



# Hesperia Days

A FAMILY TRADITION SINCE 1948

*2010 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 18 and 19, 2010. **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 (760) 947-1012 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. Vendors with an invalid food service permit will not be allowed to setup and will not receive a refund. Please call (760) 243-3773 if you have any questions regarding Health Department requirements.
- F. Limited spaces with 15 amp 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 Annual Health Permit (If you will be applying for a temporary event Health permit, please send a copy when approved.) |
| <input type="checkbox"/> Copy of valid Seller's Permit or Form BOE-410-D                          | <input type="checkbox"/> Nonprofits - Copy of 501c3 tax I.D. letter from the I.R.S.   |
| <input type="checkbox"/> List of items to be sold or game being conducted                         | <input type="checkbox"/> Photo of generator with make, model and age  |
| <input type="checkbox"/> Minimum 4"x 6" size photos of the front and inside of your booth/trailer | <input type="checkbox"/> Turf Access Fee  |
| <input type="checkbox"/> Check Fire Dept. for requirements  |   |
| <input type="checkbox"/> Food Vendors - Copy of Menu with prices                                  |   |

**TURF ACCESS FEE (\$25 PER VEHICLE PER GATE ENTRY) - To access the turf area, vendors must bring receipt which shows PREPAID turf access fee. No RVs, Travel Trailers, Box Trucks or 5<sup>th</sup> Wheel Trailers over 20 feet in length will be allowed to enter the turf area. All others must hand carry supplies.**

**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 setup 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. No subletting booth spaces or "peddling" your products or information.
4. Follow the District's Code of Conduct which will be included in the approval/confirmation letter.
5. 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 Judy Trenholm at (760) 244-5488 (District Office).

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.

# 2010 Hesperia Days Booth Application

*Booth size is 10' by 10', limited spaces with electricity are available.*  
**APPLICATION DEADLINE: Friday, August 27, 2010 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! RAIN OR SHINE!**

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(es) below:

- Profit Booth - **with electricity (One 15 amp outlet)** - \$100.00 per booth.
- Profit Booth - with **no** electricity - \$80.00 per booth.
- Nonprofit Booth - **with electricity (One 15 amp outlet)** - \$80.00 per booth.
- Nonprofit Booth - with **no** electricity - \$60.00 per booth.
- Nonprofit Booth conducting only Children's Game Activities - with electricity - \$20.00 per booth.
- Nonprofit Booth conducting only Children's Game Activities - with **no** electricity - FREE.
- TURF ACCESS FEE - (\$25 per vehicle per entry) See General Information and Vendor Rules, pg. 2.**

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

Booth spaces \_\_\_\_\_ x fee of \$ \_\_\_\_\_ + turf access fee ( \_\_\_\_\_ entries x \$25) equals amount enclosed \$ \_\_\_\_\_

**Make check payable to H.A.R.D. NO REFUNDS! RAIN OR SHINE!**

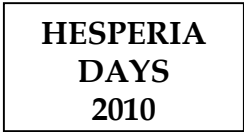
**I verify that I have been given a copy of the procedures and I agree to adhere to them.**

Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

## **FOR OFFICE USE ONLY**

- Application and Program Registration Forms completed and signed
- Copy of valid Seller's Permit or Form BOE-410-D
- List of items to be sold or game being conducted
- Minimum 4"x 6" size photos of the front and inside of booth/trailer
- Food Vendors - Copy of Menu with prices
- Food Vendors - Copy of Annual Health Permit or a temporary event Health Permit
- Nonprofits - Copy of 501c3 tax I.D. letter from the I.R.S.
- Photo of generator with make, model and age
- Turf Access Fee

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



**PROGRAM REGISTRATION FORM**

Participant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Activity: **HESPERIA DAYS - 2010**

Location: 7500 Arrowhead Lake Road      Dates and Times: Saturday, Sept. 18, 11:00 a.m. - 7:00 p.m.  
Hesperia, CA 92345      Sunday, Sept. 19, 11:00 a.m. - 6:00 p.m.

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**