



Hesperia Days

A FAMILY TRADITION SINCE 1948 *2008 Vendor Application*

Hesperia Days General Information and Vendor Rules

This year's event will combine the traditional Hesperia Days with a Music Festival. Hesperia Recreation and Park District cordially invites clubs, groups, organizations, businesses and vendors to participate at our Hesperia Days event. Hesperia Days will be held September 20 and 21, 2008. **The event will be located at the Hesperia Lake Park, 7500 Arrowhead Lake Road.** Thousands of people are expected to attend this annual event. Some activities include a Music Festival, children's game booths, fireworks and much more. This year's event will immediately follow the parade to maximize community involvement. Please note the following event information.

PROFIT BOOTH: Includes businesses and vendors with sales or promotional booths. Anyone who **does not** have a 501c3 (nonprofit) status falls within this group.

- A. All vendors must fill out and sign the vendor application and program registration form.
- B. 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.
- C. All vendors must submit a complete list of all items to be sold or game being conducted and minimum 4" x 6" size photos of the front and inside of your booth/trailer.
- D. Food vendors - Food booths (cooking or hot appliances) must be roped off and closely guarded. Please call (909) 386-8400 if you have any questions regarding Fire Department requirements.
- E. 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. Please call (760) 243-3773 if you have any questions regarding Health Department requirements. Vendors with an invalid food service permit will not be allowed to setup and not receive a refund. Please call (760) 243-3773 if you have any questions regarding Health Department requirements.
- F. Limited spaces with electricity are available. No generators will be allowed unless approved by the District.

Note: Failure to comply with the above requirements will result in loss of your vendor status and you will not be allowed to participate as a vendor.

NONPROFIT BOOTH: Clubs, groups and organizations may sell club items, products and merchandise, or food or conduct a game.

A. See A through F on preceding page. Complete those that apply to you.

B. Nonprofit organizations must submit a copy of your 501c3 tax I.D. letter from the I.R.S.

NOTE: Game booths must provide their own equipment and prizes for their activity. There is no fee for nonprofit groups conducting only a children's game activity. Proof of insurance may be required. Games can be free or have a nominal fee.

VENDOR APPLICATION CHECKLIST:

- | | |
|---|---|
| <input type="checkbox"/> Application and Program Registration Forms completed and signed | <input type="checkbox"/> Food Vendors - Copy of Menu with prices |
| <input type="checkbox"/> Copy of valid Seller's Permit | <input type="checkbox"/> Food Vendors - Copy of Annual Health Permit (If you will be applying for a temporary event Health permit, please send a copy when approved.) |
| <input type="checkbox"/> List of items to be sold or game being conducted | <input type="checkbox"/> Nonprofits - Copy of 501c3 tax I.D. letter from the I.R.S. |
| <input type="checkbox"/> Minimum 4"x 6" size photos of the front and inside of your booth/trailer | <input type="checkbox"/> Photo of generator with make, model and age |

HESPERIA RECREATION AND PARK DISTRICT 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 set-up and breakdown will be sent with the approval/confirmation letter.

HESPERIA RECREATION AND PARK DISTRICT RULES:

1. Booth must remain open until the conclusion of each night of the event. No cars are allowed in until staff has notified you.
2. Sales vendors may be required to cease in selling items which are deemed by event staff to be a public nuisance or safety hazard.
3. Follow the District's Code of Conduct which will be included in the approval/confirmation letter.
4. Follow all other District policies, procedures and rules. Conform to all applicable Federal, State, County and Local codes, acts and laws.

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. We appreciate your interest in this community event.

Please direct any questions or concerns to Sherilyn Bradbury at (760) 244-5488 (District Office).

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

Fire Department requirements call (909) 386-8400.

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

2008 Hesperia Days Booth Application

Booth size is 10' by 10', limited spaces with electricity are available.
APPLICATION DEADLINE: Friday, August 29, 2008 at 4:00 p.m. or until full.
Late applications will be charged an additional \$20.00 per space.
All applications are subject to approval.

NO REFUNDS!

Bring forms and payment to the Hesperia Recreation and Park District Office,
16292 Lime Street, Hesperia, or mail to: P.O. Box 401055, Hesperia, CA 92340-1055.
For more information, call (760) 244-5488.

Name: _____ Seller's Permit #: _____

Organization/Business: _____

Address: _____ City, State & Zip: _____

Phone - Work: _____ Home: _____ Cell: _____

Email: _____ Note: **BOOTH SIZE IS 10' BY 10'**

Remember, if your booth is bigger than 10' by 10' then the charge is doubled up to 20' by 10'.

List the exact size of your canopy or trailer. Trailers must include the hitch unless it is detachable.

WIDTH _____ ft. by DEPTH _____ ft.

Check the appropriate box below:

Profit Booth - **with electricity (One 15 amp outlet)** - \$100.00 per booth.

Spaces are limited to a first come basis.

How many amps does your booth require? _____ amps.

Profit Booth - with **no** electricity - \$80.00 per booth.

Non-Profit Booth - **with electricity (One 15 amp outlet)** - \$80.00 per booth.

Non-Profit Booth - with **no** electricity - \$60.00 per booth.

Non-Profit Booth conducting only Children's Game Activities - FREE with **no** electricity

If after setting up,
your booth takes up
more than your
allocated space, you
will be charged
accordingly.

Booth spaces needed _____ x fee of \$ _____ equals amount enclosed \$ _____

- No generators will be allowed, unless approved by the District. If you plan on bringing your generator, you must send a picture and include the make, model, and age.

Make check payable to H.A.R.D. NO REFUNDS!

Please be sure all items are present to ensure completion of application packet:

Application and Program Registration Forms completed and signed

Copy of valid Seller's Permit

List of items to be sold or game being conducted

Minimum 4"x 6" size photos of the front and inside of your booth/trailer

Food Vendors - Copy of Menu with prices

Food Vendors - Copy of Annual Health Permit (If you will be applying for a temporary event Health permit, please send a copy when approved.)

Nonprofits - Copy of 501c3 tax I.D. letter from the I.R.S.

Photo of generator with make, model and age

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

Signature: X _____ Date: _____

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

PROGRAM REGISTRATION FORM

Participant Name: _____

Address: _____ City: _____ Zip: _____

Telephone: _____

Activity: **HESPERIA DAYS - 2008**

Location: 7500 Arrowhead Lake Road Dates: September 20 and 21, 2008
Hesperia, CA 92345

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 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 (its 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 AND THE HESPERIA RECREATION & PARK DISTRICT AND I SIGN IT OF MY FREE WILL.

Signature: **X** _____

Date: _____

Name (Printed): _____

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