INSTRUCTIONS

Please read the following instructions prior to completing the attached application.

The City of Riverside is proud to host the 2009 Festival of Lights (FOL) Switch-On Ceremony to be held on Friday, November 27, 2009. A 2009 FOL Switch-On Ceremony Vendor Application is required of any company/vendor that would like to be considered for this City-sponsored event. The primary function of this Application is for City staff to understand and incorporate vendors based on the specified requirements and appropriateness as it relates to the 2009 FOL Switch-On Ceremony.

Terms and Payment Information

Application Review Process

The 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. 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.

Fees

There are no fees directly associated with submitting an Application. However, there are Vendor Fees associated with participation in the 2009 FOL Switch-On Ceremony. Please see the attached Vendor Fee Chart and Payment Schedule on Page 3 for details.

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 procedure 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.

Vendor is required to sign and submit a 2009 Festival of Lights Switch-On Ceremony Vendor Agreement; this will be given to Vendor at the first Vendor Meeting. An Agreement is to be filled out and signed, even if you are on the Arts & Cultural Affairs Approved Vendors List. The Agreement must be signed and turned in at the conclusion of the first Vendor Meeting (please see Application for meeting dates).

Should you require assistance or have any questions, please contact Michelle Baldwin, Project Assistant, at (951) 826-2370 or via email at specialevents@riversideca.gov.
Special Events Vendor Application
2009 Festival of Lights Switch-On Ceremony

Submission
DEADLINE – Friday, September 11, 2009 at 4 p.m.

Electronic Submission
For your convenience, the 2009 Festival of Lights Switch-On Ceremony Vendor Application may be completed electronically. Vendors may submit their completed Application and all attachments via email. Once the Application is completed, please review the checklist below before submission. Please submit your completed Application with attachments to specialevent@riversideca.gov. Please use the following as your subject line: 2009 Festival of Lights Switch-On Ceremony Application Submission – [Company Name].

Walk-In/US Mail Submission
The 2009 Festival of Lights Switch-On Ceremony Vendor Application may also be printed and filled out by hand. Once the Application is completed, please review the checklist below before submission. Please submit your completed Application with attachments to:

Michelle Baldwin, Project Assistant
City of Riverside, Development Department
Arts & Cultural Affairs Division
3900 Main Street, 5th Floor
Riverside, CA 92522

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Checklist: Required Attachments

In order for your Application to be processed, the following items on this checklist need to be present. If all items below are not present your application will not be processed.

- [ ] 4 x 6 High-resolution or glossy photos* of individual items listed for sale
- [ ] 4 x 6 High-resolution or glossy photos* of your set-up, including decorations and items for sale
- [ ] Sample menu(s) or item listings
- [ ] 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. Please put your company/vendor name in the subject line.

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Additional Required Documentation

Once notified that you have been accepted as a vendor for the 2009 FOL Switch-On Ceremony, a copy of the following item will need to be submitted at the first Mandatory Vendor Meeting.

- [ ] COPY of Seller's Permit and/or Business Tax License from the City of Riverside
Vendor Booth Fee and Set-Up Information

Cleaning Deposit
In order to participate in the 2009 FOL Switch-On Ceremony, vendors will be required to submit a three-hundred dollar ($300.00) Cleaning Deposit. Cleaning Deposit payments must be in the form of a check or money order made payable to the City of Riverside and must be received in our office no later than 4 p.m. on Friday, October 16, 2009. Vendors are expected to leave their area in the same condition it was in when they arrived on-site.

The City will process your deposit. Please allow two (2) to three (3) weeks from the date of the event to process your refund.

Set-Up
Vendors are required to use a city-provided canopy unless otherwise agreed to in writing by City staff. The City will provide each vendor with one (1) 10’ x 10’ white canopy; mesh window-wall will be provided for food vendors. Vendors may request a larger canopy for an additional fee. This request must be approved, and agreed to, in writing by City staff.

Vendors are required to decorate their city-provided canopy with holiday décor.

