



2023 Festival of Lights
31st Annual Switch-On Ceremony - Food Vendor Application
Saturday, November 18, 2023

INSTRUCTIONS

Please read the following instructions prior to completing the application.

Application DEADLINE – 4 p.m. on Friday, September 15, 2023

Electronic Submission

Vendors must complete the Application electronically and submit their completed Application and all attachments via email to SpecialEvents@RiversideCA.gov to be considered for the **31st Annual Switch-On Ceremony on Saturday, November 18, 2023.**

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

The items listed below must be submitted with your complete application by the above deadline.

Sample menu(s) or item listings with prices and photos of booth set-up.

APPLICATION

CONTACT INFORMATION

Business Name: _____

Street Address: _____

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

Contact Name and Title: _____

Phone: (_____) _____

E-Mail Address: _____

Social Media: _____ **Website:** _____

Type of Food Vendor: Food Booth Food Truck - Dimensions: _____

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

I will bring my own silent generator and will not require the use of the City's power.

If selected to participate as a vendor, the following items will be due by Friday, October 27, 2023:

City of Riverside Business License.

Valid State of California Sellers Permit.

Insurance Packet (see Insurance and Indemnification Requirements below.)

INSURANCE DOCUMENTS MUST BE UPLOADED TO: <https://riversideca.gov/coiportal>.



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Fees & Payments

Vendor Payments must be in the form of a check or money order made payable to the City of Riverside by the due date.

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.**

Payment Schedule		
Fee Description	Due Date	Amount
Cleaning Deposit	Friday, October 27, 2023	\$400.00
Vendor Payment	Friday, October 27, 2023	\$1000.00

Mandatory Vendor Meeting:

Thursday, October 26, 2023, at 4:00 pm

Online Meeting: Microsoft Teams

Should you require assistance or have any questions, please contact Jessica Hernandez at (951) 826-2427 or via email at SpecialEvents@RiversideCA.gov.

Set-Up

Vendors are required to use a 10x10 canopy. Up to one additional canopy may be approved by City Staff prior to the event. Vendors are required to use only generators for all power needs during the Switch-On Ceremony. Vendors are required to be ready for inspection no later than 12 p.m.

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 Liability and Worker's Compensation Insurance in the amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate. All insurance packets must have an additional endorsement attachment 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 31st Annual Festival of Lights Switch-On Ceremony on Saturday, November 18, 2023.**



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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) Reason:

Denied _____ (Date & Initial)