



# FALL FEST AT ONTARIO TOWN SQUARE

2018 VENDOR / EXHIBITOR APPLICATION

October 13, 2018 / 11:00 AM – 5:00 PM

Event Location: Ontario Town Square 224 N. Euclid Avenue, Ontario, CA 91762

Mailing Address: 2000 E Convention Center Way, Ontario, CA 91764

FULL PAYMENT MUST BE SUBMITTED WITH APPLICATION  First come, First serve Basis  Due Date Friday, September 19, 2018

**BUSINESS NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_ **PHONE NO.:** (\_\_\_\_) \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **FAX NO.:** (\_\_\_\_) \_\_\_\_\_

**CITY:** \_\_\_\_\_ **CELL NO.:** (\_\_\_\_) \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**DESCRIPTION OF WHAT YOU WILL BE SELLING AND/OR EXHIBITING IN BOOTH:** Please provide a photo of your booth layout or merchandise and submit with this application. Vendors may sell only those goods listed on this application (no refund).

(Attach additional pages if more room is needed)

**ART and/or CRAFTS:**  
**Setup:**  Booth  Cart  Other \_\_\_\_\_  
**Price:**  10'x10' = \$ 50.00 Each 10-Ft. Booth  
**Booth Information:** See below for electrical fees.  
 Each vendor/exhibitor will be required to supply your own **WHITE CANOPY ONLY**, table, chairs, lights, extension cords, etc...

**RETAIL / MERCHANDISE / PRE-PACKAGED FOOD:**  
**Setup:**  Booth  Cart  Other \_\_\_\_\_  
**Price:**  10'x10' = \$ 100.00 Each 10-Ft. Booth  
**Booth Information:** See below for electrical fees.  
 Each vendor/exhibitor will be required to supply your own **WHITE CANOPY ONLY**, table, chairs, lights, extension cords, etc...

**TRAILERS / FOOD TRUCKS:**  
**Setup:**  Trailer/Truck  
**Price:**  10'x20' = \$ 200.00 See below for electrical fees  
 If trailer hitch does not detach, you must include trailer hitch as part of your space needs. Total dimensions of trailer/truck \_\_\_\_\_ ft. long x \_\_\_\_\_ ft. wide. (Please unhook trailer) Do you work out of the trailer/truck?  
 YES  NO If yes, which side?  Passenger Side  Driver Side  Back End

**ELECTRICITY:** Electrical fees are as follows (must order in advance and non-refundable).  
 NO, power needed.  
 YES, I need Additional Power – 220 volt plug (50 amps total)= \$75

**FOOD BOOTH:** **Setup:**  Booth  Cart  BBQ  
 See below for electrical fees.  
**Price:**  10'x10' = \$ 150.00 EACH 10-Ft. Booth.  
**Booth Information:** See below for electrical fees.  
 Each vendor will provide their own enclosed booth, Class-K fire extinguisher, 3-compartment sink, water hose, lights, extension cords, etc.

**HEALTH PERMIT:** If you have a SB County – Dept. of Public Health Annual Permit, please provide **Permit No: PR - \_\_\_\_\_**  
 If you do not have a permit, please complete the Temporary Food Facility (TFF) Application enclosed and take it to the County of San Bernardino Division of Environmental Health Services (DEHS) **Submit and pay directly to the County of San Bernardino – Department of Public Health:**

➤ Health Permit Prices: Food Prep - \$166.00 / Pre-Packaged \$113.00 (fees subject to change). <http://www.sbcounty.gov/dph/dehs>  
 I am **Veterans Exempt** and have DD214 filed with Public Health (No Charge)

**RESALE NUMBER:** **Permit No:** \_\_\_\_\_  
 All vendors must have a California Board of Equalization Resale Permit (if selling taxable goods) displayed in your booth. If you do not have a valid sellers permit, please contact the California State Board of Equalization at (800) 400-7115 or [www.boe.ca.gov](http://www.boe.ca.gov) You may apply for a resale number at 3737 Main Street, #1000, Riverside, CA 92501-3395. **All Operators/Vendors are required to file a sub-location on your sellers permit for each event outside of your normal business. This is typically a dash (-) after your resale number with the event name Fall Fest.** This can be done through the number and address above at no charge. Doing so helps ensure that the city or county event you are participating in receives the local sales tax it is due. By doing this it would eliminate the need for you to complete the *Local Tax Allocation for Temporary Sales Locations and Certain Auctioneers* form (BOE-530-B).

