

Hesperia Recreation and Park District Rodeo *2010 Vendor Application*

Hesperia Recreation & Park District Rodeo General Information and Vendor Rules:

Hesperia Recreation and Park District cordially invites clubs, groups, organizations, businesses and vendors to participate at our Hesperia Recreation and Park District Rodeo event. The Rodeo will be held June 4 & 5, 2010. **The event will be located at the Val Shearer Equestrian Center at Lime Street Park.** Thousands of people are expected to attend this annual event.

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 or Form BOE-410-D. 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, booth diagram 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 single 15 amp electrical service. 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.

- A. See A through F above. 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.

VENDOR APPLICATION CHECKLIST: (Please keep this page for your records.)

- 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 handed out
- Booth Diagram
- Minimum 4" x 6" size photos of the front and inside of your booth/trailer
- Check Fire Dept. for requirements: (760) 947-1012
- 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

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 break down 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.

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.

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

2010 Hesperia Recreation and Park District Rodeo Booth Application

Booth size is 10' by 10', limited spaces with 15 amp electricity are available.
APPLICATION DEADLINE: Friday, May 21, 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 between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday, 16292 Lime Street, Hesperia, or mail to: P.O. Box 401055, Hesperia, CA 92340-1055.

For more information, go to www.hesperiaparks.com or 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 tongue length unless it is detachable.

WIDTH _____ ft. by DEPTH _____ ft.

Check the appropriate box(es) below:

- Trailer Canopy Other _____
- 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.

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

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 rules procedures and I agree to adhere to them.

Signature: **X** _____ Date: _____

FOR OFFICE USE ONLY

- | | |
|---|--|
| <input type="checkbox"/> Vendor Application completed and signed | <input type="checkbox"/> Minimum 4"x 6" size photos of the front and inside of booth/trailer |
| <input type="checkbox"/> Program Registration Form completed and signed | <input type="checkbox"/> Food Vendors - Copy of Menu with prices |
| <input type="checkbox"/> Copy of valid Seller's Permit (if applicable) | <input type="checkbox"/> Food Vendors - Copy of Annual Health Permit |
| <input type="checkbox"/> Form BOE-401-D (if applicable) | <input type="checkbox"/> Nonprofits - Copy of 501c3 tax I.D. letter |
| <input type="checkbox"/> List of items to be sold or handed out | <input type="checkbox"/> Photo of generator with make, model and age |
| <input type="checkbox"/> Booth Diagram | |

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

HESPERIA RECREATION AND PARK DISTRICT

P.O. Box 401055, Hesperia, CA 92340-1055 (760) 244-5488

RODEO
June 4 & 5, 2010

PROGRAM REGISTRATION FORM

Participant Name: _____

Address: _____ City: _____ Zip: _____

Telephone: _____

Activity: **HESPERIA RECREATION AND PARK DISTRICT RODEO - 2010**

Location: Val Shearer Equestrian Center/Lime St. Park Dates: June 4 & 5, 2010
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