____ (Check made out to CRPD)

Credit Card (all major credit cards accepted)

Cardholder Name _____ Total Amount to be Charged \$ _____

Card # _____ Exp. Date _____ 3 Digit Code (on back) _____

PARTY IN THE PARK AGREEMENT, WAIVER AND RELEASE

Location: Hagan Community Park, 2197 Chase Dr, Rancho Cordova, CA 95670

Date: Saturday, July 12, 2025

Time: 10 a.m. - Noon

In consideration for being permitted by Cordova Recreation and Park District (CRPD) to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which may have, or which may hereafter accrue to me as a result of participation in said activity (ies). This release is intended to discharge in advance CRPD (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of my death or any injury or property damage that I may sustain while participating in said activity.

PARENTAL CONSENT (by parent/guardian if applicant is under 18 years of age): I hereby consent that my minor child(ren) listed above may participate in the above activity, and I hereby execute the above Agreement, Waiver, and Release on their behalf. I state that said minor(s) is physically able to participate in said activity. I hereby agree to indemnify and hold persons and entities mentioned above free and harmless from any loss, liability, damage, cost or expense which they may incur as a result of the death or any injury or property damage that the above minor(s) may sustain while participating in said activity.

PHOTOGRAPH NOTE By signing this waiver, I understand that CRPD staff may photograph/video me and/or my minor children and that the District may use such photographs/videos to promote District programs now and in the future. I expressly allow, and hereby waive any objection to, CRPD photographing/videoing me and/or my minor children when I and/or my minor children are participating in a CRPD recreation program. I understand that all photos/videos will remain the property of Cordova Recreation and Park District.

I do not approve of having me and/or my minor child(ren) photographed by CRPD staff or its affiliates.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND CONTRACT BETWEEN MYSELF AND THE ABOVE DISTRICT AND SIGN IT OF MY OWN FREE WILL.

Applicant Signature _____ Date _____