**PAYMENT:** **Make Application Check Payable To: SMG**  
**Mail Application with the appropriate paper work to: Fall Fest / Ontario Town Square**  
**2000 E. Convention Center Way, Ontario, CA 91764**

**APPLICATION FEE: = \$ \_\_\_\_\_**  
**(All fees are non-refundable)**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**SMG Compliance Agreement:** I have read and understand the information and guidelines. I agree to abide by the rules as stated. I understand all promotion of my items must take place in the confines of my booth. I further understand that SMG, the Ontario Convention & Visitors Bureau, and the City of Ontario and all their representatives are not responsible for or liable for damages including, but not limited to, loss suffered before, during or after the 2018 Fall Fest at Ontario Town Square or as a result of the display of my work, equipment or materials. I understand that there are no refunds or rain checks. The duplication or use of any trademark belonging to Fall Fest at Ontario Town Square is strictly prohibited without the express written consent of SMG. SMG and Fall Fest at Ontario Town Square reserve the right to refuse booth space to any group or organization that does not comply. Certain rules and regulations have been established to protect the rights of participants and the public. If these rules and regulations are not upheld, your booth will be closed immediately and fees will be forfeited.

**INSURANCE:** All vendors, exhibitors, and food must maintain current general liability insurance in an **amount not less than \$1,000,000.00**, covering the vendor's activities at the Fall Fest at Ontario Town Square and naming separately as additionally insured parties:

**Additional Insured parties to be named:** **1. City of Ontario / SMG / Ontario Convention Center & Visitors Bureau**

**NOTE:** Please make sure to add the **Name of the Event: Fall Fest at Ontario Town Square**, the **Dates covering your booth: October 13, 2018**, and **if event location is needed you can use Ontario Town Square address: 224 N. Euclid Avenue, Ontario, CA 91762** in the Description of Operations. **Additional insured parties can be listed on one insurance page; you do not need a page for each.** Proof of the maintenance of such insurance will be provided to the event by the **cut-off date of Friday, September 19, 2018** or booth space will be forfeited.

**Certificate Holder:** **SMG / Ontario Convention Center & Visitors Bureau, c/o Lisa Grove, 2000 E. Convention Center Way, Ontario, CA 91764**

**Fax or Email the Certificate To:** Fax: 909-937-3070 / Email: [lgrove@ontariocc.org](mailto:lgrove@ontariocc.org) In addition, we have an online company called **Artists/Crafters & Tradesman Insurance (ACT)** which is a group policy that allows for each insured to have their own dedicated limits (no sharing!) and no deductible. The policy covers your general commercial liability as vendors, artist and/or crafter and is designed to meet insurance requirements for SMG. Policy term options start at 1-3 days for \$39.00, Copy the link below to complete the online process. The link will take you to a new policy purchase page and our event will be listed. The process takes approximately 5 minutes to complete and they will email us the policy directly. <https://www.actinsurance.com/policy/buy/ai/NjE0>

**HOURS OF OPERATION:** **Saturday, October 13, 2018, 11:00 a.m. – 5:00 p.m.** Vendors/Exhibitors must be open and operating during event times unless approved by organizers. **Fall Fest at Ontario Town Square will be RAIN OR SHINE and will notify you if there is an unforeseen reason for cancellation.**

**SET-UP:** Vendors/Exhibitors will be sent check-in information prior to the event.

**MOVE-IN:** Vendor move-in times will be from 8:00 a.m. – 10:00 a.m. to alleviate crowding. Vehicles can pull up on the street and offload. We ask that you unload, remove your vehicle, and then set up your booth. All vehicles must be out of loading area by 10:00 a.m. (Event begins at 11:00 a.m.)

**TEARDOWN:** The event ends at 5:00 p.m. No removal of your booth product from the event before 5:00 p.m. unless approved by the organizers. Again, we ask that you pack up your booth and then bring your vehicle in to load.

