

Winterfest Vendor Application

Saturday, December 3, 2016
 Historic Downtown Lake Elsinore on Main Street

Vendor Check-in Begins:	1:00 p.m.	183 N Main St
Booth Set-up:	1:00 p.m. to 2:30 p.m.	
Booth Inspections:	2:30 p.m. to 3:30 p.m.	Fire Department
Booths Open to Public:	4:00 p.m. to 9:00 p.m.	
Booth Clean-up:	9:15 p.m. to 10:30 p.m.	

Applications will be due with a non-refundable payment by Thursday, November 3, 2016

APPLICANT INFORMATION:

Name:	Booth Sales:	
Phone:	Email:	
Address:	City:	Zip Code:

BOOTH INFORMATION:

- One booth space is a 12 x 12 area; if you require more than one space, please pay \$75.00 for each additional space. Food Vendor space is a 20 x 20 area.
- All vendors are required to have the appropriate Fire Extinguisher prior to the start of the event (see Fire Department Vendor Booth Conditions)
- Merchandise Booths have some electrical available on Main Street in the main vendor area. If you need to utilize generated power you are subject to placement in areas as appropriate to the use of generators and a quiet type is required in the vendor area.
- No cash on mail in, make checks or money orders payable to CITY OF LAKE ELSINORE

Please check one:

- \$100 Food Sales, describe in detail _____
 ___ Include me on the Health Permit for an additional fee of \$50 (Total \$150)
- \$75 Merchandise Sales, describe _____
- \$15 Non/Profit or Community Agency, describe activity _____
 [] Fundraiser [] Outreach

Amount Enclosed \$ _____ Cash _____ Check # _____ Money Order# _____

Mail in or hand deliver to: City of Lake Elsinore Community Services Dept.
 Winterfest 2016
 130 S Main Street
 Lake Elsinore, CA 92530
 8:00 a.m. to 4:00 p.m. Mon – Fri

Liability Waiver:

- "I understand that the City of Lake Elsinore does not carry insurance to cover participants or spectators of sponsored activities. I hereby assume the risk of any injuries that may be sustained in the pursuit of Community Services Activities, and forever discharge the City of Lake Elsinore, it's officers, agents and employees from any action actions, suits, damages, claims or judgments that may result from any property damage or personal injuries that I sustain while using equipment owned or in the possession of the City of Lake Elsinore, it's officers, agents, employees from any and all loss, damages, liability, cost or expense, arising out of any acts or omissions of the City or its officers, agents or employees."
- "I have read the above waiver/release and understand it. This event may cancel with rain."
- "I have read the Conditions of Vendors and agree to comply with all regulations or be subject to removal from event."

Name (Print): _____ Signature: _____ Date: _____

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Conditions for Vendors

MERCHANDISE SALES:

- Merchandise sales are restricted to family friendly content and the collection of sales tax remains the vendor's responsibility.
- All non-profit/community booths offer free or low cost activities (craft or activity) for 500 children ages 3 to 12 years. You must supply items for outreach.
- At the assigned booth, you must provide your own awning, table, chairs, LED lighting and any equipment needed for an approx. 12 x 12 area.
- Car access to Main Street for booth set up & merchandise will be from 1:00 p.m. to 2:30 p.m. and set up should be complete by 3:30 p.m.
- Access for exit and booth break down begins at 9:15 p.m. Vehicles should make every effort to be off the street by 10:30 p.m.
- Items not allowed include intimate apparel, clothing in large quantities, shoes, furniture, drug culture accessories, weapons, swap meet resale items, cycle accessories and bedding.
- Booths are required to post a NO SMOKING Signs and ensure that no one is smoking in their vicinity.
- It is MANDATORY for all booths to have a fire extinguisher available. **2A:10BC** rated with current State Fire Marshal inspection tags.
- Music played is limited to holiday or classical style; no rap, hip hop, or rock allowed.
- Please see attached Fire Department Memo attached.

FOOD SALES:

- Food sales must meet all standards set by the Riverside County Health Department and applicants should attach a copy of their permit to this application or you may be denied. Riverside County only will be allowed. You will be charged the additional \$50 to cover you on the city's event permit. See Fire Department Memo (attached) for rules and regulations. **Bring caution tape to cordon off your generator and all cooking areas as required.** You must have the correct rated fire extinguishers in your booth with rated K for grease or hot oil cooking and rated Class K rated extinguisher where flying or cooking with hot oil is conducted. Generators require a separate 3A:40BC rated extinguisher.

POWER RESTRICTIONS:

- DO NOT USE, flood lights or spot lighting, car batteries for power, electrical power from Main St businesses. Any type of power or lighting deemed unsafe will be eliminated during booth inspections.
- We recommend battery powered lanterns and lighting to avoid over use of the electrical available. Booths are limited to 3 strands of LED holiday light strands not to exceed 300 light count. One outlet plug per vendor.
- No extension cords in disrepair are allowed and will be strictly enforced. This also includes fraying, splicing, severe twisting and multiple extension cords.

GENERAL ACCOUNTABILITY:

- Displays may not block walk areas or encroach on sidewalk areas with merchandise or power cords.
- All vendors are expected to clean up their area of all debris and trash receptacles will be available throughout the event area. Vendors should remove all debris from booth area at the end of the event and a dumpster will be located in the parking area across from the Cultural Center.
- Vendors who are unable to comply with conditions, will be removed from the event area and eliminated as future vendors.
- By signing below, you agree to comply with Conditions for Vendors.

Melissa Houtz
Special Events Coordinator

If you have any questions, please feel free to contact me at (951) 674-3124 ext. 292 or mhoutz@lake-elsinore.org.

Name (Print): _____ Signature: _____ Date: _____