

# 2010 Hesperia Civic Market & Street Faire • Vendor Application

*Booth spaces are assigned on a first come, first serve basis. All applications are subject to approval.*

Name:		Business Name:	
Address:		City:	Zip:
Phone:	Cell:	E-mail:	

<b>DAILY MARKET RATES</b>	
<i>(check all that apply)</i>	
<input type="checkbox"/> <b>Standard Booth</b> Booth size is 12' x 12'	<b>\$20.00</b>
<input type="checkbox"/> <b>Nonprofit Booth</b> must provide 501(c)(3)	<b>\$10.00</b>
<input type="checkbox"/> <b>2 Booths</b>	<b>\$30.00</b>
<input type="checkbox"/> <b>Electrical Fee</b> (access to one 15-amp outlet)	<b>\$10.00</b>

<b>FULL SEASON RATES (21 weeks)</b>	
<i>(prices valid until May 5<sup>th</sup>)</i>	
<input type="checkbox"/> <b>Standard Booth</b>	<b>\$357.00</b>
<input type="checkbox"/> <b>Standard Booth w/electric</b>	<b>\$536.00</b>
<input type="checkbox"/> <b>2 Booths</b>	<b>\$536.00</b>
<input type="checkbox"/> <b>2 Booths w/electric</b>	<b>\$714.00</b>

<b>PLEASE CIRCLE THE DATES DESIRED</b>				
May 12, 19, 26	Jun. 2, 9, 16, 23, 30	Jul. 7, 14, 21, 28	Aug. 4, 11, 18, 25	Sep. 1, 8, 15, 22, 29

<b>VENDOR CHECKLIST</b>	
<input type="checkbox"/> Vendor Application	<input type="checkbox"/> Food Vendors – Copy of Menu with prices
<input type="checkbox"/> Program Registration Form	<input type="checkbox"/> Food Vendors – Copy of Annual Health Permit
<input type="checkbox"/> Copy of Seller's Permit (if applicable)	<input type="checkbox"/> Nonprofit Groups – Copy of 501(c)(3)
<input type="checkbox"/> Form BOE-401-D (if applicable)	<input type="checkbox"/> Entertainers – samples of music, lyrics, choreography, etc.
<input type="checkbox"/> List of items to be sold (if applicable)	<input type="checkbox"/> Information/Service Vendors – copy of literature/pamphlets
Please be sure all items are present to ensure completion of application packet	

**Bring forms and payment to the Hesperia Recreation and Park District Office**

**between the hours of 9 a.m. – 3:30 p.m., Monday-Friday,**

**16292 Lime Street, Hesperia, or mail to:**

**P.O. Box 401055, Hesperia, CA 92340-1055.**

**For more information, call (760) 244-5488 or visit [www.hesperiacivicmarket.com](http://www.hesperiacivicmarket.com)**

**Make check payable to H.A.R.D.**

All paperwork must be completed prior to application being processed. Original applications accepted only, NO FAXES.

New vendor applications are due Friday by 3:30 p.m. pending approval to participate in the following week. All vendors must be approved before participating. Once a vendor has been approved, all payments are due by 3:30 p.m. Monday, otherwise vendor will **NOT** be eligible for that week's market. Events, dates and programs are subject to change. NO REFUNDS.

**I verify that I have been given a copy of the rules and procedures and I agree to adhere to them.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TURN OVER – PROGRAM REGISTRATION FORM MUST ALSO BE FILLED OUT AND SIGNED.**

**HESPERIA RECREATION AND PARK DISTRICT**  
P.O. Box 401055, Hesperia, CA 92340-1055 (760) 244-5488

Hesperia Civic Market  
& Street Faire 2010

**PROGRAM REGISTRATION FORM**

Participant Name: \_\_\_\_\_ Male/Female  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**Activity: HESPERIA CIVIC MARKET & STREET FAIRE**

**Date:** Wednesdays from May 12 to Sep. 29, 2010  
3:00 – 8:00 p.m. **Location:** HESPERIA CIVIC PLAZA PARK  
15833 Smoke Tree St., Hesperia,  
CA

Check here if you have a disability needing special arrangements or assistance \_\_\_\_

**AGREEMENT, WAIVER AND RELEASE**

I have carefully read the description of the program(s) for which I / We are registering and in consideration for being permitted by the Hesperia Recreation & Park District and the City of Hesperia to participate in the (above) activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the Hesperia Recreation & Park District and the City of Hesperia (their officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or any injury or property damage that I may sustain while participating in said activity.

