



VENDOR APPLICATION GUIDELINES

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

Saturday, April 20, 2024 | 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

Early Application DEADLINE
Friday, September 1, 2023

Regular Application DEADLINE
Friday, March 15, 2024

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

- City of Riverside Business License
- California Seller's Permit
- Signed Agreement of Payment and Participation

Fees

- Retail Vendor - \$100 (Early Application - \$75)
- Informational & Resources Exhibitor – Free

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

Early Application Timeline

- **September 1, 2023:** Early Application Deadline
- **September 4 - 8, 2023:** Early Application Review
- **September 12, 2023:** Early Application Notification

Regular Application Timeline

- **March 15, 2024:** Deadline to Submit Application & Supporting Documents
- **March 20 - March 24, 2024:** Application Review
- **March 27, 2024:** Notification (If a notification is not received, please contact us)
- **April 7, 2024:** Additional Required Documents must be submitted

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.





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.)





VENDOR APPLICATION CONTACT INFORMATION

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

