



VENDOR BOOTH APPLICATION

SATURDAY, March 3, 2018

APPLICATION INFORMATION

Name: 1. _____ 2. _____

Business/Organization: _____

Address: _____

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Contact Phone: _____ Email: _____

STATE OF WOMEN EVENT BOOTH

Informational and Merchandise Vendor Booth Spaces	Providing Information Only and/or Restricted Sales	\$50	\$ _____
<i>What will you have at your booth? (Required)</i>			

**** NO ELECTRICITY PROVIDED ****

NO REFUNDS

I HAVE READ the City of Rialto The State of Women Event booth regulations and understand my responsibility as a participant to have a self-contained vendor booth and the City of Rialto will not provide any items.

Signature

Payments made payable to: City of Rialto

Payment and Application to:
 City Clerk's Office
 290 W. Rialto Ave.
 Rialto, CA 92376
 (909) 820-2519
 Email: WomensEvent@rialto.ca.gov

2018 THE STATE OF WOMEN EVENT BOOTH REGULATIONS

- **LOCATION:** 1552 N. Alder Avenue
Rialto, CA 92376
Northwest Corner of Alder and Walnut, North of Baseline Rd and South of the 210 Fwy

EVENT HOURS:

9:00 a.m. Doors Open

9:30 a.m. Brunch and visit vendor booths

11:30 a.m. Program Starts



- **SET-UP TIMES: Saturday, March 4thth *7:00am – 9:00am***
All vendors must be in place by **9:00am Hour**. Vendor Spaces will NOT be reassigned. For safety purposes, no vehicles may drive into the venue. Please be prepared to transport your items from your vehicle (parking lot) to your booth space.
- **BOOTH SPACE:** Vendor spaces are inside a building on concrete. Only 1 table and 2 chairs will be provided. Tables must be covered. **** Electricity will NOT be provided**** The limited vendor spaces will be on a first come; first serve basis. Vendor space is \$50.00. In order to reserve your space at the Women's Event you must submit you Application and Payment to the City Clerk's Office along with the name of the booth attendees.
- **PRODUCTS:** All merchandise and giveaways must be suitable for a family-type atmosphere and geared toward women interests. The City reserves the right to stop the sale or giveaway of any items deemed inappropriate.
- **LIABILITY:** The City of Rialto is not liable for theft or damage to vendor participant property and/or goods.
- **LIMITED PARKING:** Vendors are encouraged to arrive early due to limited parking spaces. Directional signs will be placed directing vendors to check-in area.
- **FEES:** In order to reserve your booth space, payment must accompany Booth Application. Please make check payable to **City of Rialto**. Please submit to Rialto City Clerk's Office, 290 W. Rialto Ave., Rialto, CA 92376. **No Refunds.**
- **OPTIONAL GIFT BASKET Commitment (\$100 Value).** Gift Baskets are raffled throughout the event. We will only be raffling off baskets/items created by The Bountiful Basket. If you wish to donate a basket, please contact Marilyn Taylor who will be happy to assist with creating your basket. This is NOT required of vendor booth participants. Website: www.thebountifulbasket.net Phone: (909) 425-2203.

*** * KEEP THIS INFORMATION SHEET * ***

The State of Women Event Information (909) 820-2519