**PARENTAL CONSENT: (to be completed and signed by parent/guardian if applicant is under 18 years of age)**

I hereby consent that my son/ daughter, \_\_\_\_\_, participate in the above activity, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of the death or any injury or property damage that said minor may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF, THE HESPERIA RECREATION & PARK DISTRICT AND THE CITY OF HESPERIA AND I SIGN IT OF MY FREE WILL.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

**NO REFUNDS**

**TURN OVER - VENDOR APPLICATION MUST ALSO BE FILLED OUT AND SIGNED**



# HESPERIA CIVIC MARKET & STREET FAIRE RULES AND REGULATIONS

Please read these rules and regulations carefully before signing your application and keep this copy for your records.



Hesperia Civic Market & Street Faire is a weekly community farmer's market and street faire located at Hesperia Civic Plaza Park, 15833 Smoke Tree, in downtown Hesperia. This event will be held weekly on Wednesday evenings, between May 12<sup>th</sup> and September 29<sup>th</sup>.

## VENDOR APPROVAL PROCEDURES

1. All applications are date and time stamped on a first come basis and will be reviewed and accepted in that order.
2. Incomplete applications will be placed on hold in a pending file until all required information is obtained.
3. The District will notify vendor of any missing information.
4. The date all required documents have been obtained will be the adjusted date of submission for processing purposes.
5. You will receive a letter of approval/confirmation or denial in a timely manner. Again, approval is contingent upon the completion of all required paperwork. All details for setup and breakdown will be sent with the approval/confirmation letter.

## BOOTH SIZE

The Standard Booth size is 12' x 12'. Vendors exceeding their booth space may be charged for a second booth space.

## BOOTH CLASSIFICATION

Hesperia Civic Market & Street Faire staff reserves the right to limit participation in any classification, type of merchandise, or service to be provided to assure that the Market has a desirable mix of products and/or services.

### **Standard Booths**

- A. All sales vendors must submit a copy of your valid State of California seller's permit. If you do not have a seller's permit or feel you are exempt, contact the State Board of Equalization at (951) 680-6400. Vendors who are exempt must submit proof of exemption with their application. All sales vendors are required to fill out form BOE-410-D (see Attachment A).
- B. Vendors must submit a list of items to be sold. New items only. Sales must be limited to those items specified on the application.
- C. Food vendors - Prepared Food booths (cooking or hot appliances) must be roped off and closely guarded. For San Bernardino County Fire Department requirements please call (760) 947-1012. All food vendors must place a drop cloth on the ground within the booth area and in any other cooking area where food or grease may leave residue. It is recommended that all food vendors place a trash receptacle outside their booth for customer use. Trash cans belonging to the Market are not to be moved.

D. Food vendors must submit a copy of your Annual Health Permit. If you will be applying for a temporary event Health permit, please send a copy when approved. The County of San Bernardino Health Department will be at the event inspecting food booths. If you have any questions regarding Health Department requirements please call (760) 243-3773. Vendors with an invalid food service permit will not be allowed to setup and will not receive a refund.

### **Nonprofit Booths**

Organizations wishing to raise funds during the market must have a not-for-profit status. A copy of the letter of exemption, 501(c)(3), showing your nonprofit status is needed. In addition, all monies generated by sales or solicitations will go to the nonprofit group. See items A through D under Standard Booths. Complete those that apply to you.

### **2 Booths**

Vendors have the option of purchasing 2 booth spaces if their setup exceeds the 12' x 12' Standard Booth size. The booths will be adjacent and must sell the same item(s). No subletting is allowed.

### **Informational Booths**

All groups or individuals wishing to disseminate information must complete the application packet and submit a sample of the information to be distributed. These groups are also responsible for picking up any litter generated by the distribution of handouts. Bull horns, loudspeakers, and other means of sound amplification cannot be used without permission of the Market Manager.

### **Entertainers**

All entertainers using music must submit a sample of their music and lyrics. Bands/musicians must submit a promotional package. Street performers must submit a written description of their performance. Entertainers must not endanger the participants or patrons of the market in any of their acts or material. All entertainment must be suitable for all ages, and may not include any lewd dancing or other inappropriate actions or language as so deemed by the Market Manager.

## **ELECTRICAL REQUIREMENTS**

Limited spaces with electricity are available. Vendors may purchase electricity for \$10.00 for each 15-amp outlet used. No generators will be allowed unless approved by the Market Manager.

## **SETUP AND BREAKDOWN**

The Market area will open for vendor setup at 12:30 p.m. Vendors are not allowed to block streets, unload or setup prior to the initial opening at 12:30 p.m. In order to assure maximum efficiency during setup, after unloading but before setting up, vehicles must be removed from the Market street. All vehicles must be off the Market street by 2:45 p.m. Vendors arriving late are not guaranteed vehicle access to their space. The Market Manager will work with late vendors to accommodate them; however, vendor space may be subject to change based on accessibility and/or customer safety. Late vendors that choose not to participate may forfeit any payments made.

The market will conclude at 8:00 p.m. Booths shall be dismantled and merchandise shall be packed prior to bringing vehicles onto the Market street. During dismantling, vehicles are allowed on the street for loading only. Barricades will be removed approximately 15 minutes after market activities conclude.

