

City of Colton's 129th Birthday Celebration

VENDOR INFORMATION

Contact for Vendors:

Brandon Parra, Recreation Coordinator

Tuesday - Friday, 9:00 a.m.-5:00 p.m. • Phone: 909.370.5540 • Email: bparra@coltonca.gov

We are proud to announce the City of Colton's 129th Birthday Celebration! Festivities are set to take place on Saturday, July 9, 2016 at Colton High School from 4:00 – 9:00 p.m. We are currently seeking vendors for this fun, family-oriented, community event.

WHAT IS THE APPLICATION PROCESS?

- The process starts with the Community Services Department, Recreation Division. Recreation Division staff will handle all applications.
- Applications will be accepted beginning **Friday, April 1.**
 - All **Food Vendor applications** must be received by **Friday, June 10, 2016.**
 - All other vendor applications will be taken through **Friday, June 24, 2016.**
- Applications can be obtained and submitted at the Gonzales Community Center, 670 Colton Avenue, Colton, CA 92324, Monday-Friday, 8:00 a.m.-8:00 p.m. and Saturday, 8:00 a.m. – 5:00 p.m.
- Once received, applicants will receive a phone call confirming receipt of application and clarification of details.
- Applicants should not assume application is approved until receiving phone call and/or written confirmation.
- All approved vendors will be required to send a representative to a **MANDATORY VENDOR MEETING** at the Frank A. Gonzales Community Center. At this time, vendors will be required to produce a business license, auto insurance, and a Health permit, if applicable, for copies to be made and kept by the City. Also, vendors will receive a site map & appropriate instructions. Failure to attend this meeting will result in non-participation in the event.
 - Food Vendors Meeting – Wednesday, June 15 @ 6:00 p.m.
 - All other Vendors/Info Booth Meeting – Wednesday, June 29 @ 6:00 p.m.

TYPES OF BOOTHS & FEES

<u>Information Booth - \$25</u>	<u>General Vendor \$100</u>	<u>Food Vendor \$150</u>
For all non-profit entities (churches, service groups) who wish to distribute information. No sales of any kind.	Any type of sales including merchandise, crafts and business promotion. All non-food items.	Pre-packaged or prepared on-site food, including water and soda. Applicants must be completely self-contained. No access to electricity or water connection will be available.

PERMITS AND DOCUMENTATION

Applicants must comply with all City, County, and State permit requirements. Permits cannot be obtained until application is approved and must be presented at the MANDATORY VENDORS MEETING.

- Business license fees for participants are NOT included in the booth registration fee. All vendors are required to have a Seller's permit naming 650 N. La Cadena Drive, Colton, CA 92324 as a sub-location. One day business licenses (\$16) may be obtained after application is approved from the Business License Department at Colton City Hall, Monday – Thursday from 8:00 a.m. – 4:00 p.m.
- In addition, all food concessionaires are responsible for obtaining the required permit (\$113 for pre-packaged food item vendors. \$166 for food preparation vendors) from the San Bernardino County Department of Environmental Health Services, REHS, 385 N. Arrowhead Ave., San Bernardino, CA 92415-0160, phone -- 909 798 8504.
- All approved applicants must have valid auto insurance in order to load/unload onsite the day of the event.

EQUIPMENT REQUIREMENTS

The Community Services Department will not provide any equipment to applicants. The City will not provide electricity or access to water. Any use of generators must be preapproved, and any power bars and extension cords used by vendors shall be firmly tied down to avoid danger to other vendors and pedestrians.

SET UP AND DISMANTLING

All applicants must unload and remove vehicles from the barricaded areas before the start of the event. Vendors may not block parking spaces or sidewalks at any time. Business entrances and any private parking spaces must not be blocked at any time. Vendors agree to stay for the duration of the entire event, to ensure pedestrian safety.

CITY OF COLTON ~ COMMUNITY SERVICES DEPARTMENT

129th Birthday Celebration

VENDOR APPLICATION

FOOD VENDOR APPLICATIONS MUST BE RECEIVED BY FRIDAY, JUNE 10, 2016
ALL OTHER APPLICATIONS MUST BE RECEIVED BY FRIDAY, JUNE 24, 2016
TO: GONZALES CENTER, 670 COLTON AVENUE, COLTON, CA 92324

Please read entire form carefully before signing. Incomplete forms will not be accepted.
Submission of form does not guarantee approval or a place in the event.

