



Fair Dates: February 16-25, 2018

Phone 760.863.8247 Toll Free: 800.811.8247 Fax: 760.863.8973 www.datefest.org

COMMERCIAL VENDOR SPACE APPLICATION

\$25 Non Refundable Application Fee per application

Application Deadline: Friday, December 29th, 2017

APPLICATION INSTRUCTIONS

Please review the application instructions below carefully before completing application. This application is neither an offer nor a guarantee of space. All questions on this a application must be answered completely. Be sure the information you give is accurate, as it will be the sole representation of your business for the selection process. Incomplete applications will not be considered or returned.

APPLICATION FEES

Make checks payable to: Riverside County Fair.

\$25 Application fee must be paid in the form of check, cashier's check or money order. NO CASH. If you are applying for more than one space location; you must submit a separate application and a \$25 application fee for each.

LOCATIONS

If a contract is issued, the location of your commercial space will be determined by management. Locations are subject to change year to year.

PHOTO REQUIREMENTS

Please attach a current photo of your proposed commercial booth in operational form. Photos will not be returned.

PROPOSED SALE ITEMS

The proposed sale items including prices you are requesting to sell/display/promote/give away must be specific, do not indicate "etc. or accessories". If a contract is issued, it will be assigned on the basis of this list only, so please be thorough. The Riverside County Fair reserves the right to select the items a vendor is allowed to sell. Only approved items will be listed on your contract.

OTHER REQUIREMENTS

Incomplete applications will not be considered or returned to the applicant.

- ✓ Make sure you sign the application where indicated
- ✓ A copy of your California Seller's Permit is required with your application

SUBMIT YOUR APPLICATION

We only accept commercial applications by mail.

Riverside County Fair & National Date Festival Fairgrounds

Attn: Commercial & Concessions Office, 82-503 Hwy 111, Indio, CA 92201



OFFICE USE ONLY	
C.18.	_____
Location	_____
Space#	_____

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PLEASE TYPE OR PRINT CLEARLY IN INK.

Please Check One New Applicant Returning Vendor

How long have you been in business? _____

Business Type Sole Proprietorship Partnership Corporation

Email Address Required _____

Contract Signing Authority _____ Onsite Contact Name _____

Business Name _____ dba _____

Mailing Address _____ City _____ State _____ Zip _____

Business Phone _____ Resident Phone _____

Cell Phone _____ Fax Number _____

Have you ever participated at this Fair? YES NO

Using a microphone or sound equipment for demos? YES NO

Handing out edible samples? YES NO
Safe Food Handling Fee is required and may be purchased through Concessions Office

Taking leads for future business? YES NO
State Board of Equalization will still require you to file for a California Seller's Permit

SPACE LOCATIONS

Please attach a current photo of your proposed stand in operational form. Photos will not be returned.

Please select your space location preference. If you are open to locations leave it blank.

- Indoor Commercial Building
 Indoor Gem & Mineral Building
 Grounds
 Outdoor Royal Marketplace
 Outdoor Aladdin's Bazaar

Please select the size of your booth
 10x10
 10x20
 10x30
 10x40
 Other

Commercial Building <small>10x10x8 with 3 walls</small>			Royal Marketplace <small>10x10x8 with 3 walls</small>		
10x10 Inline \$800	10x10 Corner \$950	10x10 Wall \$850	10x10 Corner \$900	10x10 Front Line \$1,000 - \$1,200	20x20 \$3,600
Aladdin's Bazaar <small>10x10x8 with 3 walls & light</small>		Gem & Mineral Building	Grounds <small>Size and Locations Vary</small>		
10x10 Corner \$900 - \$1,200	10x10 Front Line \$1,000 - \$1,200	10x10 Inline \$700	10x10 Prices start at \$900		

UTILITY REQUIREMENTS

Electrical use shall be limited to 110 volts with 15 amp electrical outlet per contracted vendor and included in the space rental fee. Vendors are responsible for providing any extension cords and surge protectors for their booth space. Fair Management reserves the right to meter electricity and electricians will be monitoring usage for each vendor. Excess electricity usage is subject to a surcharge unless pre-approved by management and will be billed on an individual basis.

Electrical Requirements <i>in excess of 110 volts 15 amps</i>	Additional Utilities Required		
Volts	Amps	Water Hook-up	Sewer Hook-up

PROPOSED SALE ITEMS

Will you be selling products?
 YES
 NO

The proposed sale items including prices you are requesting to sell/display/promote/give away must be specific, do not indicate "etc. or accessories". If a contract is issued, it will be assigned on the basis of this list only, so please be thorough. The Riverside County Fair reserves the right to select the items a vendor is allowed to sell. Only approved items will be listed on your contract. The current sales tax rate for California is 7.5% If you are generating business leads – list the product or services. *If you sell more than 5 items, please attach your list on a separate sheet of paper.*

STATE BOARD OF EQUALIZATION

All vendors are responsible for payments for all applicable sales taxes and MUST obtain a California State resale tax permit number. Out of state vendors must obtain this permit prior to the Fair. This permit number must be on file in the Commercial/Concessions Office prior to start of Fair.

Applications are available online at www.BOE.CA.GOV or you may call 760.770.4828

The State Board of Equalization will not issue permits on site.

For new applicants - if you do not have one; you may wait to be accepted to obtain one.

California Sellers Permit #

✓ **Attach Copy to Application**

INSURANCE REQUIREMENTS

Please select the form of insurance you will provide during the Fair. Each vendor must provide the Concessions Office with proof of general liability insurance of no less than \$1,000,000. Each vendor who hires employees must also provide a copy of worker's compensation insurance.

VENDORS PROVIDING PROOF OF INSURANCE

Name of insured business must match business name on this application.

Insurance certificate should name as additional insured:

The County of Riverside; and The Riverside County Fair & National Date Festival; and Riverside County Economic Development Agency; and their officers, agents, employees and servants individually and collectively, as regards to all operations on or on behalf of name insured and all premises or property used by on or on behalf of named insured.

My Own Carrier Name _____ CFSA Master List Master List # _____

VENDORS PURCHASING INSURANCE

I would like to purchase CFSA Insurance You will be billed \$145 *if accepted as a vendor*

- ✓ Completing this form does not constitute proof of insurance. Proof of insurance will be required once a contract has been issued. Insurance must be on file by **Monday, February 5th, 2018.**
- ✓ Vendors without current insurance on file will not be allowed to set up. **NO EXCEPTIONS!**
- ✓ ADA (Americans with Disabilities Act) You must comply with the Americans with Disabilities Act ("ADA") of 1990, (42 U.S. C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

REFERENCES

Please provide three (3) references for other fairs, festivals or events in which you have participated. Please include a contact name and telephone number for all references.

Event #1	Contact Person	Phone Number
Event #2	Contact Person	Phone Number
Event #3	Contact Person	Phone Number

CERTIFICATION OF APPLICANT

I certify all information contained in this application to be true and accurate. I understand that this application in no way implies or guarantees that space will be offered. The Riverside County Fair & National Date Festival reserves the right to refuse any application and may refuse to execute a contract without giving reason for same or to relocate a concessionaire at any time for the betterment of the Fair.

I understand that if awarded a contract, I will be required to participate and operate my concession stand in compliance with Fair hours of operation beginning Friday, February 16th through Sunday, February 25th, 2018. I have read and understand the instructions and additional information attached.

Signature

Print Name & Date