



**THE GREATEST SPECTACLE ON THE PACIFIC**  
**AUGUST 20-24, 2014**

**COME TO THE LA WATERFRONT FOR:**

-  INTERNATIONAL TALL SHIPS
-  INTERNATIONAL VILLAGES
-  BATTLESHIP IOWA
-  ENTERTAINMENT
-  CRAFTS
-  FOOD
-  ART
-  FUN!

PRODUCED BY  
**drawevents**



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[TallShipsFestivalLA.com](http://TallShipsFestivalLA.com)

**TALLSHIPS FESTIVAL LA 2014**  
**VOLUNTEER JOB DESCRIPTIONS**

***Volunteer Positions:***

**Team Leads:**

Provide support and supervision of volunteers in the variety of volunteer positions being staffed. Handle check-in of volunteers, ensure waivers are signed, provide information materials and act as liaison between staffed positions and relieve for breaks as necessary.

**Ship Que**

Work on or near the ships providing assistance and information to event attendees and the crew from the ships. Assist in maintaining orderly lines and answering questions.

**Youth/Children's Activities**

Provide assistance to TallShips Festival LA 2014 Educational activities. Assist in learning activities with children per the event curriculum.

**VIP/Sponsor Liaison**

Provide assistance and information in sponsor/VIP tent at the event and during sponsor parties aboard ships. Coordinate with catering staff to ensure tent/ship is maintained, sanitary and stocked with refreshments. Assure sponsors and guests feel welcome at all event-related activities.

**ASK ME!**

Walk through festival and event grounds assisting event attendees with information on performance times, tours and general event information. Coordinate lost children with communication center and event staff. Provide information on first aid, day sails, attractions and event programming. Have a thorough knowledge of event operations.

**Communications Center:**

Assist TallShips Festival LA 2014 Public Relations Director with various duties. Assist with communications between organizers, ships and volunteers. Solve problems and answer questions for event attendees. Have a thorough knowledge of all event operations, times and details.

**Party in Paradise (Sponsor/VIP Party) Hosts:**

Assist event staff with greeting attendees, answering questions, problem solving and ensuring event area is safe, sanitary and well maintained.

**Transportation Captain:**

Coordinate transportation for ship crew on ship errands and business. Requires valid driver's license.

**Ship Liaison**

Provide assistance to Tall Ship Captain and crew in acquiring resources from the local area, such as: groceries, laundry facilities, marine parts, local attractions for crew on-leave, transportation coordination and shopping.



## **VOLUNTEER APPLICATION**

### ***Volunteer Positions:***

#### **Team Leads:**

Provide support and supervision of volunteers in the variety of volunteer positions being staffed. Handle check-in of volunteers, ensure waivers are signed, provide information materials and act as liaison between staffed positions and relieve for breaks as necessary.

#### **Ship Cue**

Work on or near the ships providing assistance and information to event attendees and the crew from the ships. Assist in maintaining orderly lines and answering questions.

#### **VIP/Sponsor Liaison**

Provide assistance and information in sponsor/VIP tent at and during on-board sponsor parties aboard ships. Coordinate with catering staff to ensure tent/ship is maintained, sanitary and stocked with refreshments. Assure sponsors and guests feel welcome at all event-related activities.

#### **ASK ME!**

Walk through festival and event grounds assisting event attendees with information on performance times, tours and general event information. Coordinate lost children with First responders, communication center and event staff. Provide information on first aid. Have a thorough knowledge of event operations.

#### **Communications Center:**

Assist Tall Ships<sup>®</sup> Festival LA 2014 Public Relations Staff with various duties. Assist with communications between organizers, ships and volunteers. Solve problems and answer questions for event attendees. Have a thorough knowledge of all event operations, times and details.

#### **Fiesta on the Pacific Hosts:**

Fiesta on the Pacific is a private party at the event to show appreciation for sponsors, VIP's and those that purchase a Gold event pass. You will assist event staff with greeting attendees, answering questions, problem solving and ensuring event area is safe, sanitary and well maintained.

#### **Transportation Captain:**

Coordinate transportation for crew on ship errands and business. Requires valid driver's license.



