

Festival of Lights Vendor Application

November 24, 2017 through January 6, 2018



City of Arts & Innovation

INSTRUCTIONS

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

The City of Riverside is proud to host the 25th Annual Festival of Lights Switch-On Ceremony on Friday, November 24, 2017 and the 2017 Festival of Lights to be held Saturday, November 25, 2017 through Saturday, January 6, 2018. A completed Festival of Lights Vendor Application must be submitted by 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 Festival of Lights.

Prior to completing the Application please review the attached sample 2017 Festival of Lights Vendor Agreement for a full understanding of what is to be expected of our 2017 Festival of Lights vendors. Each vendor will be required to sign a Vendor Agreement.

Terms and Payment Information

Application Review Process

The Application Review Process begins when you submit your completed Application with ALL required attachments. Upon receipt of your Application, a City staff member will perform an initial screening of the submitted information. Documentation you provide will be forwarded to the appropriate staff member for review and approval. **A completed Application with ALL required attachments must be received for your Application to be processed; not providing these requested items could result in immediate denial of your Application.** Upon completion of the Review Process, an email will be sent to you indicating whether your Application has been approved or denied to move forward in the process.

Fees

There are no fees directly associated with submitting an Application. However, there are Vendor Booth Fees associated with participation in the 25th Annual Festival of Lights Switch-On Ceremony and the 2017 Festival of Lights. Please see the attached Vendor Fee Chart and Payment Schedule on Page 4 for details.

Other Terms and Conditions

Vendor is required to sign and submit a Festival of Lights Vendor Agreement (sample attached). An Electronic Agreement is to be filled out and signed by every approved/accepted vendor. The Agreement must be signed digitally, emailed to SpecialEvents@riversideca.gov and received before 4 p.m. on Friday, October 27, 2017. **If the Agreement is not submitted by the deadline, the vendor will not be allowed to participate.**

Should you require assistance or have any questions, please contact Gema Ramirez at (951) 826-5133 or via email at specialevents@riversideca.gov.

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Submission

DEADLINE – 4 p.m. on Friday, August 11, 2017

Electronic Submission

Vendors must complete the Application electronically and submit their completed Application and all attachments via email. Once the Application is completed, please review the checklist below prior to submission. Submit your completed Application with attachments to specialevents@riversideca.gov.

Walk-In/US Mail Submission will NOT be accepted

Checklist: Required Attachments

The items listed below must be submitted with your complete Application. If all items below are not present, your application will not be processed.

- 4 x 6 High-resolution photo of individual items listed for sale;
- 4 x 6 High-resolution photo of your set-up, including decorations and items for sale;
- Sample menu(s) or item listings with prices; and
- If applicant is a corporation, the City of Riverside will require a Letter of Authorization from said corporation; please attach.

* Required attachments must be e-mailed to specialevents@riversideca.gov.

Checklist: Additional Required Documentation

Once notified that you have been accepted as a vendor for the *Festival of Lights*, a copy of the following items must be received in our office no later than **4 p.m. on Friday, October 27, 2017.**

- Insurance Certificate showing General Liability, Auto and Workers' Compensation* Insurance in the amount of \$1,000,000 per occurrence with a \$1,000,000 aggregate;
- Insurance Certificate Additional Endorsement Attachment (CG20) with proper wording as stated on Page 9 of this Application; and
- A COPY of valid Seller's Permit and City of Riverside Business Tax License.

* Vendors with no employees must submit a letter stating they have no employees or Vendor will be expected to provide Workers' Compensation Insurance.

Vendor Booth Cleaning & Damage Deposit and Set-Up Information

In order to participate, Vendor will be required to commit to participating in the *25th Annual Festival of Lights Switch-On Ceremony* on Friday, November 24, 2017 **and/or** for the entire length of the *2017 Festival of Lights*; Saturday, November 25, 2017 through Saturday, January 6, 2018, unless otherwise agreed to in writing by City staff.

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Cleaning Deposit

In order to participate in the *25th Annual Festival of Lights Switch-On Ceremony* and the *2017 Festival of Lights*, food/beverage vendors will be required to submit a four-hundred dollar (\$400.00) Cleaning & Damage Deposit. Cleaning & Damage 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 27, 2017. Vendor is expected to leave their area in the same condition it was when they arrived on-site and are not permitted to make any structural modifications to city-provided canopies.

