



RIVERSIDE INSECT FAIR

SATURDAY APRIL 26, 2025
10 A.M. – 4 P.M.

RIVERSIDE MAIN LIBRARY
3900 MISSION INN AVE.

VENDOR APPLICATION GUIDELINES

Thank you for your interest in participating in the Riverside Insect Fair celebrating Earth Day.

Saturday, April 26, 2025 | 10 a.m. – 4 p.m.

Riverside Main Library, 3900 Mission Inn Ave. Riverside, CA 92501

Electronic Submission

Vendors must complete the application electronically and submit their completed application and required attachments to SpecialEvents@RiversideCA.gov

Application Deadline: Friday, February 14, 2025

If selected, vendors may be required to provide the following documentation:

- City of Riverside Business License
 - 1-Day Business Licenses are available upon request for \$3
- California Seller's Permit
- Food Vendors Only: Temporary Food Facility Operators Agreement Form per Riverside County Health Department
- Signed Agreement of Payment and Participation

Fees

- Retail Vendor - \$100
- Food Vendor - \$100
- Informational & Resources Exhibitor – Free

We provide each vendor with a 10x10 space including a canopy, table, linen & two chairs.

Application Timeline

- **February 14, 2025:** Deadline to Submit Application & Supporting Documents
 - **February 14 - 21, 2025:** Application Review
 - **February 24, 2025:** Notification
 - **March 14, 2025:** Additional Required Documents must be submitted & Vendor Fee paid
1. Applications will be reviewed for eligibility
 2. Review/Score sheet will be used to evaluate:
 - Completed Application
 - Service Description
 - Entomology and/or Water Conservation Focus
 - Experience & Event History
 3. Submission of the application constitutes the organization's consent to allow the City of Riverside to use the name and description of the organization in promoting the program in interviews, media, webpages and/or social media accounts, etc.





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CELEBRATING
**Earth
DAY**

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VENDOR APPLICATION CONTACT INFORMATION

Organization/Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Title: _____

Phone: _____ Mobile: _____ E-Mail Address: _____

Website: _____

Optional

We want to learn about the exciting things your organization is working on and would like to connect via social media.

Social Media Used: Facebook Twitter Instagram Other: _____

Social Media Address: _____

ORGANIZATION INFORMATION

Type of Vendor (check all that apply):

- Demonstration Educational Live Insects Informational/Resource
 Retail Artisans Other: _____

Are you associated with a UC Riverside educational program? Yes No

Are you a business selling items? Yes No

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

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

*If marked "Yes," provide a copy of documents with application submission.
(If selected as a vendor, a 1-Day City of Riverside Business Tax License is available for purchase.)





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Description of what will be at your booth (i.e., Conservation information, craft opportunity, retails items, etc.):

If selling items, please list items for sale with corresponding prices and attach photos of products:

SPACE REQUIREMENTS

Number of tables required: _____ Number of chairs required: _____

Will you have amplified sound: Yes No

Electricity will not be available. Will you have a silent generator?: Yes No

Please describe what equipment will be powered:

Signature: _____ Date: _____

Submit completed application with supporting documents to
SpecialEvents@RiversideCA.gov

