

2024 Festival of Lights Food Vendor Application

November 23, 2024 – December 31, 2024

INSTRUCTIONS

Please read the following instructions prior to completing the application.

The City of Riverside is honored to host the 32nd Annual Festival of Lights Switch-On Ceremony on Saturday, November 23, 2024, and the 2024 Festival of Lights to be held Sunday, November 24, 2024, through Tuesday, December 31, 2024. All vendors interested in participating in the City-sponsored event must submit a completed Festival of Lights Food Vendor Application.. This application is essential for City staff to evaluate and incorporate vendors based on the specified requirements and appropriateness as it relates to the Festival of Lights.

Application Review Process

The application review process begins upon submission of your **completed** application along with **ALL required attachments by the specified due date**. Upon receipt of your application, a City staff member will conduct an initial screening of the submitted information. **Incomplete applications or those lacking necessary documentation will not be considered.** Upon completion of the Review Process, you will receive an email notifying you whether your application has been approved or denied moving forward in the process.

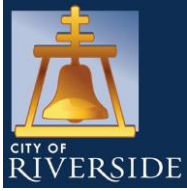
TERMS AND PAYMENT INFORMATION

Fees & Payments

There are no fees directly associated with submitting an application. However, there are Vendor Booth Fees associated with participation in the 32nd Annual Festival of Lights Switch-On Ceremony and the 2024 Festival of Lights. Please see the Vendor Fee Chart and Payment Schedule below.

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 Space Fee(s) and Payment Due Date(s).

Payment Schedule		
Payment Due Date	Cleaning Deposit	Vendor Payment
<i>Switch-On Ceremony</i>		
Friday, October 25, 2024	\$400.00	\$1000.00
<i>Festival</i>		
Each event week on Friday	N/A	18% of total weekly sales



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Other Terms and Conditions

Vendor is required to sign and submit a *Festival of Lights* Vendor Agreement. The Agreement must be signed and received before 4 p.m. on Friday, October 25, 2024. **If the Agreement is not submitted by the deadline, the vendor will not be allowed to participate. NO EXCEPTIONS WILL BE MADE.**

SUBMISSION

Application DEADLINE – 4 p.m. on Friday, September 6, 2024

Electronic Submission

Vendors must complete the application electronically and submit the completed application along with all required attachments via email to SpecialEvents@RiversideCA.gov to be considered for the **2024 Festival of Lights – Festival Duration is from Saturday, November 23, 2024 through Tuesday, December 31, 2024.**

Walk-In/US Mail Submission will NOT be accepted.

CHECKLIST: REQUIRED ATTACHMENTS & DOCUMENTATION

The items listed below must be submitted with your completed application Failure to provide all required items will result in your application not being processed.

- Sample menu(s) or item listings with prices and photos of booth set-up.
- Sample photos of decoration theme.
- City of Riverside Business License if available.
- State of California Sellers Permit if available.

**If selected to participate as a vendor, the following items will be due by:
Friday, October 4, 2024:**

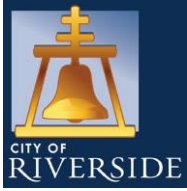
- City of Riverside Business License.
- Valid State of California Sellers Permit.
- Insurance Packet (see Insurance and Indemnification Requirements below and attached Sample.)
* Vendors with no employees must submit a letter stating they have no employees or Vendor will be expected to provide Workers' Compensation Insurance.

Mandatory Vendor Meeting:

Wednesday, October 23, 2024, at 4:00 pm

Online Meeting: Microsoft Teams

Should you require assistance or have any questions, please contact Gema Ramirez at (951) 826-5133/Tiffany Wheeler at (951) 826-2437 or via email at SpecialEvents@RiversideCA.gov.



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VENDOR BOOTH CLEANING & DAMAGE DEPOSIT AND SET-UP INFORMATION

In order to participate, Vendor will be required to commit to participating in the 32nd Annual Festival of Lights Switch-On Ceremony on Saturday, November 23, 2024, **and** for the entire length of the 2024 Festival of Lights; Sunday, November 24, 2024, through Tuesday, December 31, 2024, unless otherwise agreed to in writing by City staff.

