Parks & Recreation Department

Community Booth Application 2026

We would like to invite you to reserve a booth at this year's Lunar New Year Celebration. The event will provide a space for non-profit community groups to promote and advertise during the event.

Event Information:

Lunar New Year
Temple City Park
Saturday, February 7, 2026
12:00 p.m. - 4:00 p.m.
Set up begins at 10:00 a.m. Booth should be ready by 11:30 a.m.
Breakdown starts at 4:00 p.m.

PLEASE READ IN DETAIL

A non-profit community booth application is attached. All groups will supply their own canopy, handouts, and decorations. Placement will be determined by availability, type of booth, etc. No water or electricity will be provided, nor available. The City will provide (1) six-foot table and (2) chairs. Community booths will be able to access the Temple City Park parking lot to load and unload. Parking will be located at the Temple City Unified School District parking lot, please note, **only one (1) parking spot will be provided per application.**

To reserve your spot for the 2026 Lunar New Year Celebration please complete the following application and return it by Friday, January 30, 2026. We encourage all interested groups to send their application as soon as possible, as the number of spaces available are limited.

Each application will be reviewed. We will send confirmation of the acceptance or rejection of your application. Please fill in all fields on the application completely and list all pertinent information.

If you have any questions, please do not hesitate to contact us.
Rubi Ramos at rruiz@templecityca.gov (626) 579-0461 ext. 4545.

Return application to Rubi Ramos
Email: rruiz@templecityca.gov
Mail-in to: Lunar New Year, City of Temple City,
Attn: Parks & Recreation, 9701 Las Tunas Drive, Temple City, CA 91780
Deadline: Friday, January 30, 2026

Parks & Recreation Department

Community Booth Application 2026

Organization Name: _____

Contact Name: _____

Contact Address: _____

Contact Phone: _____ **Email Address:** _____

Does your organization have a table cover? ☐ **Yes** ☐ **No**

Description: Please indicate ALL the planned operations inside your space.

_____

_____

RULES AND REGULATIONS GOVERNING USE OF DISPLAY BOOTHS/SPACE

1. The group shall leave the booth and immediate area in a clean and orderly condition.
2. The group shall accept full responsibility for any breakage or damage to properties or equipment. City shall not be responsible for any theft or damage of items belonging to community group. Protection and security of all group items and equipment are the responsibility of the group.
3. The applicant shall accept full responsibility for the conduct of those in the group using the booth/space.
4. Group shall comply with all local ordinances including those regulating use of the parks. Use of lighted tobacco products and alcoholic beverages are prohibited.
5. This permission may be revoked for failure to observe the regulations, improper conduct, or when cancellation is necessary for other reasons.
6. Permission is granted contingent upon the condition that all rules and regulations established by the City of Temple City and the County Health and Fire Departments will be observed.
7. Exact location of booth or display space will be made at the discretion of the City. Maximum space per application is 10' x 10'.
8. The City of Temple City reserves the right to approve those community groups best suited for the event.
9. No pets are allowed.
10. Exhibitors and booth sponsors are expected to fulfill their commitment from 12:00 p.m. – 4:00 p.m.
11. Applicant/Group(s) agrees to indemnify, defend, and hold harmless the City of Temple City, its officers, agents and employees from all loss, cost and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained by the City or by anyone in connection with Vendor's actions, errors or omissions or those of any of its officers, agents or employees, whether such act is authorized by this agreement or not; and Vendor shall pay for any and all damage to the property of City, or loss or theft of such property, done or caused by such persons. City assumes no responsibility whatsoever for any property placed on the premises. Groups staff and volunteers are not eligible to receive and are not covered by Workers' Compensation from City through their participation in the Vendor's program.
    Groups agrees to waive subrogation against City, including all members of its board, City Council, Commissions and all elected officials and all employees or volunteer workers, for damage to Vendor's property or injuries to Vendor's employees.
12. Final acceptance for participation by group will be completed only after the completion and return of the agreement.

Representative's Signature **Date** **Staff Signature** **Date**