



EVENT DATE: Saturday, April 26, 2025- RAIN or SHINE

White Park, 3885 Market Street, Riverside, CA 92501

Set Up: Friday, April 26, 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. The Riverside Tamale Festival will NOT provide any water or ice to vendors. 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 need to be approved by the County of Riverside Department of Environmental Health. Additional 5' of covered 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 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, Email: [info@rivtamalefest.com](mailto: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.
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 food vendors must complete their own health permit. Per the fire marshal, all food vendors must provide floor coverings, tents, sidewalls, drops and tarpaulins, composed of materials meeting the flame propagation performance of Test Method 2 of NFPA 701.
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 Committee's 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):

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**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 may be asked to provide a letter of non-profit determination under section 501(c) 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: March 15, 2025**

Company: \_\_\_\_\_

Seller's Permit #: \_\_\_\_\_ Riv. Business Lic #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Director: Andy Melendrez, 951-235-3586, [info@rivtamalefest.com](mailto:info@rivtamalefest.com)

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

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