Group Name (if any): \_\_\_\_\_ Date: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Please describe your volunteer experience:

Please Indicate your top three preferences for volunteer opportunities: (1-highest, 3- lowest)

- |   |  |
|---|--|
| <input type="checkbox"/> Team Lead            | <input type="checkbox"/> Ask Me!               |
| <input type="checkbox"/> Ship Cue             | <input type="checkbox"/> Fiesta on the Pacific |
| <input type="checkbox"/> VIP/Sponsor Liaison  | <input type="checkbox"/> Transportation        |
| <input type="checkbox"/> Communication Center |  |

Tall Ship Volunteers are needed from 9 AM until 9 PM Aug. 20-Aug. 24. Please indicate what 4 hour shift you would be available: Please check below -you may select multiple shifts

	August 20	August 21	August 22	August 23	August 24
9 am-1 pm					
1 pm – 5 pm					
5 pm – 9 pm					

(cont. on next page)



Personal Information:

Are there any special circumstances we should be aware of? Please list any limitations you may have here or medications you may be taking that could limit your activity:

Please indicate shirt size:

Small \_\_\_\_\_

Medium \_\_\_\_\_

Large \_\_\_\_\_

X-Large \_\_\_\_\_

XX-Large \_\_\_\_\_

Other \_\_\_\_\_

In case of emergency please provide the name and number of the person we should contact:

Name:

Contact Number:

Please read the following carefully and sign below:

*I understand and acknowledge that in volunteering for Tall Ships® Duluth 2013, I am entering into a volunteer relationship, which can be terminated at anytime by myself or Tall Ships® Duluth 2013 Management. I understand that all information being asked of me on this application will not be shared with other parties. All of the information on this application is true and complete to the best of my knowledge.*

### WAIVER AND RELEASE

*This is to certify that I \_\_\_\_\_, in consideration of the opportunity to participate in the Tall Ships® Festival LA 2014 (the "Event"), do hereby covenant with Draw Events LLC/The Port of Los Angeles, that I, for myself, my heirs, executors, personal representatives, and assigns, voluntarily release Tall Ships® Festival 2014, Draw Events LLC, Port of Los Angeles and the City of Los Angeles and each and every Event sponsor, Concessionaire or participating company or entity, affiliates, their legal representatives, successors or assigns, or any of the employees, officers, or trustees of any of the foregoing (collectively, "Releasees") from any and all claims, losses, damages and liabilities arising out of or on account of any injury, death, damage or liability (collectively, "Losses") that I may sustain or suffer by virtue of, arising out of, or relating to my participation in the*



*Event, including but not limited to pre-Event set up and post-Event tear down activities, even if such losses are caused by the negligence of one or more of the Releasees.*

*I acknowledge that my participation in the Event and Event-related activities, including but not limited to pre-Event set up and post-Event tear down activities, is without assumption of responsibility or risk of any kind by the Releasees and the Releasees do not make any warranties of any kind with respect to such activities. I assume the risk of all conditions, dangerous or otherwise, arising from such activities, and waive any and all specific notice of existence of such conditions.*

*I further agree that if any action is brought for or on my behalf on account of any Losses arising out of my participation in the Event, I will be personally responsible to and agree to hold each of the Releasees harmless against any amounts recovered in connection with any such action, including all costs and attorney's fees.*

*I further agree that if I require medical assistance during the time I am participating in the Event or Event-related activities and if the emergency contact listed on my application form cannot be reached, then a representative of Tall Ships® Festival LA 2014 may seek medical assistance on my behalf and this Waiver and Release Form will apply to all such actions.*

*I have carefully read the foregoing and understand the contents thereof. I understand that by typing my name below and submitting this form electronically, my signature is just as valid as if I had hand-written my signature and submitted this form in person.*

Print Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return signed copy to [craig@drawevents.com](mailto:craig@drawevents.com) or mail to:

Tall Ships® Festival 2014  
Attn: Craig Samborski  
254 West 8<sup>th</sup> Street  
San Pedro, CA 90731



## Tall Ships<sup>®</sup> Festival L.A. 2014 LA Application and Contract for Exhibit Space

Business Name	
Contact Person	
Address	
City/State/Zip	
Email	
Phone Number	

12' x 12' Exhibit Space is as follows: (Check all that apply)

Artisan/Craft	\$325*	
Food or Retail	\$1,250	
Non-Profit	\$500*	
Political	\$750*	
Electrical 110/208	\$90	
*10 x 10 Tent provided		

You must include electrical payment at the time this application is submitted.

