



Rialto Holiday Festival & Parade Vendor Fair

Saturday, December 2, 2023



RULES AND REGULATIONS

- **EVENT LOCATION: RIALTO CIVIC CENTER 150 S. PALM AVE, RIALTO, CA 92376.**
 - **All applications are subject to review before approval. Space is limited.**
 - Adhere to all state, county, city, department and event rules, regulations, and guidelines.
 - 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.**
 - We encourage all participants to decorate your booth with the theme Charlie Brown/Candyland.
 - 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 are free if you supply one of the following: family friendly game, candy, arts and crafts or activity for participants throughout the event. PLEASE NOTE A \$5.00 DAY BUSINESS LICENSE PERMIT IS REQUIRED.
 - Merchandise vendor fee is \$60 (per 10 x 10 booth space) plus a \$5.00 Business Licensing permit fee and copy of seller's permit.
 - Food vendor fee is \$100 (per 10 x 10 booth 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. It is your responsibility to adhere to all San Bernardino County of Public Health rules and regulations.
 - **Information, Food and Merchandise Vendors – Please submit the \$5.00 fee for the day business license to the Business Licensing department AFTER you've been approved! Attn: Business Licensing 150 S. Palm Avenue Rialto, CA 92376**
- 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 foods.**
 - **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 1:00pm and conclude at 4:00pm. 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 4:30pm. 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 until the end of the event. Takedown will begin at 9:30pm.**
 - 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 based on race, religion, creed, color, sexual orientation and national origin.

Submit your completed 2023 Holiday Festival & Parade application and booth fee no later than Friday, November 17, 2023, by 6:00pm.

Please deliver to or email sgonzales@rialtoca.gov
Rialto Community Services
Attn: Salina Gonzales/Special Events
214 N. **Palm** Ave. Rialto, CA 92376

Please keep this copy for your records.



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

___ Submit a signed & completed 2023 Holiday Festival & Parade Vendor Fair application, *no later than Friday, November 17 by 6:00pm*. My signature on the 2023 Holiday Festival & Parade Vendor Fair Application I acknowledges that I have read, understand, and agree to the Rules and Regulations as defined in the 2023 Viva La Fiesta packet that I received.

___ I understand submission of my application does not guarantee approval for participation in the 2023 Holiday Festival & Parade Vendor Fair. 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 no later than Friday, November 17 by 6:00pm. 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.**

___ NOTICE TO ALL VENDORS: DO NOT DISPOSE OIL IN TRASH CANS OR ON GRASS! FAILURE TO PROPERLY DISPOSE OIL OR ANY HAZARDOUS WASTE WILL RESULT IN DISMISSAL OF FUTURE EVENTS. FOR MORE INFORMATION ON PROPER DISPOSAL PLEASE CONTACT US.

___ *I acknowledge that I have read, understand, and agree to the attached 2023 Holiday Festival & Parade Vendor Fair 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 ONLY:

Please provide a brief description of the activity, children’s game or arts and crafts that you will be providing at your booth for this event.



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VENDOR APPLICATION

PLEASE PRINT OR TYPE LEGIBLY.

BUSINESS/ORGANIZATION: _____ **CONTACT PERSON:** _____

MAILING ADDRESS: _____ **CITY:** _____ **ZIP:** _____

PHONE: _____ **ALT. PHONE:** _____

EMAIL: _____ **Booth Type:** Food Merchandise Information

List all items to be sold or distributed for FREE at this event, List all specific items, and merchandise. All food vendors **MUST ATTACH A MENU** with pricing including drinks. Failure to disclose all items will result in dismissal from the HFAPVF 2023 event.

PERMITS: The following Permits must be submitted for approval:

- State Board of Equalization Re-Sale Number:** _____
(To obtain a re-sale number, contact the above agency at (951) 680-6400)
- City of Rialto Business License:** _____
(Please complete the attached "Special Events Vendor Application" once your application has been approved plus \$5.00 permit fee.)
- San Bernardino County Health Permit PR OR PT Number REQUIRED FOR FOOD VENDORS:** _____

Please indicate set up type and the booth space size you are requesting. Requested space size is not guaranteed. Additional fees may apply, see Vendors Fees on page 4.

- CANOPY FOOD TRUCK RV/TRAILER OR OTHER PLEASE SPECIFY: _____
- 10 x 10 10 X 15 10 x 20 10 x 30 OTHER PLEASE SPECIFY _____

I understand that failure to adhere to all Rules and Regulations will result in my dismissal from the 2023 Holiday Festival & Parade Vendor Fair.

I hereby acknowledge that the individual(s) named below and on the 2023 Holiday Festival & Parade Vendor Fair Application is (are) not covered by any medical insurance policy by the City of Rialto. It is the responsibility of the parent, legal guardian or 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 the above enrolled participant(s) may be photographed by the City or Rialto publicity purposes.

X _____
SIGNATURE

PRINT NAME

DATE

MAIL OR DROP OFF APPLICATION TO:
Rialto Community Services
Attn. Salina Gonzales/Special Events
214 N. Palm Ave. Rialto, CA 92376

OR EMAIL: sgonzales@rialtoca.gov

OFFICE USE ONLY	
Receipt #	_____
Date	_____
Staff Initials	_____



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Vendor Fees



Food Canopy	10x10 \$100.00	10x15 \$150.00	10x20 \$200.00	10x30 \$300.00
Food Truck or Other RV/Trailer	Min. \$200. Cost based on space requirement.			
Merchandise	10x10 \$60.00	10x15 \$90.00	10X20 \$120.00	10X30 \$180.00
Information booth is free for a 10x10 space, but must pay for a one-day \$5.00, Business Licensing Permit fee.				
PLEASE DO NOT OBTAIN YOUR DAY BUSINESS LICENSE PERMIT UNLESS YOU HAVE BEEN APPROVED AND MADE PAYMENT.				