

Festival of Lights Vendor Application

November 28, 2014 through January 3, 2015



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 22nd Annual Festival of Lights Switch-On Ceremony on Friday, November 28, 2014 and the 2014 Festival of Lights to be held Saturday, November 29, 2014 through Saturday, January 3, 2015. 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 2014 Festival of Lights Vendor Agreement for a full understanding of what is to be expected of our 2014 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.

Fees

There are no fees directly associated with submitting an Application. However, there are Vendor Booth Fees associated with participation in the 22nd Annual Festival of Lights Switch-On Ceremony and the 2014 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 Agreement is to be filled out and signed by every approved/accepted vendor. The Agreement must be signed and received in the Riverside Metropolitan Museum - Arts and Cultural Affairs Division office located at 3580 Mission Inn Avenue no later than 4 p.m. on Friday, October 31, 2014. 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 the Special Events office at (951) 826-5273 or via email at specialevents@riversideca.gov.

Festival of Lights Vendor Application

November 28, 2014 through January 3, 2015



City of Arts & Innovation

Submission

DEADLINE – 4 p.m. on Friday, August 29, 2014

Electronic Submission

Vendors may 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

Vendors may print out and complete the Application by hand. Once the Application is completed, please review the checklist below prior to submission. Submit your completed Application with attachments to:

Gema Ramirez, Project Coordinator
Riverside Metropolitan Museum
Arts and Cultural Affairs
3580 Mission Avenue
Riverside, CA 92501

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 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 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 may 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 31, 2014**.

- 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.

Festival of Lights Vendor Application

November 28, 2014 through January 3, 2015



City of Arts & Innovation

Vendor Booth Cleaning & Damage Deposit and Set-Up Information

In order to participate, Vendor will be required to commit to participating in the *22nd Annual Festival of Lights Switch-On Ceremony* on Friday, November 28, 2014 and/or for the entire length of the *2014 Festival of Lights*; Saturday, November 29, 2014 through Saturday, January 3, 2015, unless otherwise agreed to in writing by City staff.

Cleaning Deposit

In order to participate in the *22nd Annual Festival of Lights Switch-On Ceremony* and the *2014 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 31, 2014. 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 three (3) weeks 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 decorate their city-provided canopy with holiday-themed décor.

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.

Festival of Lights Vendor Application

November 28, 2014 through January 3, 2015



City of Arts & Innovation

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 14, 2014	\$400.00	\$1000.00	\$900.00
		<i>Festival</i>	
Friday, December 05, 2014	N/A	15% of total weekly sales	\$900.00
Friday, December 12, 2014	N/A	15% of total weekly sales	\$900.00
Friday, December 19, 2014	N/A	15% of total weekly sales	\$900.00
Friday, December 26, 2014	N/A	15% of total weekly sales	\$900.00
Saturday, January 03, 2015	N/A	15% of total weekly sales	\$900.00
Total Amount Due	\$400.00	15% of total sales	\$4,500.00

Festival of Lights Vendor Application

November 28, 2014 through January 3, 2015



City of Arts & Innovation

Mandatory Vendor Meeting:

Tuesday, November 11, 2014 at 4:00-6:00 pm at 3900 Main Street, 5th Floor, Riverside, CA 92522

CONTACT INFORMATION

- I am interested in participating in **ONLY** the *22nd Annual Festival of Lights Switch-On Ceremony* on Friday, November 28, 2014 from 12 – 10 p.m.
- I am interested in participating in **ONLY** the *2012 Festival of Lights* from Saturday, November 29, 2014 through Saturday, January 3, 2015.
- I am interested in participating in **BOTH** the *22nd Annual Festival of Lights Switch-On Ceremony* on Friday, November 28, 2014 and the *2014 Festival of Lights* from Saturday, November 29, 2014 through Saturday, January 3, 2015.

Note: Craft/Retail Vendors will only be allowed to participate in the *2014 Festival of Lights* from Saturday, November 29, 2014 through Saturday, January 3, 2015.

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): _____

Festival of Lights Vendor Application

November 28, 2014 through January 3, 2015



City of Arts & Innovation

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 31, 2014.

** 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 29, 2014 through Saturday, January 3, 2015. A blanket permit will be provided for vendors only participating at the 22nd Annual Festival of Lights Switch-On Ceremony.

Festival of Lights Vendor Application

November 28, 2014 through January 3, 2015



City of Arts & Innovation

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. duck 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:

Festival of Lights Vendor Application

November 28, 2014 through January 3, 2015



City of Arts & Innovation

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>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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>
_____	()	_____	_____
_____	()	_____	_____
_____	()	_____	_____
_____	()	_____	_____
_____	()	_____	_____
_____	()	_____	_____

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 2014 Festival of Lights from Friday, November 28, 2014 through Saturday, January 3, 2015."**

If accepted as a vendor, Insurance Certificates must be received in our office no later than 4 p.m. on Friday, October 31, 2014. Insurance Certificates submitted without an additional endorsement attachment (CG20) will not be accepted. Please ensure the use of the proper wording shown above.

Festival of Lights Vendor Application

November 28, 2014 through January 3, 2015



City of Arts & Innovation

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, not withstanding 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: