



City of Rialto

California

Season's Greetings!

You are cordially invited to participate in the City of Rialto's Holiday Festival & Parade on Saturday, December 4, 2021, from 5:30 pm- 9:30 pm at the Rialto Civic Center.

If you are interested in participating in the vendor fair at the Holiday Festival & Parade, please complete the enclosed Vendor Application by Monday, November 22, 2021 at 6:00 pm.

Please carefully review all rules and regulations before continuing with the application process.

If you have any questions, please don't hesitate to contact the Community Services Department at (909)877-9706. Offices are open Monday through Friday from 8:00 am to 5:00 pm.

Thank you for your participation.

With appreciation,

Jessica Perez

Jessica Perez
Community Services Department
City of Rialto



Rialto Holiday Festival & Parade Saturday, December 4, 2021 Vendor Rules & Regulations

- **All applications are subject to review before approval. Space is limited.**
- Adhere to all state, county, department and event rules, regulations, and guidelines.
- Vendors, staff, and participants are required to wear a cloth face covering at all times, unless seated at a designated eating area.
- Anyone who is sick or was sick with COVID-19 or recently in contact with someone with COVID-19 in the last 14 days, including staff, participants, or families, should not attend the event.
- Be aware of COVID-19 symptoms, which include fever, cough, shortness of breath, chills, muscle pain, sore throat, and loss of taste or smell. Call your doctor if you think you or a family member is sick.
- All participants must provide their own equipment including: tables, chairs, canopies, extension cords, generator and other equipment as needed. We recommend bringing canopy weights/sandbags due to potentially high winds.
 - * **We will not provide any equipment or power/electricity for your booth.**
- Booth spaces will be assigned upon check-in on event date.
- Booth spaces are 10' x 10'. If you need more than one space please indicate so on the application. **ADDITIONAL FEES WILL APPLY FOR ADDITIONAL SPACES**
- Information Booths – Free 10' x 10' space is provided, if you supply one of the following: family friendly game, candy, arts and crafts or activity for participants throughout the event.
- Merchandise vendor booth fee is \$60 (per 10' x 10' space) plus a \$5.00 Business Licensing permit fee. Copy of seller's permit is required.
- Food vendor booth fee is \$100 (per 10' x 10' space), plus a \$5.00 Business Licensing permit fee. Copy of current San Bernardino County Health Permit, food handler's card for persons working the booth, and 3-compartment sink is required. It is your responsibility to adhere to all San Bernardino County of Public Health rules and regulations.
- **Food and Merchandise Vendors – Please submit payment \$5.00 Business Licensing permit fee to the Business Licensing department at 150 S. Palm Avenue, Rialto CA 92376. Attn: Business Licensing**
 - ATTENTION ALL FOOD VENDORS:**

All food vendors are invited to attend. There are no restrictions on who may apply to participate in this event. In fairness to all interested food vendors, we will limit the number of food vendors selling the same food.

Please be aware that you may not be the only food vendor on site selling a specific food item.
- Set-up time will begin at 2:00 pm and conclude at 4:00 pm. Participants may enter the designated area during specified set-up and takedown times ONLY for loading and unloading. The event area must be cleared of all vehicles by 4:00 pm. Late participants must carry in their items by hand, for set-up. A dolly is recommended to transport items to and from your vehicle.
- **Booth participants are required to remain at the event until 9:30 pm. Takedown will begin at 9:30 pm.**
- The City of Rialto has the right to approve and disapprove all vendor requests at its sole discretion.
- The City of Rialto is not responsible for theft or damage to property belonging to persons participating in the event.
- All participants shall keep their booth space in a clean, safe and sanitary manner during the event and must leave the space and surrounding area clean at the conclusion of the event.
- Alcoholic beverages, adult material or drug paraphernalia of any kind may not be displayed, sold or consumed at the event.
- The act of imposing political messages through your booth upon attendees of City sponsored events, the appearance of city endorsement or any appearance of sponsorship/advocacy for any political message, entity or group is strictly prohibited.
- All participants shall comply with the above listed Rules and Guidelines. Non-compliance, including offensive conduct or language, may result in immediate revocation of City event privileges and forfeiture of all fees. The City of Rialto reserves the right to refuse participation to any participant. The City shall not discriminate on the basis of race, religion, creed, color, sexual orientation and national origin.

