



# LAKE MENIFEE

## WOMEN'S CLUB

• EST. 1990 •

### **General Vendor information and Frequently Asked Questions (FAQ)**

Welcome, Vendors!

Thank you for your interest in the City of Meniffee's Independence Celebration.

This event is attended by approximately 10,000 guests throughout the day, which makes this a great opportunity for YOUR BUSINESS. Your participation also helps support the Lake Meniffee Women's Club, a nonprofit women's organization and proud Vendor-Coordinator and Parade Organizer for this event. Net proceeds from your vendor fees allow our organization to support other nonprofits, community organizations and people in need of our support, like:

- MilVets-Military and Veteran Support Services
- Alternatives to Domestic Violence
- Boys and Girls Club of Inland Valley
- College-bound high school females
- Foster children
- and many more worthy causes.

### **EVENT INFORMATION AND NEXT STEPS**

- Event date: Saturday, June 24, 2023
- Location: Wheatfield Park. 30627 Meniffee Road, Meniffee, CA 92584
- Vendor setup: 9 AM-2 PM
- Vendor hours of operation: 4 PM (and after health inspection) to 8:30 PM
- Fees:
  - Food Vendors 10x20 \$375
  - Craft Vendors 10x10 \$100
  - (payment processing fee may apply)
- Application Window and Deadlines:
  - March 15 through June 10.
  - Starting June 1, a late fee of \$50 applies for new and/or incomplete applications.
  - Applications must be completed before June 10 at 12 PM.
- Once paid, vendor fees are non-refundable.
- This is a first-come-first-served, rain or shine event.
- Please refer to [www.joinLMWC.org](http://www.joinLMWC.org) > Vendor Information > Agreement and Waiver for a full description of details and information

## **BECOMING AN EVENT VENDOR**

*(all steps are outlined on our site at [www.joinLMWC.org](http://www.joinLMWC.org) > Vendor Information)*

### **STEP 1: Complete our Vendor Intake Form**

- If approved, you will receive an email within 5 business days of submittal

### **STEP 2: Once approved, complete and sign our Agreement and Waiver**

- You will also be emailed a link for payment.
- You have 3 business days to complete step 2 and provide payment
- Vendor Agreement and Waiver and vendor payment must be received within 3 business days of vendor approval to secure vendor participation.

### **STEP 3: Supplemental Forms**

- Fire Department Form
- Environmental Health Department aka temporary food/facility operator agreement (FOOD VENDORS ONLY)
- Copy of City of Menifee Business
- Certificate of Liability

### **STEP 4: Crowd Training**

- This information will be emailed to vendors usually within 2-3 weeks before event date.

## **FAQ:**

Q1: I have a question. Who can I talk to?

A1: Please email all questions to [joinLMWC@gmail.com](mailto:joinLMWC@gmail.com). Make sure to include a contact # in your email in case a phone call is necessary.

Q2: What forms of payment do you accept?

A2: Zelle. "LAKE MENIFEE WOMEN'S CLUB"

Square. Link will be provided. A processing fee of \$10 applies.

Cashiers Check or Money Order.

- Payable to Lake Menifee Women's Club
- Mailed to 30141 Antelope Road, Suite D-122, Menifee, CA 92584  
(DO NOT USE the Menifee Road Address)
- Personal Checks will not be accepted
- For questions or concerns, please email [joinLMWC@gmail.com](mailto:joinLMWC@gmail.com)

Q3: Will I be the only vendor of my kind at the event?

A3: Effort is made to not duplicate like-vendors. However, if a duplicate is permitted, duplicates will be put in different "zones" and those zones will be no less than 100 ft apart. Our goal is to make this event as successful as possible for all of our vendors.