## **SPACE ALLOCATION AND BOOTH APPEARANCE**

Spaces are assigned on a first come, first serve basis. The Market Manager shall review all space assignments on a regular basis. The Market Manager reserves the right to relocate vendors and/or reassign spaces at his/her discretion. Activities no longer deemed appropriate, or that do not coincide with Hesperia Civic Market & Street Faire goals shall be discontinued.

Space numbers will be marked in chalk with marks on the ground designating the space width. Participants must stay within their assigned spaces. The sidewalks, streets, planters and fire lanes must remain clear at all times.

Vendors must present an attractive display. Table drapes are preferred. No selling out of storage boxes, vehicles, or trailers. All storage boxes are to be covered by the tables or kept out of sight. Signs must be of professional quality and NO flashing or blinking lights may be used.

## **FEES**

All fees are to be paid by **3:30 p.m.** on the **Monday** prior to Wednesday's participation. Vendors failing to prepay are subject a \$5.00 late fee and/or may be ineligible for that week's market. For your convenience the Market Manager will accept payments at the market for future markets. The Market Manager recognizes the fact that situations may arise which prevents participation in the Market. Vendors should inform the Market Manager 24 hours in advance if they are unable to attend the Market. Failure to do so may result in the loss of any fees paid.

## **ROLE OF THE MARKET MANAGER**

The Market Manager's job is to assure a successful market, not only for the customers, but its vendors, too. One way to accomplish this is by providing a fair environment in which business can be conducted in, while maintaining a wide variety of selection. The Manager will continuously try to expand the customer base of the market by using various public relation strategies and creative, low cost marketing. The Market Manager's job also includes overseeing Market setup, booth assignments, collection of fees, and assuring vendor compliance with all Market policies.

## **GENERAL RULES**

1. Booths must be staffed by an adult, 18 & over, at all times, and participants in the Hesperia Civic Market & Street Faire must conduct themselves with proper decorum.
2. Participants may not sell any merchandise that is offensive to the general public. Merchandise of adult nature or alcohol and/or drug paraphernalia is also prohibited. Neither may any merchandise be sold that may imply, suggest or support this type of activity.
3. Vendors are not allowed to sell used, irregular or clearance merchandise. No exceptions.
4. Participants may not sell weapons of any type. A weapon is defined as any instrument or device that can be used in attack or defense and may cause injury.
5. Canopies must be weighted down with a minimum of 25 lbs. on each of the four legs. No hanging weights are permitted. Securing canopies to trees and light poles is prohibited.
6. Subletting booth spaces is strictly prohibited.
7. All vendor activity is restricted to assigned booth space, unless approved by Market Manager.

8. All participants shall keep their area clean during the Market, and leave the space and surrounding area clean afterward. Vendors are required to take all waste caused by, or relating to, their activity with them.
9. Vendors shall not interfere, verbally or physically, with the activities of other market participants. All questions and/or complaints should be directed to the Market Manager.
10. Excessive noise from sound systems and other audio equipment is prohibited. Anyone using audio equipment shall ensure that noise levels created by their activity do not interfere with the activities of other market participants.
11. No person shall deface or otherwise abuse buildings, fountains, planters or other facilities. Vendors are not permitted to setup merchandise or booth materials on sidewalks.
12. All vehicles must remain on the designated roadway while in the Market area. Vehicles will not be permitted onto the grass, sidewalks, or near the water fountains.
13. Smoking is not permitted within 50 feet of any vending booth or play areas.
14. All scales used in the Market must be in compliance with the San Bernardino County Department of Agriculture/Weights and Measures.
15. In the event that inclement weather cancels the Hesperia Civic Market & Street Faire, all vendors will be given credit for the following week.
16. Refunds, when applicable, will be mailed within 4 to 6 weeks.
17. Booth must remain open until the conclusion of each night of the event. No cars are allowed in until staff has notified you.
18. Vendors must follow all other District policies, procedures and rules, and conform to all applicable Federal, State, County and Local codes, acts and laws.
19. Vendors must follow the District's Code of Conduct which will be included in the approval/confirmation letter.
20. Hesperia Civic Market & Street Faire rules are subject to change without notice.

Any individual, business, group or vendor who violates any of the above procedures/rules may be asked to leave and may not be invited to participate in any other District events.

### **IMPORTANT CONTACT INFORMATION**

Please direct any questions or concerns to the Market Manager, Brandon McAnulty, at (760) 244-5488 or email [b\\_mcanulty@hesperiaparks.com](mailto:b_mcanulty@hesperiaparks.com)

Visit our website at: **[www.hesperiacivicmarket.com](http://www.hesperiacivicmarket.com)**

California State Board of Equalization permits and questions call (951) 680-6400.

Fire Department requirements call (760) 947-1012.

County of San Bernardino Health Department permits call (760) 243-3773.