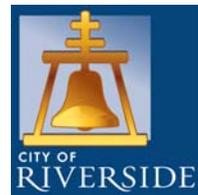


Special Events Vendor Application 2009 Festival of Lights



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) to be held Saturday, November 28, 2009 through Sunday, January 3, 2010. A 2009 FOL 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.

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. Please see the attached Vendor Fee Chart and Payment Schedule on Pages 3 and 4 for details.

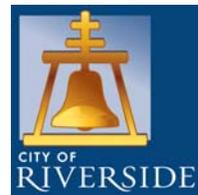
Other Terms and Conditions

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 FOL 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



Submission

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

Electronic Submission

For your convenience, the 2009 FOL 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. Submit your completed Application with attachments to specialevent@riversideca.gov. Please use the following as your subject line: 2009 Festival of Lights Application Submission – [Company Name].

Walk-In/US Mail Submission

The 2009 FOL 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

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; and
- 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.

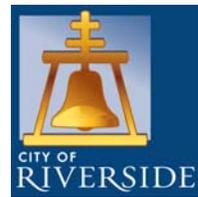
Additional Required Documentation

Once notified that you have been accepted as a vendor for the 2009 Festival of Lights, a copy of the following items 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
- If applicant is a Food Vendor, the City of Riverside will require a copy of your current Environmental Health Permit from the Riverside County Department of Environmental Health.

Special Events Vendor Application

2009 Festival of Lights



Vendor Booth Cleaning Deposit and Set-Up Information

In order to participate in the 2009 FOL, Vendors will be required to commit to participating for the entire length of the event; Saturday, November 28, 2009 through Sunday, January 3, 2010, unless otherwise agreed to in writing by City staff.

Cleaning Deposit

In order to participate in the 2009 FOL, vendors will be required to submit a five-hundred dollar (\$500.00) 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 end date of the event to process your refund.

Set-Up

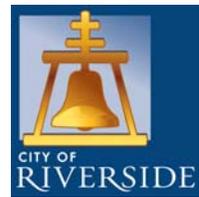
Vendors are required to use a city-provided canopy unless otherwise agreed to in writing by City staff. The City will provide each vendor with one (1) 10' x 10' white canopy; mesh window-wall will be provided for food vendors. Vendors may request a larger canopy for an additional fee. This request must 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 4 p.m. daily.

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

Special Events Vendor Application 2009 Festival of Lights



Vendor Booth Fee Information

Fees & Payments

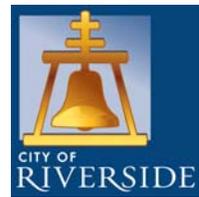
Vendor Payments must be in the form of a check or money order made payable to the City of Riverside and must be received in our office no later than 4 p.m. on the Payment Due Date.

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

Vendor Booth Fee Chart	
Vendor Type	Vendor Booth Fee
Food/Beverage Vendor	\$3,500.00
Craft/Retail Vendor	\$1,750.00

Payment Schedule			
Payment Due Date	Cleaning Deposit	Food/Beverage Vendor Payment	Craft/Retail Vendor Payment
October 16, 2009	\$500.00	N/A	N/A
November 13, 2009	N/A	\$500.00	\$250.00
November 20, 2009	N/A	\$500.00	\$250.00
November 26, 2009	N/A	\$500.00	\$250.00
December 4, 2009	N/A	\$500.00	\$250.00
December 11, 2009	N/A	\$500.00	\$250.00
December 18, 2009	N/A	\$500.00	\$250.00
December 26, 2009	N/A	\$500.00	\$250.00
Total Amount Due	\$500.00	\$3,500.00	\$1,750.00

Special Events Vendor Application 2009 Festival of Lights



Mandatory Vendor Meetings:

Tuesday, November 10, 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.

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: _____

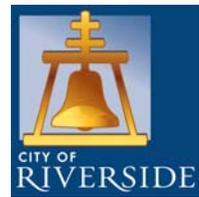
Secondary Contact Name & Title: _____

Phone: (____) _____ **Cell:** (____) _____ **Fax:** (____) _____

E-Mail Address: _____

Business Website (if applicable): _____

Special Events Vendor Application 2009 Festival of Lights



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: _____

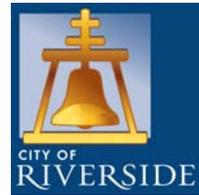
Booth/Trailer Dimensions: _____

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.

Special Events Vendor Application 2009 Festival of Lights



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

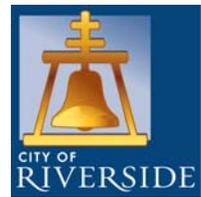
Please describe what equipment will be powered:

SELLING EXPERIENCE

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

Company Name Location/Venue Start Date End Date Items Sold

Special Events Vendor Application 2009 Festival of Lights



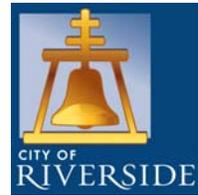
REFERENCES

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>
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Special Events Vendor Application

2009 Festival of Lights



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 to be held Saturday, November 28, 2009 through Sunday, January 3, 2010 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: _____