The City will process your deposit upon receipt. **Please allow a minimum of 30 days from the end 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. Vendors may request an additional canopy for an additional fee for Switch-On Ceremony only. This request must be approved, and agreed to, in writing by City staff.

Vendors are required to use only generators for all power needs during the Switch-On Ceremony.

Vendors are required to decorate their city-provided canopy with holiday-themed décor per the attached samples. Vendors must initial they have reviewed and understand the requirements for canopy decoration.

Vendors are required to have their city-provided canopy completely set-up, decorated and ready for inspection no later than 4 p.m. daily. For Switch-On Ceremony, vendors are required to be ready for inspection no later than 12 p.m.

Vendors must be open to customers no later than 5 p.m., closing no earlier than 10 p.m.

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Vendor Booth Fee Information

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 or Vendor will incur a **\$10 per day Late Fee**.

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

Payment Schedule			
Payment Due Date	Cleaning Deposit (Food Vendors Only)	Food/Beverage Vendor Payment	Craft/Retail Vendor Payment
		<i>Switch-On Ceremony</i>	
Friday, November 17, 2017	\$400.00	\$1000.00	\$1000.00
		<i>Festival</i>	
Friday, December 01, 2017	N/A	15% of total weekly sales	\$1000.00
Friday, December 08, 2017	N/A	15% of total weekly sales	\$1000.00
Friday, December 15, 2017	N/A	15% of total weekly sales	\$1000.00
Friday, December 22, 2017	N/A	15% of total weekly sales	\$1000.00
Friday, December 29, 2017	N/A	15% of total weekly sales	\$1000.00
Wednesday, January 10, 2018	N/A	15% of total weekly sales	\$1000.00
Total Amount Due	\$400.00	15% of total sales	\$7,000.00

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Mandatory Vendor Meeting:

Tuesday, October 24, 2017 at 4:00 pm at 3900 Main Street, 7th Floor, Riverside, CA 92522

CONTACT INFORMATION

- I am interested in participating in **ONLY** the *25th Annual Festival of Lights Switch-On Ceremony* on Friday, November 24, 2017 from 12 – 10 p.m.
- I am interested in participating in **ONLY** the *2017 Festival of Lights* from Saturday, November 25, 2017 through Saturday, January 6, 2018.
- I am interested in participating in **BOTH** the *25th Annual Festival of Lights Switch-On Ceremony* on Friday, November 24, 2017 and the *2017 Festival of Lights* from Saturday, November 25, 2017 through Saturday, January 6, 2018.
- I am interested in participating in **ONLY** Friday-Sunday dates of the *25th Annual Festival of Lights and Switch-On Ceremony* on Friday, November 24, 2017 through Saturday, January 6, 2018 (Space(s) are extremely limited for these spots.)

Note: Craft/Retail Vendors will only be allowed to participate in the *2017 Festival of Lights* from Saturday, November 25, 2017 through Saturday, January 6, 2018.

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different from above): _____

Primary Contact Name & Title: _____

Phone: (_____) _____ Cell: (_____) _____

E-Mail Address: _____

Secondary Contact Name & Title: _____

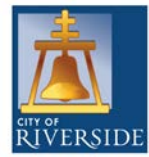
Phone: (_____) _____ Cell: (_____) _____

E-Mail Address: _____

Business Website (if applicable): _____

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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.

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 State of California? Yes No

Do you have a Business Tax License* issued by the City of Riverside? Yes No

Type of Vendor (check only one):

Food/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):

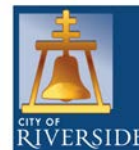
Note: Please be sure to provide photos of products for sale along with a photo of your entire booth/trailer set-up.

* If accepted as a vendor, the City will require copies of both your Seller's Permit and Business Tax License. Copies must be received in our office no later than 4 p.m. on Friday, October 27, 2017.

** If accepted as a vendor, the City will require a copy of your Environmental Health Permit from the RivCo Department of Environmental Health. Permits must be valid from Saturday, November 25, 2017 through Saturday, January 6, 2018. A blanket permit will be provided for vendors only participating at the 25th Annual Festival of Lights Switch-On Ceremony.