**Submit your completed 2021 Holiday Vendor Fair application and booth fee no later than
Monday, November 22, 2021 by 6:00 pm.**

Please Deliver to:

ATTN: Salina Gonzales/Special Events
1411 S. Riverside Ave.
Rialto, CA 92376

OR EMAIL:

sgonzales@rialto.ca.gov

Please keep this copy for your records.



Rialto Holiday Festival & Parade
Saturday, December 4, 2021
Vendor Application

PLEASE PRINT OR TYPE LEGIBLY.

Booth Type: Information Booth Merchandise Vendor Food Vendor

Business/Organization: _____ Primary Contact: _____

Address: _____ CITY: _____ ZIP: _____

Phone: _____ Alt. Phone: _____

Email: _____ Preferred: Email Phone

BOOTH SPACE: Merchandise vendor booth fee is \$60 per 10' x 10' space. Food vendor booth fee is \$100 per 10' x 10' space. Additional fees will apply for spaces larger than 10' x 10'.

10' x 10' 10' x 20' 10' x 30'

List all specific items, merchandise, food, drink and information to be SOLD or distributed for FREE at this event (failure to disclose all items will result in dismissal from event):

MERCHANDISE AND FOOD VENDORS ONLY:

PERMITS: The following Permits must be submitted for approval:

1. **State Board of Equalization Re-Sale Number:** _____
(To obtain a re-sale number, contact the above agency at (951) 680-6400.)

2. **City of Rialto Business License:** Submit the attached "Special Events Vendor Application" plus \$5.00 permit fee. For more information, please contact our Business Licensing Department at (909)820-2517 on obtaining a Business License with the City of Rialto.

I understand that failure to adhere to all Rules and Regulations will result in my dismissal from the 2021 Holiday Vendor Fair special event.

I hereby acknowledge that the individual(s) named below and on the 2021 Holiday Vendor Fair Application is (are) not covered by any medical insurance policy by the City of Rialto. It is the responsibility of the individual to acquire the necessary medical insurance policy. In consideration, I (we) do release the City of Rialto, their officers, agents or employees from all liability, demands or claims for loss, damage or injury resulting from participation in the listed activities.

I understand that business' and organizations participating this event may be photographed by the City or Rialto publicity purposes.

X _____
SIGNATURE

PRINT NAME

DATE

MAIL OR DROP OFF APPLICATION TO:
Attn. Salina Gonzales/Special Events
1411 S. Riverside Ave.
Rialto, CA 92376

OR EMAIL: sgonzales@rialto.ca.gov

DEADLINE: Monday, November 22, 2021

OFFICE USE ONLY

Receipt # _____
Date _____
Staff Initials _____
 Approved Declined



Rialto Holiday Festival & Parade
Saturday, December 4, 2021
Vendor Checklist

PLEASE REVIEW THE FOLLOWING CHECKLIST AND MAKE SURE YOU INITIAL EACH LINE TO INDICATE YOU UNDERSTAND ALL EVENT PARTICIPANT REQUIREMENTS.

___ Submit a signed & completed 2021 Holiday Vendor Fair Application, *no later than Monday, November 22 by 6:00 pm*. By my signature on the 2021 Holiday Vendor Fair Application, I acknowledge that I have read, understand, and agree to the Rules and Regulations as defined in the 2021 Holiday Vendor Fair packet that I received.