Description of product/service/organization please include pictures and description \_\_\_\_\_

**\*Note - You must describe your product/service/organization for this contract to be executed. Also, you must describe anything and everything you intend to sell or market. Art/Craft/Non-Profit/Political vendor fee includes tent. Food vendors must provide their own tent/serving structure, approved by event management.**

**Please make checks payable to: Draw Events LLC and submit contract and entire amount due to:**

Tall Ships<sup>®</sup> Festival LA 2014  
254 West 8<sup>th</sup> Street  
San Pedro, CA 90731

All vendors must supply their own vending equipment (tables, tents, chairs etc.). All electrical service and exhibit space orders are filled on a first come first serve basis.

**Move in-Setup**            **August 19, 2014: 11 AM-6 PM**  
**Event Hours:**            **August 20, 2014: 12 PM-8 PM**  
                                 **August 21, 2014: 12 PM – 8 PM**  
                                 **August 22, 2014: 10 AM – 6 PM**  
                                 **August 23, 2014: 10 AM - 6 PM**  
                                 **August 24, 2014: 10 AM – 6 PM**

Insurance is the sole responsibility of individual vendors. Port of Los Angeles, City of Los Angeles and Draw Events LLC shall be held harmless by any and all vendors from fire, theft, Acts of God, vandalism, or claims arising from a third party. I understand and agree to these conditions and provisions and to those listed on the Tall Ship Exhibitor Rules.

\_\_\_\_\_  
Authorized Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Festival Management

\_\_\_\_\_  
Date





## Exhibitor Rules

**Event Hours:**  
**August 20, 2014: 12 PM-8 PM:**  
**August 21, 2014: 12 PM – 8 PM**  
**August 22, 2014: 12 PM – 8 PM**  
**August 23, 2014: 10 AM - 6 PM**  
**August 24, 2014: 10 AM – 6 PM**

1. All electrical fees are due in full with this application for exhibit space. Exhibit space will not be assigned or reserved without payment in full. All vendors must be setup prior to start time. Booths are subject to resale if vendor has not arrived and setup by this time.
2. Booth space may not be sublet without prior written permission from event management.
3. Vendors may not sell any other product than what is listed on the face of this contract. Violation of this provision will result in the immediate expulsion of the vendor and his/her residual goods.
4. Garbage created as a result of the sale of vendor's product will be the responsibility of the vendor. Tall Ships<sup>®</sup> Festival LA 2014 management will provide a trash dumpster for the disposal of vendor refuse. Violation of this provision will result in the exclusion of vendor in any future events. All vendors are required to provide one (1) 30 gallon or larger garbage containers, one for the use of the public and for use of vendor refuse at the booth location.
5. Tall Ships<sup>®</sup> Festival LA 2014 management reserves the right to exclude/expel any vendor that does not fit the character or theme of the event as defined by event management.
6. Vendors shall conduct themselves in a manner not offensive to standards of decency and good taste. All necessary permits, insurance and sales tax obligations are the sole responsibility of the individual vendor. Los Angeles Business Tax Applications are available at: [Business Tax Application](#)
7. Tall Ships<sup>®</sup> Festival LA 2014 will be held rain or shine. No refunds on exhibit space will be made.
8. Vendor agrees to hold harmless ***The Port of Los Angeles, City of Los Angeles and Draw Events LLC*** and their employees or representatives from damages due to fire theft, Acts of God, or claims arising from a third party. Vendors assume full liability for legitimacy of merchandise and product integrity and indemnifies festival management of any liability whatsoever.
9. Vendor assumes responsibility for all tax commitments and requirements.
10. The applicant does hereby agree to protect Festival management and hold harmless from any claims that the applicant or any other officers or representatives or employees caused by neglect or failure.

**I understand and agree to all of the above provisions and conditions**

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VENDOR SIGNATURE

DATE