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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.e. duct tape, gaffers tape, etc.).

- 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/water and understand that there may be an additional cost.

Please fill out the following section:

Utilities Needed:

- Electricity
- Water

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:

CASH REGISTER

Please describe what type of cash register you will be using including model:

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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 and End Date</u>	<u>Items Sold</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REFERENCES

Please list other vendors/organizations or people who are knowledgeable about your selling and/or other vendor activities:

<u>Contact Name</u>	<u>Phone Number</u>	<u>E-Mail Address</u>	<u>Relationship</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Canopy Holiday Décor Guidelines



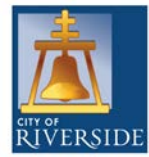
Vendor must meet the minimum holiday décor as pictured on the left. Any additional decoration must be holiday-themed and approved by city staff. Business signs must be positioned as pictured and must be approved by city staff. Vendor canopy must be decorated and ready for business beginning the first day of participation otherwise vendor will not be allowed to participate in the event. Vendor may be asked to display décor that celebrates the 25th Anniversary of the event. If so, the piece will be provided by city staff. Only a white canopy is provided by city, all other items, i.e. sidewalls, etc. are the responsibility of the vendor.

Applicant understands the guidelines:

Yes No Initial _____

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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 vendors are required to have General Liability, Auto and Worker's Compensation Insurance in the amount of \$1,000,000 per occurrence with a \$1,000,000 aggregate. All insurance documents must have an additional endorsement attachment (CG20) stating: **"The City of Riverside, Greater Riverside Chambers of Commerce, their officers, employees and agents are named as additional insured with respect to liability arising out of the 2017 Festival of Lights from Friday, November 24, 2017 through Saturday, January 6, 2018."**

If accepted as a vendor, Insurance Certificates must be received in our office no later than 4 p.m. on Friday, October 27, 2017. Insurance Certificates submitted without an additional endorsement attachment (CG20) will not be accepted. Please ensure the use of the proper wording shown above.

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:

2017 FESTIVAL OF LIGHTS VENDOR AGREEMENT

[INSERT VENDOR NAME]

THIS VENDOR AGREEMENT (“Agreement”) is made and entered into this _____ day of _____, 2017 (“Effective Date”), by and between the CITY OF RIVERSIDE (“City”), a California charter city and municipal corporation and [INSERT VENDOR NAME] (“Vendor”) a [INSERT TYPE OF ENTITY], for the purpose of hosting a vendor booth at the 2017 Festival of Lights.

RECITALS

A. The Riverside Metropolitan Museum (“Department”) has sought out vendors to be present and provide holiday-type refreshments and souvenirs for sale at the 2017 Festival of Lights (“Event”); and

B. It is the goal of the City of Riverside to have refreshments and souvenirs available for purchase for the citizens during the Event and to avoid having two vendors selling the same items with exception of November 24, 2017; and

C. Vendor has expressed its willingness to provide said refreshments and/or souvenirs for sale at the Event.

NOW, THEREFORE, in consideration of the foregoing recitals that are incorporated herein by reference, the parties hereto agree as follows:

1. **City Obligations.**

a. City agrees to provide a 10’ x 10’ white canopy booth space.

b. City will be responsible for all security and police services.

c. Food vendors participating in the 25th Annual Festival of Lights Switch-On Ceremony on Friday, November 24, 2017, only will not be required to obtain a Riverside County Department of Environmental Health Permit; the City of Riverside will provide a blanket permit for food vendors participating on this date.

d. Vendor will not be supplied a parking permit unless otherwise specified by City staff, in which case Vendor must report to the Riverside Metropolitan Museum located at 3580 Mission Inn Avenue prior to the event to obtain the parking permit. The City of Riverside is not responsible for validation or reimbursement of parking fees, tickets, towing, or damages to personal property or vehicles. Parking is available in downtown Riverside and is free after 5 p.m. on weekdays and on weekends and holidays.

