

2017 Arts and Crafts Vendor Application Riverbank Cheese and Wine Exposition

Saturday, October 14, 2017 (10AM-8PM)

Sunday, October 15, 2017 (10AM-7PM)

Arts and Crafts Vendor Application – Please fill out completely – Print or Type

Business Name _____ Business Phone _____

Contact Name _____ Alternative Phone _____

Address _____ Email _____

City, State, Zip _____ CA Resale License _____

Applicants are not confirmed until all documents and full payment of all fees are received.

List Products you are selling or information you are distributing, All items are subject to approval by event promoters. This form for handmade ARTS & CRAFTS VENDORS ONLY!

- | | |
|-----------|-----------|
| 1.) _____ | 4.) _____ |
| 2.) _____ | 5.) _____ |
| 3.) _____ | 6.) _____ |

	Single	Double	
Art Booth	\$400	\$700	\$ _____
Additional Fees:			
Prime Zone	\$200		\$ _____
End Booth:	\$100		\$ _____
Electrical Service	\$35		\$ _____
Insurance Waiver	\$50		\$ _____
		Total:	\$ _____

***Prime Zone and End Booth spaces are limited and are available first come first serve. To qualify you must have your application and payment submitted prior to spots being filled.**

Do you have questions or need help with the application?
 Call 209-863-7149 or 209-863-7150
 email: kwebb@riverbank.org

EXPOSITION INFORMATION, RULES & POLICIES:

Vendors MUST READ and initial each area

ACCEPTANCE

- Application deadline is September 1, 2017, but we will be accepting applications until we fill up our booth spaces. Applications received after this date will be reviewed on a first-come, first-serve basis. Applicants are not automatically accepted (*applications will not be reviewed without payment*). **NO CHECKS AFTER 9/1/17**
- Acceptance is at the discretion of the Vendor Services Coordinator and is contingent upon product availability, payment, and receipt of all documents.
- **City of Riverbank and Chris Ricci Presents** will not accept any checks after September 1. After September 1, payment must be made in cash, by credit card (M/C or Visa), or a certified cashier's check. Failure to pay by this date will result in being put on a waiting list with the possibility of losing your booth space to someone else.
- Assignment of any available space through cancellation or no-show will be left to the discretion of the Vendor Services Coordinator.
- List all items you plan on cooking/serving in your booth on 1st page of application. All items must be approved.

Vendor Initials _____ BOOTHS

- Booth Spaces are 10 x 10 and do not include a tent.
- End booths, Prime Zone, and side BBQ spaces are limited and will be sold on a first come first serve basis.
- If set-up, rig or trailer is larger than 10 x 10 end-to-end, vendor will be required to pay for 2 spaces.
- The Expo reserves the right to control repetition of items being sold. Exclusivity is not guaranteed to any vendor.
- Whisper quiet generators are allowed. If your generator is deemed too loud, you will be required to purchase electricity from the event at a cost of \$35 for the weekend.
- Electrical form **MUST** be completed for use of our electricity
- Food vendors **MUST** complete Fire and Health forms

Vendor Initials _____ INSURANCE/LIABILITY

- All vendors are required by the **City of Riverbank** to provide a Certificate of Insurance and endorsement for \$1,000,000 to the Expo, naming the **City of Riverbank and Chris Ricci Presents their officers, agents and employees** as additionally insured **MUST** be issued by your insurance carrier. We will waive this for a fee of \$50.
- An insurance certificate must be received no later than September 1, 2017.

Vendor Initials _____ REFUNDS

- **There will be no refunds for rain or other act, either man-made or natural or if the space reservation is cancelled after September 1, 2017.**

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PLEASE READ CAREFULLY AND SIGN THE AGREEMENT

1. **CERTIFICATE OF INSURANCE** – Vendor must carry liability insurance of at least \$1,000,000. A certificate of insurance form naming the **City of Riverbank and Chris Ricci Presents, their officers, agents and employees** as additionally insured **MUST** be issued by your insurance carrier.

2. **PRODUCT**- All items you are selling must be listed on page 1 of this application. If not listed, it is at the discretion of the event promoters to allow. For Arts & Crafts vendors, you must submit a photo of your items, they must be **HANDMADE** to qualify for Arts & Crafts pricing. If the items appear not to be handmade you will be asked to pay Commercial Vendor fees.

3. **ENFORCEMENT & PERMITS** – Decisions made by the City of Riverbank and Chris Ricci Presents are final. Vendors will comply with all laws and regulations. Vendor is responsible for obtaining necessary permits and licenses to operate and/or sell at this event. All permits, licenses and forms must be on display at the vendor’s booth space.

4. **LIABILITY** – Vendor covenants that it will protect, hold harmless & indemnify the Event, the Committee, Riverbank Cheese and Wine Exposition, the City of Riverbank, Sponsors, and their officers, agents, and employees. The Event, Chris Ricci Presents, the Committee, Riverbank Cheese and Wine Exposition, the City of Riverbank and Sponsors are not liable for lost, damaged or stolen vendor property.

5. **GENERAL RULES** – Approved Vendors will receive an email with complete information approximately 2 weeks prior to the Exposition. Vendors must read and adhere to all regulations.

6. **COMPLETED APPLICATIONS** – A complete application and all fees must be received no later than September 1, 2017. Applications are considered complete when all permits, payments and necessary documents are received. Vendors may not set up until the above conditions are met.

7. **ACCEPTANCE** – A limited number of craft vendors in any category will be accepted into the Exposition. Decisions are based on, but not limited to, originality, history, and appeal of booth.

8. **FOOD VENDORS** are required to submit a Stanislaus County Temp. Food Permit, found on our website, along with your application. If your “rig” is already licensed in Stanislaus County, this fee does not apply.

9. **GENERATOR** – I will be using a generator _____ Type:

–
All generators must be approved by Chris Ricci presents and the City of Riverbank before the event.

I have read the regulations included with this application and agree to comply with the conditions set forth.

Signature

Date

PAYMENT SCHEDULE: Total fees due with application before September 1, 2017 Make checks payable to: City of Riverbank

Mail Application & Payments to:

**City of Riverbank
Attention: Riverbank Cheese and Wine Festival
6707 Third Street
Riverbank, CA 95367**

Visa & MasterCard accepted

For security purposes do not write credit card numbers on this form.

We will call you for your personal information after receipt of your application.

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