BUSINESS / ORGANIZATION NAME _____

CONTACT PERSON _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PRIMARY TELEPHONE _____ **SECONDARY PHONE** _____

Seller's Permit # _____ Please list 650 N. La Cadena Drive, Colton, California as sales sub-location
Non-Profit use only: IRS # _____

TYPE OF VENDOR (Please mark the appropriate box)

- Information Booths – Distribution of non-profit information
 General (crafts/merchandise/advertisement of business)
 Food (all food and beverage sales)

Saturday, July 9

- \$25
 \$100
 \$150

Size/Dimensions of space needed _____

Please list any special needs (electricity or connection to a water source is not available)

List all items for sale (items not listed cannot be sold) _____

Describe the nature of your activity other than sales _____

Do you want us to give out your phone number/email address for referrals? Yes No

I have read and agree to comply with all terms and conditions set forth in the Rules and Regulations of the City of Colton BIRTHDAY CELEBRATION as provided to me on the back of this form; and that the City of Colton Community Services Department may suspend or terminate my privileges to participate in this event or future events in the event of non-compliance. I also agree to defend, indemnify and hold harmless the City of Colton, as well as their agents, employees, assignees, from and against all injuries, whether personal or real, claims, damages, losses, judgment, liabilities, expenses, and other costs including litigation and attorney's fees arising out of, resulting from or in connection with my participation in the City of Colton event. I certify that I am responsible for the activity and am authorized to 1) execute on behalf of the organization and 2) accept legal process on behalf of the organization.

Date _____ Signature _____

FOR OFFICE USE ONLY

Date /Time Received _____ Receipt Number _____ Cash Check Staff Initials: _____

RULES AND REGULATIONS

1. Applications must be complete, with signature of a responsible party. The signature acknowledges the applicant's liability for damages.
2. Participants must comply with all applicable City, County and State laws.
3. Spaces and the surrounding area must be kept clean during and after the event. Non-compliance may result in forfeiture of any fees paid and jeopardize future participation.
4. The City of Colton is not responsible for theft or damage to your property.
5. No persons participating shall state, imply or otherwise suggest that the City of Colton sponsors or supports the views of their organization.
6. Alcoholic beverages may not be sold. Participants shall always maintain professional dress, conduct and public decorum.
7. Participants shall not sell merchandise of an adult nature, alcohol or drug paraphernalia. Neither may any merchandise be sold that may imply, suggest or support this type of activity.
8. Food booth signs must match the name on the application.
9. No person shall deface or otherwise abuse buildings, plants or other facilities. All participants shall reimburse property owners and/or the City of Colton for any costs relating directly to their activity. This includes damage to landscaping, street fixtures, electrical outlets, churches, park facilities, storefronts, etc.
10. Community Services Department will locate and/or designate the vendor space assignments. Booths or area displays may not be moved at any time.
11. Vendors selling or transfer of items for sale during this event known as "The City of Colton 128th BIRTHDAY CELEBRATION" will not transfer or permit for resale, items that do not bear the registered trademark of trademarked items, without the written approval of the registering agency and its companies. In the event that a vendor is caught selling illegal items and the City of Colton will not be held responsible for the actions of the vendor. The vendor will immediately be suspended from the event.
12. Special Event vendors are considered independent business operators and must have a city business license.
13. Proper disposal of grease containers, cooking oil or raw garbage MUST be used. Any concessionaire disposing of grease or garbage at inappropriate locations will lose the ability to participate in future events.
14. Vendors shall not interfere, verbally or physically, with the activities of other SPECIAL EVENT participants.
All questions and/or complaints should be directed to the City of Colton, 670 Colton Ave., Colton, CA 92324, 909 370-5540.
15. Participants shall comply with all of the above rules. Noncompliance, including offensive conduct, may result in immediate revocation of the right to participation in any future SPECIAL EVENT within the City of Colton. The City of Colton reserves the right to refuse participation to any applicant. Special Event rules and regulations are subject to change without notice.
16. The City has the right, without compensating the Vendor, to photograph Vendor, Vendor's booth and Vendor's products and to reproduce, release and utilize those photographs in Festival publicity Materials.
17. The City does not provide tables, chairs, easels, tents, canopies, sign stands, signs, rope, tape, table covers, and dollies nor will the City be selling display materials.

The City of Colton Community Services Department recognizes the fact that emergency situations do arise which prevents participation. Vendors should inform staff 48 hours in advance if they are unable to use their allocated space. Failure to notify staff shall result in the loss of any fees. In the event of rain or other conditions deemed unsafe by the City of Colton Community Services Department, the event will be canceled and refunds issued.