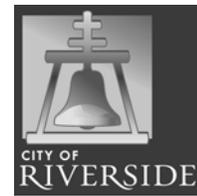


# SPECIAL EVENTS VENDOR APPLICATION

Valid January 1, 2008 through December 31, 2008



## INSTRUCTIONS

**Please read the following instructions prior to filling out the attached application.**

The City of Riverside is proud to host a multitude of community events each year from street fairs to festivals in order to improve the quality of life and contribute to the economic vitality of the City. A Vendor Application is required of any business intending to take part in any City-sponsored events. The primary function of this Application is for the City staff to understand and incorporate Vendor in as many events as possible based on the specified requirements and appropriateness as it relates to the events.

### **Terms and Payment Information**

#### **Vendor Application Review Process**

The Vendor Application Review Process begins when you submit your completed application. Upon receipt of your Application, a City staff member will perform an initial screening of the submitted information. Documentation you provide may be forwarded to the appropriate staff member for review and approval. Throughout the Review Process you will be notified if your Application requires any additional information not included on/with the initial application. All requested information must be received before final approval. Delays in providing these requested items could result in denial of your Application. Once the Review Process is completed you will be notified of the status of your Application. If your Application is approved you will be placed on the Arts & Cultural Affairs Approved Vendors List for future City-sponsored events.

#### **Fees**

There are no fees directly associated with submitting a Vendor Application. However, there are Vendor Booth Fees associated with each City-sponsored event; you may contact a Special Events staff member for fee information. Upon completion of the Review Process, a letter will be mailed to you from the Arts & Cultural Affairs Division indicating whether your Application has been approved or denied. Upon approval of your Application, your Vendor Booth Fee will be due in full. The fee must be in the form of a check or money order made payable to the City of Riverside. The associated Vendor Booth Fee must be received in the Arts & Cultural Affairs office no later than 5:00 p.m. seven (7) days prior to the event.

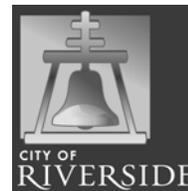
#### **Other Terms and Conditions**

Your business must be the only business occupying your space; no assignment or transfers are permitted. Once your Application has been approved and your Vendor Booth Fee has been processed, no credits and/or refunds will be issued under any circumstances. This policy will be strictly enforced. However, it does not apply in situations considered to be Acts of God (hurricane, tornado, flood, etc.). In that case, credits and/or refunds will be issued.

Each vendor/company is required to sign and submit a Vendor Agreement associated with the City-sponsored event in which they will be participating; this will be mailed to each vendor. A Vendor Agreement is to be filled out and signed for each event, even if you are on the Arts & Cultural Affairs Approved Vendors List. The Vendor Agreement must be received in the Arts & Cultural Affairs office no later than 5:00 p.m. seven (7) days prior to the event.

# SPECIAL EVENTS VENDOR APPLICATION

Valid January 1, 2008 through December 31, 2008



## Submission

Once you have completed your application, please review the checklist below before submitting it. Please submit your completed application with attachments to:

**Attn: Special Events  
City of Riverside, Arts & Cultural Affairs Division  
3900 Main Street, 5<sup>th</sup> Floor  
Riverside, CA 92522**

## Checklist: Required Attachments

**In order for your application to be complete and ready for processing, the following items on this checklist need to be present. If all items below are not present your application will be returned.**

- 4 x 6 High-resolution or glossy photos\* of items listed for sale
- 4 x 6 High-resolution or glossy photos\* of your entire booth set-up including items for sale
- COPY of Seller's Permit and/or Business Tax License from the City of Riverside
- If applicant is a corporation, the City of Riverside will require a letter of authorization from said corporation; please attach.

\* Photos may be e-mailed to [specialevents@riversideca.gov](mailto:specialevents@riversideca.gov). Please put your company/vendor name in the subject line.

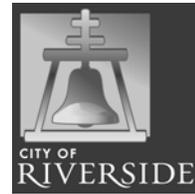
## Additional Requirements / Information

- Vendor Booth Fee (upon approval of Application)
- If applicant is a Food Vendor, the City of Riverside will require a copy of your current Health Permit from the Riverside County Department of Environmental Health, unless otherwise indicated by City staff (upon approval of Application)

Should you require assistance or have any questions, please contact the City of Riverside Special Events staff at (951) 826-2370 or (951) 826-2391. You may also contact us via email at [specialevents@riversideca.gov](mailto:specialevents@riversideca.gov).

# SPECIAL EVENTS VENDOR APPLICATION

Valid January 1, 2008 through December 31, 2008



Please fill out this form in its entirety and mail to:

Attn: Special Events  
City of Riverside, Arts & Cultural Affairs Division  
3900 Main Street, 5<sup>th</sup> Floor  
Riverside, CA 92522

Please contact me for the following City-sponsored events (check all that apply):

- Downtown Farmers Market    Festivals/Celebrations    Street Fairs    Art Shows  
 Arts & Cultural Events    Food/Beverage Events    Other \_\_\_\_\_

## CONTACT INFORMATION

I am on the Arts & Cultural Affairs Approved Vendors List. I have already been approved to be a vendor for City-sponsored events.

I am not on the Arts & Cultural Affairs Approved Vendors List. Please review my application and, if approved, add me to your Arts & Cultural Affairs Approved Vendors List.

