



VENDOR FAIR

Application

2026



VENDOR FAIR

Application

Tuesday, July 14, 2026 • 6:00 – 9:00 p.m.
Alma Hofman Park, 5201 Benito St. Montclair

- Craft Vendor.....Free with \$50 deposit
(Hand craft items only; must submit photos of products with application)
- Non-Profit Vendor (limited space available).....Free with \$50 deposit

Vendor Booth Information

Please initial in front of each item to acknowledge understanding and compliance.

- ___ Vendor application will be reviewed in order of submission. Vendor understands they will receive a confirmation by Monday, July 6 with day of event details.
- ___ Vendor understands submitting an application does not guarantee a space.
- ___ Each vendor is to review the requirements with all representatives working the booth.
- ___ Vendor must bring their own 10'X10'canopy, tables and chairs. Mandatory to bring a minimum of 25lbs. of weight per leg to weigh down canopy, no staking allowed (weights available on Amazon, Home Depot, or Lowes).
- ___ Tables and chairs (one 8' table and up to three chairs) can be provided for an additional \$15.00.
- ___ Commercial and Craft vendors are required to provide a Montclair business license if selling items at the event. Contact Catherine Mercado at City Hall at (909) 625-9423 for more information regarding the one day license (fee waived for Vendor Fair).
- ___ No food sales and no electricity.
- ___ Set-up time from 4:00 p.m.-5:30 p.m. Vendors must stay until 9 p.m. City staff will sign off and return check at the end of the event. \$50 deposit will be refunded to those vendors that show up on time and don't leave prior to 9:00 p.m.
- ___ Vendors who arrive late for set up will not be allowed access and will forfeit their fee.
- ___ No-shows will forfeit their fee.
- ___ Vendors may not collect personal information from participants such as name, address, phone number.
- ___ All vendors will be outdoors and must bring their booth supplies in from adjacent parking lot. No driving into park. Vehicles will unload from the parking lot.

Application deadline is Friday, June 26, 2026. Make checks payable to the City of Montclair.

Name _____ Company _____

Items Being Sold or Promoted _____

501(C)3 Number (if non-profit organization) _____

Address _____

Phone _____ Email _____

Please include payment with application and make checks payable to City of Montclair by mail or in person.

3 ways to apply:

- 1) Email application to Angela Franco, afranco@montclairca.gov
- 2) Submit in person: Recreation Center Building, 5111 Benito St., Montclair, CA 91763, M-F 7:30am-7:00pm
- 3) Submit by mail: City of Montclair, 5111 Benito St., Montclair, CA 91763/ Attention: Human Services Department