Special Event Vendor Interest Form

The City of Riverside PRCSD is accepting interest forms from potential vendors for annual city-wide special events.

It is the goal of the City to avoid multiple vendors selling the same/similar items at the same event, however, there may be some exceptions to this rule.

The City of Riverside will NOT provide electricity. This should be considered when establishing the item being sold. Vendors are responsible for setting up and breaking down their own booth space.

All booths are subject to the approval of the City of Riverside Parks, Recreation and Community Services Department. All interest forms will remain on file for at least one year from date of submission.

If application is approved, the following items will be required:

- City of Riverside Parks, Recreation and Community Services Department Waiver
- Health Permit - Riverside County Health Department (food vendors only)
- 2A10BC fire extinguisher
  - If using a fryer you will also need a Class K fire extinguisher (food vendors only)
- City of Riverside Business License
- Seller's Permit - BOE
- Vendor Insurance (exception: artisan/info booth)
- Vendor Fee (cost varies by event)
  - Refunds will not be granted.

Annual PRCSD city-wide events include, but are not limited to the following:
(please mark what events you are interested in)

APRIL	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	DECEMBER
☐ Spring Eggstravaganza	☐ Rhythm of Riverside Summer Concert Series		☐ Senior Fitness Fair	☐ Mariachi Festival	☐ Halloween Happenings	☐ Winter Wonderland
☐ Tot Olympics			☐ Concert in the Park at Villegas			

Vendor Information

Name: _____ Business Name: _____

Phone Number: _____ Email Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Brief description of what you are requesting to sell: _____

_____

Brief description of your set-up: _____

What type of booth: ☐ Retail ☐ Craft ☐ Food ☐ Info ☐ Other: _____