



VENDOR APPLICATION

EVENT DATE: Saturday, April 18, 2020-- RAIN OR SHINE
White Park, 3885 Market Street, Riverside, CA 92501
Set Up: Friday, April 17, 2020 from 5:30 p.m. to 8:00 p.m.

Hours of Operation: 11:00 a.m. to 7:00 p.m. – No Exceptions

Application for booth space at the Riverside Tamale Festival is hereby made subject to acceptance by the Festival Steering Committee. All booth spaces are 10' x 10' or 10' x 20'. Applicants may have up to four booth space locations. The Riverside Tamale Festival will **NOT** furnish any tents, EZ ups, tables or chairs. Power is **NOT** available. All vendors must furnish their own generators and all FOOD booths must have a floor covering and wash station. All vendors must offer a minimum of 75% festival themed food products. Vendors that do not adhere to these requirements will be asked to leave with NO REFUND.

Food Vendors: Health Permits will be covered under the Riverside Tamale Festival blanket policy with approval. An additional 5' of rear space is required for cooking equipment. Booth spaces will be assigned by the Steering Committee. **NO DAY-OF CHANGES WILL BE ALLOWED.**

NOTE: All non-food vendors will be required to submit a current business license or seller's permit, and proof of liability insurance with your application (information-only booths excluded). **SPACE IS LIMITED. PLEASE SUBMIT PROMPTLY.** Booths are available on a first come first served basis.



SPANISH TOWN HERITAGE FOUNDATION, PO BOX 266, Riverside, CA 92502
Phone: 951-235-3586, Fax: 951-687-9875, Email: info@rivtamalefest.com Federal Tax
Identification Number 46-3936161



Vendor Instructions

The Riverside Tamale Festival and the Spanish Town Heritage Foundation reserve the right to refuse participation at this event and do not guarantee Vendor's success. By signing the attached Application, Vendors agree to the following Terms and Conditions. Failure to abide by these terms will be cause for immediate removal from the Event grounds without refund.

1. All vendors must remain in operation during all festival hours and cannot tear down until the conclusion of the event--**NO EXCEPTIONS**.
2. The County Health Inspector and the City of Riverside Fire Inspector will visit and inspect each booth prior to the 11:00 a.m. opening time. **ALL VENDORS MUST BE READY FOR INSPECTION BY 8:30 AM**. All health permits will be covered under the Temporary Food Permit for the Riverside Tamale Festival.
3. Once the application is approved by the Riverside Tamale Festival, space fees will not be refunded. All approved vendors will be notified of their booth space number(s) prior to the event date.
4. Vendors will receive six Event Passes. **NO ADDITIONAL PASSES WILL BE PROVIDED**. Additional workers must purchase a Guest Pass to enter. Vendors found sneaking people in beyond the number of passes provided for them may be asked to leave without refund at the Steering Committees discretion.
5. All booths will be inspected after the event. All TRASH must be removed from booth space and taken to bins provided. If the booth is found in a condition worse than the condition in which it was presented the Vendor will be held liable for a **\$200 cleaning fee** and charged against their deposit. **Initial Acknowledgement (please initial): _____**
6. Food vendors that include deep fat fryers shall provide a **Class K wet chemical extinguisher**. A minimum 2A:10BC fire extinguisher shall also be provided. Event staff may attach a fire extinguisher to non-food booths. If the fire extinguisher is found missing by the end of the event, a replacement fee of \$250 may be passed onto the vendor. **Initial Acknowledgement (please initial): _____**
7. By signing the attached Application you grant the right to the Riverside Tamale Festival and Spanish Town Heritage Foundation to use photographs of the booth exhibit, display, and your staff for their own purposes including but not limited to marketing, promotion, and distribution.
8. Vendor agrees to indemnify, defend and hold harmless, the Riverside Tamale Festival, Spanish Town Heritage Foundation, and The City of Riverside, from and against any and all loss, damage, claim for damage, liability, expense or cost, including attorneys' fees, which arises out of, or is related to, or is in any manner connected with Vendor's participation in the Riverside Tamale Festival. This indemnification provision shall apply to any acts or omissions, willful misconduct, or negligent conduct, whether active or passive, on the part of the Vendor or of anyone employed by or working for Vendor.



Vendor Application

Please specify the amount and type of booths you are applying for:

_____ Food or Retail Vendor (10' x 10' space)	\$550_____
_____ Food or Retail Vendor (10' x 20' front-facing space)	\$750_____
_____ Artisan Vendor (Home-made products)	\$250_____
_____ Non-Profit Organization (must submit proof)	\$400_____
_____ Refundable Cleaning Deposit (separate check required)	\$200_____

List exactly what product(s) you will be selling at your booth (use additional sheet if necessary):

Note: Please enclose two checks made payable to Spanish Town Heritage Foundation--one for booth fee and one for the cleaning deposit.

Note: Non-Profit Organizations must provide a letter of non-profit determination under section 501C of the Internal Revenue Code to qualify for non-profit pricing.

Note: All Vendors will be required to submit proof of liability insurance naming: "The City of Riverside, Its Officers, Employees, and Agents; The Riverside Tamale Festival, Its Officers, Employees, and Agents; and Spanish Town Heritage Foundation, Its Officers, Employees, and Agents" as additionally insured. Applications will not be processed until the proof of liability insurance is approved by the Steering Committee and the City of Riverside.

Vendor Information

DEADLINE FOR APPLICATIONS AND PAYMENT: February 29, 2020

Company: _____

Seller's Permit #: _____ Riv. Business Lic #: _____

Contact Name: _____ Phone #: _____

Address: _____ Fax #: _____

City, State, Zip: _____ Email: _____

Signed: _____ Date: _____

Festival Coordinator: Eric Romero, 951-235-3586, eric@rivtamalefest.com

This application will not be given consideration without all accompanying checks or credit card payment. Call number below to pay with credit card. Mail application, proof of insurance, and all checks to address below:

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