2. **Vendor Obligations.**

a. Vendor agrees to attend, or send a representative to Vendor Meetings on Tuesday, November 7, 2017, at 4:00-6:00 p.m. Meetings will take place at City Hall located at 3900 Main Street in downtown Riverside and will be held in the Mayor's Ceremonial Room.

b. Vendor agrees to submit a refundable four-hundred dollar (\$400.00) Cleaning & Damage Deposit. Cleaning & Damage Deposit payments must be in the form of a check or money order made payable to the City of Riverside. Cleaning & Damage Deposit payments must be received by the Riverside Metropolitan Museum located at 3580 Mission Inn Avenue no later than Friday, November 17, 2017, at 4 p.m. Vendor agrees to leave their area in the same condition it was in when they arrived on-site.

c. If vendor is selected for the duration of the Festival of Lights, vendor will be pre-designated two (2) locations at the Vendor Meeting. One location will be pre-designated for the 25th Annual Festival of Lights Switch-On Ceremony and one location will be pre-designated for the duration of the 2017 Festival of Lights. All pre-designated locations are not final and are subject to change at the discretion of City Staff. Vendor sales must take place during the specified time and in the final assigned locations for the event. Vendor is required to remain at the booth while selling.

d. Lights, decorations, sidewalls, etc. for vendor booth are the sole responsibility of Vendor and must adhere to all guidelines as provided by City Staff. Vendor is required to decorate booth area with holiday-themed decorations. All sidewalls must be approved by City Staff.

e. Food vendors participating in the duration of the 2017 Festival of Lights will be required to obtain a Riverside County Department of Environmental Health Permit valid from Saturday, November 25, 2017, through Saturday, January 6, 2018.

f. 25th Annual Festival of Lights Switch-On Ceremony. On Friday, November 24, 2017, Vendor is required to be on-site no later than 9 a.m. to begin setting up their booth space. Vendor must be set-up with a full booth display and ready for health inspection no later than 11:00 a.m. If Vendor is not ready by 11:00 a.m. and/or does not pass health inspection, Vendor will be asked to leave the premises immediately and will not be invited to continue for the duration of the Festival, if applicable. Once approved by the Riverside County Department of Environmental Health, Vendor may open for business. Vendor will be expected to be open for business from 12:00 p.m. – 10 p.m.

g. 2017 Festival of Lights. From Saturday, November 25, 2017, through Saturday, January 6, 2018, Vendor is required to be set-up with a full booth display and open for business no later than 12 p.m. on weekends. Vendor is required to be on-site and open for business Monday – Wednesday from 5 – 9 p.m. and Thursday through Sunday from 5 – 10 p.m. Vendor is required to be on-site and open for business seven (7) days a week. In the event that Vendor is not on-site preparing their set-up by 3:30 p.m. without prior approval by City Staff, Vendor will be fined \$100 and Vendor will be asked to leave the premises immediately and will not be invited to return for any subsequent nights for the 2017 Festival of Lights.

h. It is the goal of the City of Riverside to avoid having multiple vendors selling the same/similar items. Therefore, Vendor must adhere to selling only the item(s) approved by City staff (see attached list). In the event Vendor fails to sell the agreed-upon item(s), Vendor will be asked to leave the premises immediately and will not be invited to return for any subsequent nights and Vendor will be assessed the full fee of the reservation.

i. All switch-on ceremony vendors must use generators for power.

j. Vendors in the expanded footprint on Main St between 9th/11th streets will be required to use generators for power.

k. Vendor agrees to submit **non-refundable** payments to the City as noted below.

Payment Schedule			
Payment Due Date	Cleaning Deposit (Food Vendors Only)	Food/Beverage Vendor Payment	Craft/Retail Vendor Payment
		<i>Switch-On Ceremony</i>	
Friday, November 17, 2017	\$400.00	\$1000.00	\$1000.00
		<i>Festival</i>	
Friday, December 01, 2017	N/A	15% of total weekly sales	\$1000.00
Friday, December 08, 2017	N/A	15% of total weekly sales	\$1000.00
Friday, December 15, 2017	N/A	15% of total weekly sales	\$1000.00
Friday, December 22, 2017	N/A	15% of total weekly sales	\$1000.00
Friday, December 29, 2017	N/A	15% of total weekly sales	\$1000.00
Wednesday, January 10, 2018	N/A	15% of total weekly sales	\$1000.00
Total Amount Due	\$400.00	15% of total sales	\$7,000.00

Vendor Payment must be in the form of a check or money order payable to the City of Riverside and delivered to the address below. Fees must be received by the Riverside Metropolitan Museum located at 3580 Mission Inn Avenue no later than 4 p.m. on the Payment Due Date specified above.

Attn: Meghan Hunt, Project Coordinator
Riverside Metropolitan Museum
3580 Mission Inn Avenue
Riverside, CA 92501

* Museum closed on Mondays

j. **CANCELLATION POLICY:** Vendor agrees to cancel a reservation no later than 4 p.m. on Friday, November 17, 2017. If Vendor fails to cancel prior to the specified date and time, Vendor will be assessed the full fee of the reservation. The 25th Annual Festival of Lights Switch-On Ceremony and the 2017 Festival of Lights will take place rain or shine, unless Vendor is otherwise notified by City Staff. However, it does not apply in situations considered to be Acts of God (hurricane, tornado, flood, etc.). In the event that Vendor is not on-site preparing their set-up on the dates and times as required by Paragraphs (f) and (g) without prior approval by City Staff, Vendor will be fined \$100 and will be asked to leave the premises immediately and will not be invited to return for any subsequent nights.

k. Vendor will adhere to a standard of conduct. Acts, including verbal acts or conduct that constitute harassment of any person by reason of such person's race, creed, religion, color, sex, sexual orientation, age, disability, veteran status, marital status or national origin will not be tolerated. Vendor and its agents or employees will be removed from Event if such acts or conduct take place.

l. Sales which interfere with the normal conduct of City business are prohibited. Vendor is to remain at their booth while selling. If a vendor aggressively solicits (i.e., walks up to individuals, shouts from their booth, throws items at individuals passing by), Vendor will be asked to leave the premises immediately. The City reserves the right to regulate time, manner and place of all sales.

m. Vendor is responsible for administration of California Sales Tax and will be required to provide the City of Riverside with a copy of their Sellers Permit and Business Tax License. Documentation must be received by the Riverside Metropolitan Museum located at 3580 Mission Inn Avenue no later than 4 p.m. on Friday, November 3, 2017.

n. **INSURANCE & INDEMNIFICATION REQUIREMENTS:** Prior to the City's execution of this Agreement, Vendor shall provide satisfactory evidence of, and shall thereafter maintain during the 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 vendors are required to have General Liability Insurance in the amount of \$1,000,000 per occurrence with a \$1,000,000 aggregate.

All insurance documents must have an additional endorsement attachment (CG20) stating:

 Option A: Switch on Ceremony Vendor Only

Initial

“The City of Riverside, Riverside Chamber of Commerce, and their officers, employees and agents are added as additional insureds under this Policy with respect to liability arising out of the 2017 Festival of Lights Switch on Ceremony held on Friday, November 24, 2017.”

 Option B: Festival of Lights Vendor

Initial

“The City of Riverside, and its officers, employees and agents are added as additional insureds under this Policy with respect to liability arising out of the 2017 Festival of Lights from Friday, November 24, 2017 through January 6, 2018,”

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.

Documentation must be received by the Riverside Metropolitan Museum located at 3580 Mission Inn Avenue no later than 4 p.m. on Friday, November 3, 2017.

3. **Notice.** Service of any notices or documents required or permitted under this Agreement shall be sufficient if sent by one party to the other by United States mail, postage prepaid and addressed as follows:

City:

City of Riverside
Riverside Metropolitan Museum
Attn: Meghan Hunt
3580 Mission Inn Avenue
Riverside, California 92501

Vendor:

NAME
ADDRESS

4. **Entire Agreement.** This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings or agreements of the parties. Each party hereby represents that it has not been induced to enter into this Agreement by, and neither party is relying on, any representation or warranty outside those expressly set forth in this Agreement.

IN WITNESS WHEREOF, City and Vendor have caused this Agreement to be duly executed the day and year first above written.

CITY OF RIVERSIDE, a California charter city and municipal corporation

VENDOR NAME

By: _____
Museum Director

By: _____
Name:
Its:

Dated: _____

Dated: _____

Attest: _____
City Clerk

By: _____
Name:
Its:

Dated: _____

CERTIFIED AS TO AVAILABILITY OF FUNDS:

By: _____
Chief Financial Officer

APPROVED AS TO FORM:

Deputy City Attorney

EXHIBIT A
ITEMS VENDOR MAY SELL

(Inserted behind this page)