Festival of Lights Vendor Application

November 25, 2011 through January 8, 2012

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 *19th Annual Festival of Lights Switch-On Ceremony* on Friday, November 25, 2011 and the *2011 Festival of Lights* to be held Saturday, November 26, 2011 through Sunday, January 8, 2012. 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 *2011 Festival of Lights* Vendor Agreement for a full understanding of what is to be expected of our *2011 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, a letter will be mailed 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 19th Annual Festival of Lights Switch-On Ceremony and the 2011 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) at the first Vendor Meeting. An Agreement is to be filled out and signed by every approved/accepted vendor. The Agreement must be signed and received in the Arts and Cultural Affairs Division office on the 5th floor of City Hall no later than 4 p.m. on Tuesday, November 1, 2011.

Should you require assistance or have any questions, please contact the Special Events Department at (951) 826-5586 or via email at specialevents@riversideca.gov.

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Submission

DEADLINE - 4 p.m. on Friday, September 2, 2011

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:

Aja d'Encarnacao, Project Coordinator
City ofRiverside, Development Department
Arts and Cultural Affairs
3900 Main Street, 5th Floor
Riverside, CA 92522

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; and
— If applicant is a corporation, the City ofRiversidewill 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 Tuesday, November 1, 2011.

— Insurance Certificate showing general Liability, Auto and Workers' Compensation* Insurance in the the amount of $1,000,000 per occurrence with a $2,000,000 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 19th Annual Festival of Lights Switch-On Ceremony on Friday, November 25, 2011 and/or for the entire length of the 2011 Festival of Lights; Saturday, November 27, 2011 through Sunday, January 8, 2012, unless otherwise agreed to in writing by City staff.

CleaningCleaning Deposit

In order to participate in the 19th Annual Festival of Lights Switch-On Ceremony and the 2011 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 ofRiversideand must be received in our office no later than 4 p.m. on Tuesday, November 1, 2011. 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 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-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.

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

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 Riversideand 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).

Festival of Lights Vendor Application

November 25, 2011 through January 8, 2012

City of Arts & Innovation

Mandatory Vendor Meetings:

Tuesday, November 1, 2011 at 5:30 p.m. at 3900 Main Street, 5th Floor, Riverside, CA 92522

Tuesday, November 15, 2010 at 5:30 p.m. at 3900 Main Street, 5th Floor, Riverside, CA 92522

CONTACT INFORMATION

☐ I am interested in participating in **ONLY** the 19th Annual Festival of Lights Switch-On Ceremony on Friday, November 25, 2011 from 12 - 10 p.m.

☐ I am interested in participating in **ONLY** the 2011 Festival of Lights from Saturday, November 26, 2011 through Sunday, January 8, 2012.

☐ I am interested in participating in **BOTH** the 19th Annual Festival of Lights Switch-On Ceremony on Friday, November 25, 2011 and the 2011 Festival of Lights from Saturday, November 26, 2011 through Sunday, January 8, 2012.

Note: Craft/Retail Vendors will only be allowed to participate in the 2011 Festival of Lights from Saturday, November 26, 2011 through Sunday, January 8, 2012.

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 25, 2011 through January 8, 2012

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 City of Riverside? ☐ **Yes** ☐ **No**

Do you have a Business Tax License* issued by the City ofRiverside? ☐ **Yes** ☐ **No**

Type of Vendor (check only one)**:**

☐ **Food/Beveragess **** ☐ **Arts & Crafts** ☐ **Novelty** ☐ **Other:** _____

Booth/Trailer Dimensions: _____

Please describe the nature of your business:

_____

Please describe the nature of your business:

_____

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 Tuesday, November 1, 2011.

** 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 26, 2011 through Sunday, January 8, 2012. A blanket permit will be provided for vendors only participating at the 19th *Annual Festival of Lights Switch-On Ceremony*.

Festival of Lights Vendor Application

November 25, 2011 through January 8, 2012

City of Arts & Innovation

UTILITY REQUIREMENTS

This section is used to determine if the City of Riversidecan 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 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

REFERENCES

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

Contact Name	Phone Number	E-Mail Address	Relationship

Festival of Lights Vendor Application

November 25, 2011 through January 8, 2012

City of Arts & Innovation

INSURANCE AND INDEMNIFICATION REQUIREMENTS

VENDOR AGREES, IN CONSIDERATION OF THE GRANTING OF THIS APPLICATION FOR VENDOR PRIVILEGES AT ANY CITY OFRIVERSIDESPECIAL 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 $2,000,000 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 2011 Festival of Lights from Friday, November 25, 2011 through Sunday, January 8, 2012."**

If accepted as a vendor, Insurance Certificates must be received in our office no later that 4 p.m. on Friday, November 4, 2011. 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, 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.

CERTIFICATE OF APPLICANT:

I hereby certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statements, omissions and/or incomplete responses may lead to disqualification or dismissal.

For electronic submissions only; please select 'Yes' or 'No' to certify that all statements made on this application are true and complete to the best of your knowledge. ☐ **Yes** ☐ **No**

For hard copy applications please sign, date and submit this completed application.

Applicants Name (Please Print)

Applicants Signature

Date

FOR INTERNAL USE ONLY

Date/Time Application Received: _____

☐ **Approved** _____ **(Date & Initial)** ☐ **Denied** _____ **(Date & Initial)**

Reason: _____

_____

_____

Print Form | Submit by Email