**Business Name:** \_\_\_\_\_

**Primary Contact Person(s):** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Cell:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Secondary Contact Person(s):** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Cell:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Business Website (if applicable):** \_\_\_\_\_

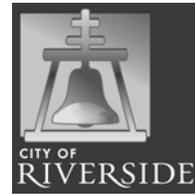
**Street Address:** \_\_\_\_\_

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

**Mailing Address (if different from above):** \_\_\_\_\_

# SPECIAL EVENTS VENDOR APPLICATION

Valid January 1, 2008 through December 31, 2008



## BUSINESS INFORMATION

This section of the application is intended to provide City staff with basic information regarding your booth/trailer and products. The size of your booth/trailer may identify the best location for your set-up. Information you provide in this section might be used for promotional purposes including but not limited to print, electronic and Internet formats. A COPY of required permit(s) must be included in the application.

Is your business a sole proprietorship?  Yes  No

Is your business a corporation?  Yes  No

If applicable, do you have a valid Certified Producer Permit from the California Department of Food and Agriculture?  Yes  No

If applicable, do you have a valid Temporary Food Facility Permit from the Riverside County Department of Environmental Health?  Yes  No

Do you have a valid Seller's Permit issued by the City of Riverside?  Yes  No

If so, please provide the following information:

Seller's Permit #: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Type of Vendor (check only one):

- Produce  Flowers/Plants  Food and/or Beverages  Arts & Crafts  Novelty  
 Other: \_\_\_\_\_

Booth/Trailer Dimensions: \_\_\_\_\_

Please describe the nature of your business:

---

---

---

---

Please list items for sale with corresponding prices (if applicable, attach menu or catalog):

---

---

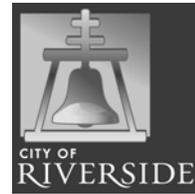
---

---

Note: Please be sure to provide photos of products for sale along with a photo of your entire booth set-up.

# SPECIAL EVENTS VENDOR APPLICATION

Valid January 1, 2008 through December 31, 2008



## ELECTRICAL REQUIREMENTS

This section is used to determine if the City of Riverside can accommodate your electrical requirements and, if so, where you will be set up during the event. Please fill out the following section as accurately as possible; inaccuracies may cause set-up delays on the day of the event and may cause your booth to be shut down. Vendors are responsible for bringing their own heavy-duty extension cords, UL-approved for outdoor use, and must bring any necessary materials to tape down all exposed cords.

I will bring my own silent generator and will not require the use of the City's power.

I will require the use of City's power. Please fill out the following section:

### Utilities Needed:

Electricity       Water       Drain/Sewer

Please list your **EXACT** electrical requirements. This is written in either watts or amps on each appliance. It is your responsibility to BE ACCURATE. Inaccuracies may cause set-up delays and may cause your booth to be shut down.

\_\_\_\_\_Watts      \_\_\_\_\_Amps      \_\_\_\_\_Volts

**Please describe what equipment will be powered:**

---

---

---

---

---

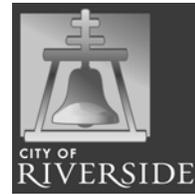
## SELLING EXPERIENCE

Please provide a chronology of your selling experience(s) beginning with the most current:

<u>Company Name</u>	<u>Location/Venue</u>	<u>Start Date</u>	<u>End Date</u>	<u>Items Sold</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

# SPECIAL EVENTS VENDOR APPLICATION

Valid January 1, 2008 through December 31, 2008



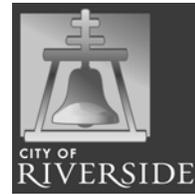
## REFERENCES

Please list other growers/vendors or people who are knowledgeable about your growing, producing, and/or vendor activities:

<u>Contact Name</u>	<u>Phone Number</u>	<u>Address</u>	<u>Relationship</u>
	( )		
	( )		
	( )		
	( )		
	( )		
	( )		

# SPECIAL EVENTS VENDOR APPLICATION

Valid January 1, 2008 through December 31, 2008



## INSURANCE AND INDEMNIFICATION REQUIREMENTS

VENDOR AGREES, IN CONSIDERATION OF THE GRANTING OF THIS APPLICATION FOR VENDOR PRIVILEGES AT ANY CITY OF RIVERSIDE SPECIAL EVENT, TO THE FOLLOWING:

### Insurance Requirements

Vendor shall provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverages in the types, limits, forms and ratings required by the City's Risk Manager or City Attorney, or their designee. All insurance documents must state: "The City of Riverside, its officers, employees and agents are named as Additional Insured with respect to liability arising out of [the specified special event]."

### Indemnification

Vendor agrees that except as to sole negligence or willful misconduct of the City of Riverside, Vendor shall defend, indemnify, and hold the City, and its officer, employees and agents, harmless from any and all loss, damage, claim for damage, liability, expense or cost, including attorneys' fees which arise out of or is in any way connected with the Vendor's temporary business exhibit/booth during the specified special event, notwithstanding that the City may have benefited from Vendor's temporary exhibit/booth. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent misconduct, whether active or passive, on the part of Vendor or of Vendor's employees, subcontractors or agents.

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### FOR INTERNAL USE ONLY

Date/Time Application Received: \_\_\_\_\_

Approved \_\_\_\_\_ (Date & Initial)

Denied \_\_\_\_\_ (Date & Initial)

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_