Vendors are required to have their city-provided canopy completely set-up, decorated and ready for inspection no later than 2 p.m.

Vendors will be allowed to start selling as soon as their inspection is completed. Vendors must be open to customers no later than 4 p.m., closing no earlier than 10 p.m.

Fees & Payments
Vendor Payments must be in the form of a check or money order made payable to the City of Riverside and must be received in our office no later than 4 p.m. on the Payment Due Date.

Please review the chart below for your specific Vendor Booth Fee and Payment Due Date.

### Vendor Booth Fee Chart

<table>
<thead>
<tr>
<th>Vendor Type</th>
<th>Vendor Booth Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food/Beverage Vendor</td>
<td>$500.00</td>
</tr>
<tr>
<td>Craft/Retail Vendor</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

### Payment Schedule

<table>
<thead>
<tr>
<th>Payment Due Date</th>
<th>Cleaning Deposit</th>
<th>Food/Beverage Vendor Payment</th>
<th>Craft/Retail Vendor Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 16, 2009</td>
<td>$300.00</td>
<td>$500.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Total Amount Due</td>
<td>$300.00</td>
<td>$500.00</td>
<td>$300.00</td>
</tr>
</tbody>
</table>
Mandatory Vendor Meetings:
Tuesday, November 3, 2009 at 5:30 p.m. at 3900 Main Street, 5th Floor, Riverside, CA 92522
Tuesday, November 17, 2009 at 5:30 p.m. at 3900 Main Street, 5th Floor, Riverside, CA 92522

CONTACT INFORMATION

☐ I have previously participated as a vendor in the Festival of Lights Switch-On Ceremony.
   Please specify which year(s): ________________________________

☐ I have previously participated as a vendor in other City-sponsored events.
   Please list: ____________________________________________
   ____________________________________________

Business Name: ___________________________________________

Street Address: ___________________________________________

City: __________________________ State: _________ Zip: __________

Mailing Address (if different from above): ___________________________

Primary Contact Name & Title: ___________________________

Phone: (______)___________ Cell: (______)___________ Fax: (______)___________

E-Mail Address: ___________________________________________

Secondary Contact Name & Title: ___________________________

Phone: (______)___________ Cell: (______)___________ Fax: (______)___________

E-Mail Address: ___________________________________________

Business Website (if applicable): ___________________________
BUSINESS INFORMATION

This section 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 all required permit(s) must be provided at the first Mandatory Vendor Meeting.

Is your business a sole proprietorship? ☐ Yes ☐ No

Is your business a corporation? ☐ 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):
☐ 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/trailer set-up.
UTILITY REQUIREMENTS

This section is used to determine if the City of Riverside can accommodate your utility 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/trailer 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 and understand that there may be an additional cost.

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/trailer 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:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Location/Venue</th>
<th>Start Date</th>
<th>End Date</th>
<th>Items Sold</th>
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Please list other vendors/organizations or people who are knowledgeable about your selling and/or other vendor activities:

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone Number</th>
<th>E-Mail Address</th>
<th>Relationship</th>
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INSURANCE AND INDEMNIFICATION REQUIREMENTS

Vendor is required to provide a COPY of their Liability Insurance Certificate. Insurance certificates must provide for $1 million of liability coverage per occurrence and $2 million aggregate. Insurance certificates submitted without an Additional Endorsement page will not be accepted. Please ensure the use of the proper wording shown below.

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 have an Additional Endorsement page stating: “The City of Riverside, Greater Riverside Chambers of Commerce, and their officers, employees and agents are named as Additional Insured with respect to liability arising out of the 2009 Festival of Lights Switch-On Ceremony to be held on Friday, November 27, 2009 between the hours of 12:01 a.m. and 11:59 p.m.”

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, the Greater Riverside Chambers of Commerce, and their officers, 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 booth/trailer during the specified special event, notwithstanding that the City may have benefited from Vendor’s temporary booth/trailer. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent misconduct, whether active or passive, on the part of Vendor, 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: ____________________________________________

______________________________________________