

20th Anniversary Celebration



2008 Vendor Application



General Information and Vendor Rules

This event will celebrate the City of Hesperia's 20th Anniversary, the grand opening of the NEW Hesperia Civic Plaza Park and our Country's Independence Day. The City of Hesperia and Hesperia Recreation and Park District invites clubs, groups, organizations, businesses and vendors to participate in this celebration. This celebration will be held on June 28, 2008. **The event will be located at the Hesperia Civic Plaza Park which will be located to the west of Hesperia's City Hall.** Thousands of people are expected to attend this event. Some activities include concerts, children's game booths, fireworks and much more. Please note the following event information.

PROFIT BOOTH: Includes businesses and vendors with sales, promotional or carnival game booths. Anyone who does not have a 501.C3 (nonprofit) status falls within this group.

A. All retail and food vendors must submit a minimum size 4" x 6" photo of booth setup. Food vendors must submit a copy of their menu with application.

B. All sales vendors must have a valid State of California resale permit. If you do not have a resale permit or feel you are exempt, contact the State Board of Equalization at (951) 680-6400. Vendors who are exempt must provide Hesperia Recreation and Park District with the following information on or before June 6th at 4:00 p.m.

- a. Name
- b. Address
- c. Driver's license number
- d. Reason for exemption, including product type

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. Approval of all applicants will be subject to the approval of the California State Board of Equalization.

C. Food booths (cooking or hot appliances) must be roped off and closely guarded. Please review the enclosed list of requirements from the Hesperia Fire Department. Food vendors must submit a complete list of all items to be sold and a 4" x 6" photo of booth setup. This is to ensure there is no duplication of food items. Please call (909) 386-8400 if you have any questions regarding Fire Department requirements.

D. The County of San Bernardino Health Department will be at the event inspecting food booths. All food vendors will be required to show a food service permit at check-in on the day of the event. Vendors with an invalid food service permit will not be allowed to setup. Please call (760) 243-3773 if you have any questions regarding Health Department requirements.

E. Limited spaces with electricity are available. No generators will be allowed unless approved by the District.

F. Attached, you will find a letter from the City of Hesperia encouraging all vendors to join us in "Thinking Green" and doing our part in being environmentally conscience.

NONPROFIT BOOTH: Clubs, groups and organizations may sell club items, products, merchandise, retail sale items or food. Booths in which food is sold must have all required permits (see B, C, D and E above).

A. All retail and food vendors must submit a minimum size 4" x 6" photo of booth setup. Food vendors must submit a copy of their menu with application.

B. Nonprofit organizations must attach proof of nonprofit status to their application.

NOTE: Carnival booths must provide their own equipment and prizes for their activity. **There is no fee for nonprofit groups conducting a carnival activity or children's game. Proof of insurance may be required.** Sales vendors may be required to cease in selling items which are deemed by event staff to be a public nuisance.

APPLICATION PROCEDURES FOR ALL VENDORS:

1. Complete attached vendor application. Send payment and application to designated office.
Application deadline is Friday, May 30, 2008 at 4:00 p.m. or until full.
2. Include copy of resale permit, food service permit, nonprofit status, comprehensive food menu list and 4" x 6" photo of booth set up.
3. All applicants must sign and return enclosed District waiver.
4. Complete application check list:
 - Application Complete
 - Resale Number
 - Health Department Approval
 - Copy of Menu
 - Minimum size 4" x 6" photo of booth setup

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. Staff will notify vendor of any missing information.
4. Any individual, business, group or vendor who violates any of the above procedures/rules will not be invited to participate in any other District events. We appreciate your interest in this community event.
5. The date all required documents have been obtained will be the adjusted date of submission for processing purposes.
6. 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 acceptance letter.

Please direct any questions or concerns to Judy Trenholm at (760) 244-5488.

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Vendor Application

Booth size is 10' by 10', limited spaces with electricity are available.
APPLICATION DEADLINE: Friday, May 30, 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: _____ Phone: _____

Organization: _____ Resale #: _____

Address: _____ City & Zip: _____

Amount enclosed: \$ _____ Note: **BOOTH SIZE IS 10' BY 10'**

Check the appropriate box below:

- Profit Booth - **with electricity (One 20 amp outlet)** - \$100.00 per booth. Spaces are limited to a first come basis.
- Profit Booth - with **no** electricity - \$80.00 per booth.
- Nonprofit Booth - \$60.00 per booth.
- Nonprofit Carnival Activities - FREE

*** No generators will be allowed, unless approved by the District.**

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

Please provide a comprehensive list of all items being sold or games being conducted:

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

- Application Complete
- Resale Number
- Health Department Approval
- Copy of Menu
- 4" x 6" Photo of booth setup

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

Signature: _____ Date: _____

For Official Use Only

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|--|---|--|
| Paid: <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash \$ _____ <input type="checkbox"/> No Payment Enclosed | | |
| Received By: _____ | Date: _____ | Electricity: <input type="checkbox"/> Yes <input type="checkbox"/> No Waiver: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Resale # Valid: <input type="checkbox"/> Yes <input type="checkbox"/> No | Health Prmt: <input type="checkbox"/> Yes <input type="checkbox"/> No | Insur: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Other _____ | Date Returned: _____ |
| Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No | Ltr. Mailed On: _____ | Booth Number: _____ |
| Refund Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No | Date: _____ | Amount: \$ _____ |
| Approved/Unapproved Items: _____ | | |
| _____ | | |
| _____ | | |