



BURBANK TOURNAMENT OF ROSES ASSOCIATION

Mailing Address:

P.O. Box 373
Burbank, CA 91503-0373
(818) 840-0060

www.BurbankRoseFloat.com

Construction & Decoration Site:

Burbank Water and Power
123 W. Olive Avenue
Burbank, CA 91502

To: Prospective Craft Faire Vendor
For: Burbank Tournament of Roses Association
15th Annual Craft Faire
When: Saturday, October 3, 2026

We would like to invite you to be a vendor at the 15th Annual Craft Faire sponsored by the Burbank Tournament of Roses Association.

This Craft Faire will be held at a **NEW LOCATION: Centennial Courtyard, Burbank Water and Power yard, 320 N Lake St, Burbank, CA 91502.**

Please find attached the form to be completed to be a vendor at this exciting event.

RESERVATION FORM: Please fill out all items and be sure to include a description (or picture) of your merchandise or crafts to be sold. The table fee is: \$75.00 for an 8' table. Tables are assigned on a 1st come 1st served basis. For those interested in reserving 2 tables, the cost will be \$120.00. For smaller vendors, we also offer smaller 4-foot tables for \$40.00 (one 4' table per vendor).

CITY OF BURBANK ITINERANT MERCHANT PERMIT: Please print and return the completed permit application with your reservation agreement/contract form. If you have a current business license with the City of Burbank, be sure to include the license number at the top of the completed application. The cost of the license fee is included.

If you know of any Craft Faire vendors who might be interested in selling that day, please have them contact me, Kim Cecchettini. The cut-off date for reservations is September 19, 2026. Please feel free to e-mail or call me with any questions.

I, Kim Cecchettini, can be reached at:

E-Mail: kbossley@yahoo.com

Phone: (818) 515-6658

We look forward to seeing you at our Craft Faire.

Kim Cecchettini (formally known as Kim Bossley)
Jeff Cecchettini
2026 Craft Faire Committee co-Chairs

Craft Faire – Saturday, October 3, 2026 Vendor Agreement/Contract

FEE: \$75.00 for an 8-foot table, or \$120 for two 8-foot tables. 4-foot tables are \$40.00 (limit one per vendor). In exchange for your fee, Burbank Tournament of Roses Association (BTORA) will allot to you the use of one 30"x96" (8 foot) covered table and 2 chairs for selling your merchandise. No more than 2 people selling per table. The 4-foot tables come with 1 chair. Space is limited. Racks and other large items need approval. Reservations must be made by **September 19, 2026** and must be accompanied by the proper fee and form. **Make checks payable to: BTORA.**

SET-UP:

Set-Up Time	8:00 a.m. -- 10:00 a.m.
Sell Time	10:00 a.m. -- 4:00 p.m.

FLYERS: Will be available to you upon receipt of your completed reservation forms and fee.

ADVERTISING: Maybe include in local newspaper, internet, posters at local businesses, outside banners, etc. We strongly recommend and encourage you to also use your advertising methods (social media, newsletters, etc.).

DONATIONS: If you wish, you may donate something towards our opportunity raffles. **You will receive a tax-deductible receipt.**

IMPORTANT: You will be responsible for collecting your own sales tax. You will hold BTORA harmless for any and all lost, stolen or damaged articles sold or displayed during the day of the event.

After you have unloaded your car, please park in the assigned area.

PARKING: Vendor parking for this event will be inside the Burbank Water and Power yard at 320 N Lake St, Burbank, CA 91502. Your name will need to be on the list to park inside.

Public parking will be in the BWP parking lot across the street on Lake St.

Parking is free.

POWER: Limited 110 VAC power is available upon request.

BWP Visitor Form:

EVERYONE participating and visiting this event will need to fill out a [Burbank Water and Power \(BWP\) Visitor Form](#).

Forms will be available on-site the day of the event or are available online at:

<https://www.burbankrosecfloat.com/release-forms.html>

SHADE: This is an outdoor event, held under a partially shaded area. IF you can bring a 10' x 10' shade pop-up that would be very helpful.



RESERVATION AGREEMENT/CONTRACT FORM

	<u>TABLE CHOICE</u>
_____ Vendor/Crafter Name	
_____ Address	____ 8' Table - \$75.00
_____ City, State and Zip Code	____ 2 x 8' Tables - \$120.00
_____ Area Code/Phone Number	____ 4' Table - \$40.00
	Power outlet required: YES (limited) NO
_____ Email Address	I can bring a 10' x 10' shade: YES NO

**RETURN PRINTED RESERVATION AGREEMENT FORM, LICENSE FORM AND
RESERVATION FEE PAYABLE TO:**

BURBANK TOURNAMENT OF ROSES ASSOCIATION or BTORA

Mail to:

**2026 BTORA Craft Faire
Kim and Jeff Cecchettini
7516 Bloomington Ave
Burbank, CA 91504**

Must be received by: **September 19, 2026**

DESCRIBE YOUR CRAFT/PRODUCT BELOW OR SUBMIT A PICTURE

This helps with our advertising

I agree to abide by the terms set forth on my agreement/contract for the Burbank
Tournament of Roses Association's "Craft Faire" on **Saturday, October 3, 2026.**

Vendor/Crafter Signature

Existing Burbank Business License Number:



City of Burbank
Community Development Department – Building Division
150 North Third Street / 818-238-5280 / www.burbankca.gov

BUSINESS APPLICATION

PLEASE PRINT ALL INFORMATION

Date of Application:		
Type of Permit: ☐ Convention Center Event	☐ Itinerant Merchant	☐ Daily Food Peddler ☐ Boxing
Name of Event:		
Address of Event:		
Date/s of Event:		
EVENT BUSINESS NAME OR VENDOR BUSINESS NAME:		
BUSINESS ADDRESS:		
EVENT ACTIVITY OR VENDOR BUSINESS ACTIVITY:		
Business Phone:	Business FAX:	
Email Address:	Web Address:	
Contact Person Name:	Contact Person Phone:	
Contact Person Email Address:		
Type of Ownership: ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Ownership ☐ Trust ☐ Other: _____		
Social Security or Federal ID Number:		
Owners, Partners or Corporate Officers (attach additional sheets if needed)		
Name:	Title:	
Home Address:		
Phone:	Driver License No.:	Email:
Name:	Title:	
Home Address:		
Phone:	Driver License No.:	Email:

I hereby certify that the information furnished in this application and the attached materials are true and correct to the best of my knowledge and belief. I understand that I may be required to submit additional information related to the proposed business before a decision can be made. I understand that this application is not proof of final approval of a license, permit, or tax certificate. This is only an application.

ONLY ACTIVITIES AND MERCHANDISE LEGAL IN BURBANK CAN BE CONDUCTED. IT IS THE VENDOR'S RESPONSIBILITY TO ALSO OBTAIN A SELLER'S PERMIT FROM CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION.

Applicant's Printed Name _____ **Title** _____

Applicant Signature _____ **Title** _____



**WATER AND
POWER**



**BURBANK WATER AND POWER (BWP) VISITOR FORM
(For Non-Business Purposes)**

Purpose of Visit: BURBANK TOURNAMENT OF ROSES ASSOCIATION (BTORA)

Visitor's Full Name: _____

Phone Number: _____

Date & Time of Visit: _____

Please select the area(s) you wish to access:

☐ General Campus Area

☐ Event Space

☒ Other (Please specify): BWP AUXILIARY WAREHOUSE/BTORA ROSE PARADE FLOAT

Emergency Contact Information:

Name: _____

Phone Number: _____

Acknowledgment and Agreement:

I understand and agree to the following conditions as part of my visit to the BWP campus:

1. **Limited Access:** I am granted temporary, non-exclusive access to certain areas of the campus solely for the purpose of my visit as described above. This access is subject to approval and may be revoked at any time by the City of Burbank for any reason.
2. **Visitor Duties:** I will comply with all applicable safety and security protocols established by the City of Burbank. I understand that my access to the designated areas may be subject to specific rules and regulations, including but not limited to:
 - Compliance with all City of Burbank ordinances.
 - Refraining from any illegal activities on campus.
 - Ensuring that I am not disturbing other persons or property.

3. **Release of Liability:** I understand that entering certain areas of the Burbank Water and Power campus may involve certain risks, including, but not limited to, physical harm. I waive and release the City of Burbank from any liability for injury, death, or damage to property resulting from my visit. I acknowledge that I am responsible for my actions and for ensuring the safety of myself and others in the campus areas I access.
4. **Indemnification:** I agree to indemnify, defend, and hold harmless the City of Burbank, its officials, employees, agents, and volunteers from any and all claims, liabilities, damages, or expenses arising from my visit, including injury to persons or property. This includes claims that may arise from my failure to follow applicable rules, laws, or regulations during my visit.
5. **Insurance:** I acknowledge that I am responsible for ensuring I have appropriate personal insurance coverage, if applicable, during my visit.
6. **Compliance with Terms:** I agree to abide by the terms outlined in this Visitor Form. I understand that failure to comply with the terms or any illegal activities may result in the immediate termination of my access to the campus and/or further legal actions.
7. **Dress Code Compliance:** I understand and agree to follow the dress code requirements while on the BWP campus, which include wearing appropriate attire for safety and security purposes. This may include but is not limited to, closed-toe shoes, long pants, and any other specific clothing or protective gear as required by the City of Burbank for access to certain areas of the campus. I acknowledge that failure to comply with these dress code requirements may result in the denial of access to the BWP campus.

Visitor Signature: _____

Date: _____

Visitor's Legal Guardian (If applicable):

Signature: _____

Date: _____