



# City of Rialto

California

Dear Community Member & Merchandise Vendor,

You are invited to participate as a vendor in the City of Rialto Spring Eggstravaganza event on Saturday, April 4, 2015 from 11:00 a.m. to 2:00 p.m. The event will take place at Rialto City Hall located at 150 S. Palm Ave. Rialto, CA 92376. The event will include an egg hunt for children of all ages, crafts, face painting and will be fun the entire family can enjoy. Thanks to businesses and community members like you, the event was a success last year and we hope to produce the same results again this year.

If you are interested in hosting a booth at this year's event please fill out the enclosed "Spring Eggstravaganza Booth Application." If you wish to pass out information and giveaways promoting your business you will need to specifically state what material or information you will be distributing. We are also kindly requesting all participating organizations donate an Easter Gift Basket to be raffled at the event.

All merchandise vendors are required to have a City of Rialto Special Event Permit in addition to paying their corresponding booth fee. The fee for this one-day permit is \$5.00. Please complete and return the attached Special Event Permit Application; incomplete applications will not be accepted. Cash is the only form of payment accepted for the \$5.00 special events permit. ***(Information booths DO NOT need a one-day special event permit.)***

Set-up time for the event is from 8:00 a.m. to 10:00 a.m., and breakdown begins at 2:00 p.m. Vendors are asked not to takedown and leave prior to 2:00 p.m. All vendor spaces will be *outside*. Hurry and register as SPACE IS LIMITED and applications are approved on a first come, first serve basis. **Deadline for registration is Thursday March 19, 2015.**

If you would like additional information, please call 909.877.9706. Thank you for your participation.

Sincerely,

*Alejandra Gonzalez*

Alejandra Gonzalez  
Recreation and Community Services



# Spring Eggstravaganza

Saturday, April 4, 2015  
11:00 A.M. - 2:00 P.M.



## Booth Information

### General Information

Thank you for your participation in the City of Rialto Spring Eggstravaganza event, we look forward to a great event. The following is general information for hosting your booth at the event. Spring Eggstravaganza is open to any non-profit groups, informational booths and merchandise vendors.

- **Non-profit and information booths are free.**
- **It is requested all participants provide an Easter gift basket to be raffled at the event.**
- **The merchandise vendor booth fee is \$25.00**
- **The food vendor booth fee is \$50.00**
- **Merchandise and food booths must have a Special Event permit**
- **The Special Event permit fee of \$5.00 must be paid in CASH ONLY.**
- **The event will be held outside at Rialto City Hall– 150 S. Palm Ave. Rialto, CA**
- **Booths spaces will be assigned upon check in on the event date.**
- **Each booth is required to provide own tables, chairs, canopies, etc. They will NOT be provided.**
- **Booth spaces are 10' x 10'. If you need more than one space please indicate so on the application.**

### Registration Information

Complete and submit the following paperwork no later than **Thursday, March 19, 2014 by 5:00pm.**

- **The Spring Eggstravaganza Booth Application must be completed in order to secure a spot.**

Please Deliver to:

Attn: Alejandra Gonzalez  
1411 S. Riverside Ave.  
Rialto, CA 92376

OR EMAIL OR FAX  
agonzalez@rialtoca.gov  
(909) 877.9962

### Set-Up and Takedown

- **Set-up time will begin at 8:00 a.m. and conclude at 10:00 a.m. Takedown will begin at 2:00 p.m. Participants may enter the designated area during specified set-up and takedown times **ONLY** for loading and unloading. Booth participants are required to remain at the event until 2:00 p.m.**

### Rules & Guidelines

- **All Participants are responsible for supplying their own equipment such as tables, chairs, canopies, extension cords, etc.**
- **The City of Rialto has the right to approve and disapprove all vendor requests at its sole discretion.**
- **The City of Rialto is not responsible for theft or damage to property belonging to persons participating in the event.**
- **All participants are required to keep their booth space in a clean, safe and sanitary manner during the event and must leave the space and surrounding area clean at the conclusion of the event.**
- **Alcoholic beverages, adult material or drug paraphernalia of any kind may not be sold or consumed at the event.**
- *All participants shall comply with the above listed Rules and Guidelines. Non-compliance, including offensive conduct or language, may result in immediate revocation of City event privileges and forfeiture of all fees. The City of Rialto reserves the right to refuse participation to any participant. The City shall not discriminate on the basis of race, religion, creed, color, sexual orientation and national origin.*



# Spring Eggstravaganza

Saturday, April 4, 2015  
11:00 A.M. - 2:00 P.M.