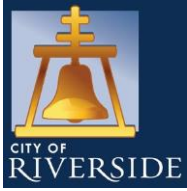
Cleaning Deposit

In order to participate in the 32nd Annual Festival of Lights Switch-On Ceremony and the 2024 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 25, 2024. 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

1. Vendors are required to use a city approved vendor booth.
2. Vendors are required to use only generators for all power needs during the Switch-On Ceremony.
3. Vendors are required to decorate their city approved vendor booth with a holiday-theme that is approved by City Staff. Vendors must initial they have reviewed and understand the requirements for vendor decoration.
4. Vendors are required to have their city approved vendor booth completely set-up, decorated and ready for inspection no later than 4 p.m. daily. For the Switch-On Ceremony day, vendors are required to be ready for inspection no later than 12 p.m.
5. Vendors must be open to customers no later than 5 p.m., and closing no earlier than 10 p.m. daily.



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APPLICATION

- I am interested in participating in **BOTH** the 32nd Annual Festival of Lights Switch-On Ceremony on Saturday, November 23, 2024, and the 2024 Festival of Lights from Sunday, November 24, 2024 through Tuesday, December 31, 2024.

CONTACT INFORMATION

Business Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Primary Contact Name and Title: _____

Phone: (_____) _____ **Mobile:** (_____) _____

E-Mail Address: _____

Social Media: _____ **Website:** _____

Secondary Contact Name and Title: _____

Phone: (_____) _____ **Mobile:** (_____) _____

E-Mail Address: _____

BUSINESS INFORMATION

This section is intended to provide City Staff with basic information regarding your booth and products.

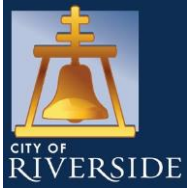
Do you have a valid Temporary Food Facility Permit from the Riverside County Department of Environmental Health? Yes No

Do you have a valid Seller's Permit issued by the State of California? Yes No

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

Please describe the nature of your business:

If accepted as a vendor, the City will require a copy of your Riverside County Department of Environmental Health Permit. Permits must be valid from Saturday, November 23, 2024, through Tuesday, December 31, 2024. A blanket permit will be provided for vendors participating only at the 32nd 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: _____

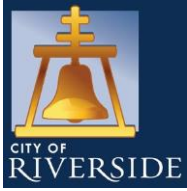
If you will be using a mobile POS system, please indicate below:

- Square
- Other: _____

VENDOR BOOTH GUIDELINES

Vendor must meet the minimum holiday décor guidelines provided by city staff upon selection. Any additional decoration must be holiday-themed and approved by city staff. Business signs must be approved by city staff. Vendor booth must be decorated and ready for business beginning the first day of participation otherwise vendor will not be allowed to participate in the event. Only a white vendor booth is provided by the city, all other, decorations, signage, menu, etc. are the responsibility of the vendor. Signs are limited to one City approved sign and menu per canopy. Sign and menus must be on City pre-approved Festival of Lights graphics. Template for both will be provided once vendor is selected and must be approved by City before printing and installation.

Applicant understands the guidelines: Yes No Initial _____



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Applicant understands and agrees to remain flexible and adapt as needed to ensure a safe event for all participants. Unforeseen changes may be required for many reasons, including Covid-19 requirements.

Yes No Initial _____

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 and Waiver of subrogation. Endorsement form must state: **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 2024 Festival of Lights from Saturday, November 23, 2024 through Tuesday, December 31, 2024.**

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/truck/trailer during the specified special event, notwithstanding that the City may have benefited from Vendor's temporary booth/truck/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

<u>FOR INTERNAL USE ONLY</u>	
Date/Time Application Received: _____	
<input type="checkbox"/> Approved _____ (Date & Initial)	<input type="checkbox"/> Denied _____ (Date & Initial)