



# Special Event Vendor Interest Form

The City of Riverside PRCSD is accepting interest forms from potential vendors for annual city-wide special events.

It is the goal of the City to avoid multiple vendors selling the same/similar items at the same event, however, there may be some exceptions to this rule.

The City of Riverside will NOT provide electricity. This should be considered when establishing the item being sold. Vendors are responsible for setting up and breaking down their own booth space.

All booths are subject to the approval of the City of Riverside Parks, Recreation and Community Services Department. All interest forms will remain on file for at least one year from date of submission.

If application is approved, the following items will be required:

- City of Riverside Parks, Recreation and Community Services Department Waiver
- Health Permit - Riverside County Health Department (food vendors only)
- 2A10BC fire extinguisher
  - If using a fryer you will also need a Class K fire extinguisher (food vendors only)
- City of Riverside Business License
- Seller's Permit - BOE
- Vendor Insurance (exception: artisan/info booth)
- Vendor Fee (cost varies by event)
- Refunds will not be granted.

**Annual PRCSD city-wide events include, but are not limited to the following:**  
(please mark what events you are interested in)

APRIL	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	DECEMBER
Spring Eggstravaganza	Rhythm of Riverside Summer Concert Series	Senior Fitness Fair	Mariachi Festival	Halloween Happenings	Winter Wonderland	

## Vendor Information

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Brief description of what you are requesting to sell: \_\_\_\_\_

\_\_\_\_\_

Brief description of your set-up: \_\_\_\_\_

What type of booth:      Retail      Craft      Food      Info      Other: \_\_\_\_\_