___ I understand submission of my application does not guarantee approval for participation in the 2021 Holiday Vendor Fair event. Upon submitting my application and required permits, my application will be reviewed. *I can expect to be contacted within 2-3 business days to confirm or deny approval of my request to participate at this event.*

___ I understand that required fees must be paid upon approval of my application and by no later than Monday, November 22, 2021 by 6:00 pm. If my application is denied, I will not be charged.

___ I will provide my own tables, chairs, canopies, extension cords, generator and any other equipment as needed. *Canopy weights/sandbags are recommended due to potentially high winds. Equipment and power/electricity will not be provided for you.*

___ I acknowledge that I have read, understand, and agree to the attached 2021 Holiday Vendor Fair’s Rules and Regulations.

___ I understand that if for any reason I am unable to attend, any fees I have paid will not be refunded.

PLEASE INITIAL EACH CHECKLIST ITEM AND SUBMIT THIS PAGE WITH YOUR APPLICATION.

INFORMATION VENDORS

Please provide a brief description of the family friendly game, arts and crafts or activity that you will be providing at your booth for this event. Drop off donations at the Community Services Department Booth.



SPECIAL EVENTS

APPLICATION

150 S. PALM AVENUE
 RIALTO, CA 92376
 PHONE: (909) 820-2517
 FAX: (909) 421-7289
 EMAIL: CITYBL@RIALTOCA.GOV

OFFICE USE ONLY			
BUSINESS LICENSE NO:			
EXPIRATION DATE:			
PLANNING APPROVAL:	YES	NO	N/A
HEALTH PERMIT PROVIDED:	YES	NO	N/A
RCVD PER RECREATION DEPT.:	YES	NO	N/A
NOTES:			

PLEASE PRINT CLEARLY OR TYPE IN FIELDS

This Permit is for Special Events ONLY. It does not sanction any act not otherwise permitted.

In addition to this permit, Vendors must obtain authorization from the Sponsoring Agency. Applicant is responsible for obtaining State of California Sales Tax Number, if necessary and provide such number to the City of Rialto.

The Special Event application needs to be submitted thirty (30) days prior to the event.

BUSINESS INFORMATION			
BUSINESS NAME:			
CORPORATE NAME (IF APPLICABLE):			
DESCRIPTION OF BUSINESS ACTIVITY:			
BUSINESS PHONE:		BUSINESS FAX:	
EMAIL:		OWNERHIP TYPE:	
RESALE NO.:		FEIN (TAX ID) NO.:	
SELLING FOOD: YES	NO N/A	LICENSE NO. & EXP. DATE:	LICENSE TYPE:
BUSINESS ADDRESS:			BUSINESS ADDRESS CANNOT BE A PO BOX
CHEK BOX IF SAME AS BUSINESS ADDRESS	MAILING ADDRESS:		
EVENT INFORMATION			
IF YOU ARE THE SPONSORING AGENCY, PROVIDE THE NUMBER OF VENDORS THAT WILL BE PARTICIPATING:			<input type="text"/>
NAME OF EVENT:			
LOCATION OF EVENT:		DATE (S):	
BUSINESS OWNER (S), PARTNERS, AND/OR CORPORATE OFFICERS			
NAME:		NAME:	
TITLE:		TITLE:	
ADDRESS:		ADDRESS:	
PHONE:		SSN:	
DRIVER'S LICENSE NO.		DRIVER'S LICENSE NO.	
EMERGENCY CONTACT			
NAME:		PHONE:	
FEE INFORMATION		OFFICE USE ONLY	
SPONSORING AGENCY	\$ 100 PER DAY	ADMINISTRATION FEE	
PARTICIPATING VENDOR	\$ 5 PER WEEK	STATE FEE	
		LICENSE TAX	
		TOTAL AMOUNT DUE	

I DECLARE UNDER PENALTY OF PREJURY THAT THE STATEMENTS MADE HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE READ THIS NOTICE.

SIGNATURE

DATE

Thank you for doing business in the City of Rialto