## Booth Application

Please check one of the following:  Informational Booth  Merchandise Vendor  Food Vendor

NAME OF BUSINESS OR ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Preferred:  Email  Phone

**PERMITS:** The following Permits must be submitted for approval:

1. State Board of Equalization Re-Sale Number: \_\_\_\_\_  
(To obtain a re-sale number, contact the above agency at (909) 680-6400.)
2. City of Rialto Business License: \_\_\_\_\_ (Attached to this application, fee is \$5.00 CASH ONLY)

### VENDOR SPACES:

Will your booth need access to electricity?  YES or  NO (Food Vendors must supply own electricity)  
Power is limited. You may need to provide your own generator. Please indicate your power needs:

**All Vendors:** Please indicate spacing needs.

\_\_\_\_\_ 10' X 10' Space, (Must provide own extension cords, tables, chairs and any other supplies needed at their booth)

\_\_\_\_\_ (Please indicate any additional space needs)

Please note tables and chairs will not be provided.

### MAIL, OR DROP OFF APPLICATION TO:

Alejandra Gonzalez  
1411 S. Riverside Ave Rialto CA 92376  
OR FAX TO: (909) 877.9962  
OR EMAIL: [agonzalez@rialtoca.gov](mailto:agonzalez@rialtoca.gov)

**PLEASE DESCRIBE ITEMS TO BE SOLD OR DISTRIBUTED:** Attach additional sheet if needed

**Application Deadline:**  
Thursday, March 19, 2015 by 5:00 pm

<b>OFFICE USE ONLY</b>		
DATE RECEIVED		
_____		
RECEIVED BY		
_____		
<b>PERMITS:</b>		
RIALTO BUSINESS LICENSE	YES	NO
STATE BOARD RE-SALE #	YES	NO
<b>SPACE #</b>		



# CITY OF RIALTO

150 South Palm Avenue • Rialto, CA 92376  
• (909) 820-2302 •

Payment Due:

Expiration Date:

## EVENTS VENDORS APPLICATION

Your Business Tax is now due and payable. To avoid penalty fees, submit payment before expiration date.

• OFFICIAL USE ONLY •

Business Name \_\_\_\_\_

Business Location \_\_\_\_\_  
(Not P. O. Box)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(if Different)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bus. Phone ( ) \_\_\_\_\_ Bus. Fax ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

BUSINESS LICENSE NO. \_\_\_\_\_

LICENSE FEE \$ \_\_\_\_\_

TOTAL AMT. PAID \$ \_\_\_\_\_

DATE PAID \_\_\_\_\_

CASH /  CHECK /  MONEY ORDER

RECEIPT NO. \_\_\_\_\_

CODE \_\_\_\_\_

Start Date	Description of Business

Ownership:  Corporation  Ltd Liability Corp  Partnership  Sole Proprietor  Trust

State Lic. No. \_\_\_\_\_ License Type \_\_\_\_\_ Expiration Date \_\_\_\_\_

Resale No. \_\_\_\_\_ Federal I. D. No. \_\_\_\_\_ State I. D. No. \_\_\_\_\_

*This section must be completed for each owner, partner, corporate officer and local manager. (See reverse side for explanation)*

Owner Name \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Home Address \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security No. \_\_\_\_\_ Drivers License No. \_\_\_\_\_

Owner Name \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Home Address \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security No. \_\_\_\_\_ Drivers License No. \_\_\_\_\_

*In case of emergency, please contact:*

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

This Permit is for Special Events ONLY. It does not sanction any act not otherwise permitted. In addition to this permit, Vendors must obtain authorization from the Sponsoring Agency. Applicant is responsible for obtaining State of California Sales Tax Number, if necessary, and to provide such number to the City of Rialto.

Location of Event: \_\_\_\_\_

If you closed your business prior to the expiration date, please enter closing date and sign.

\_\_\_\_\_  
Signature

PLEASE CALCULATE AMOUNT DUE BY ENTERING INFORMATION IN BOXES BELOW AND SIGN.

Weekly Rate: \$ 5.00

Amount of License Tax \$ \_\_\_\_\_

TOTAL AMOUNT DUE \$ \_\_\_\_\_

*Thank you for doing business  
in the City of Rialto!*

I declare under penalty of perjury that the statements made herein are true and correct to the best of my knowledge and belief and that I have read this notice at Rialto, California.

Date: \_\_\_\_\_ Signature of Owner or Representative: \_\_\_\_\_

RETURN ENTIRE APPLICATION FORM TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO THE CITY OF RIALTO