**BOOTH ASSIGNMENT:** Vendors will be placed according to when your application is received and as to not conflict with vendors with similar product. The method of determining space assignment shall be established by organizers. Organizers have the right to relocate vendors according to the needs of the event. Vendors are not to exceed their booth space or conduct business or solicited outside assigned booth unless approved by organizer. Vendor will receive booth location and space number at check-in.

**CANCELLATION:** **There are NO Rain Dates, NO Cancellations and NO Refunds.** Should a vendor/exhibitor vacate their space during the event, no fees will be refunded. All risk of cancellation or early termination of the event for reasons outside of the control of the Fall Fest at Ontario Town Square is borne solely by the Vendor. In the event of any such cancellation or early termination, no part of the Vendor's fee will be refunded.

**SECURITY:** There will be security onsite. However as with any outdoor event, we strongly recommend that no goods or other valuable items be left at the booth space unattended at any time. SMG, the Ontario Convention Center & Visitors Bureau, nor the City of Ontario is responsible for theft or damage to property belonging to persons participating in the Fall Fest at Ontario Town Square nor do they assume any responsibility for items left unattended during the event.

**ADVERTISING / PROMOTION:** By becoming a vendor of the Fall Fest at Ontario Town Square, vendor and/or guests agree to the usage of their company name and pictures for publicity, advertising, and commercial purposes (including but not limited to newspapers, magazines, radio, video and television, and internet) before, during and after the event and any activities connected with the event. All advertising and commercial rights are reserved by Organizers and SMG.

**HEALTH PERMIT: (FOOD VENDORS):** All food vendors must have a yearly TFF Permit or complete a temporary Health Permit for this event. For your convenience, we have enclosed a Temporary Health Permit Application. Please fill out the form completely (3 pages) and process it directly through the S.B. County Department of Environmental Health Services (DEHS). Make sure to copy us on your receipt. All food booths will be inspected for compliance. Questions should be directed to San Bernardino County DEHS (909) 884-4056.

For your convenience, we have enclosed a list of Health Department Policies and Requirements:

1. **ENCLOSED BOOTH** – All food preparation (including lemonade) shall be prepared in an enclosed booth.
2. **YEARLY PERMIT** – If you have paid for a yearly permit with the S.B. County DEHS please submit a copy with your vendor application. If you do not have a permit, you may pull a Temporary TFF Health Permit with the County. Permit Fees are **\$166.00** for food prep and **\$113.00** for pre-packaged (rates subject to change). Once pulled, please provide the event with a copy of your permit and/or receipt prior to the cutoff date of September 19, 2018 to continue your participation.
3. **VA EXEMPT** – Veterans are exempt from paying the health permit fee if a DD214 is on file with the S.B. County Department of Public Health. However, please indicate if you are exempt in the health permit section of the application.
4. **HANDWASH STATION** – Preheated water from an insulated container (minimum 5 gallon), which has a dispensing valve that will leave hands free for washing, is acceptable.
5. **SINK** – A 3-compartment sink is not required for a 1-day event.
6. **BBQ's** – All barbecues shall be placed in a fenced off area next to or behind their booth with separation from flammable exposure. Barricading SHALL be placed around the 10'x10' space i.e. 3-foot sidewall, fencing, etc. All barbecues shall have an approved metal lid or overhead cover.
7. **GREASE** – Proper disposal containers for grease, cooking oil or raw garbage must be used. Any concessionaire disposing of grease or garbage at inappropriate locations will lose their privilege to participate. **DO NOT pour grease or food into planters, sewer or storm drain.**
8. **WASTE WATER** – There are no waste water (gray water) outlets. All gray water shall be disposed of in an approved holding barrel.

**TEMPORARY COOKING: (FOOD VENDORS):** All food booths will be inspected for compliance.

Questions should be directed to the **Ontario City Fire Department – Fire Prevention Office (909) 395-2002**. For your convenience, we have enclosed a list of Fire Code Policies and Requirements:

1. **EXTINGUISHERS** – Vendor shall have a CLASS-K Fire Extinguisher in your booth with a valid service tag.
2. **BBQ's** – All barbecues shall be approved by the Fire Dept. Only barbecue fuels that have been approved may be used.
  - a. All barbecues shall be placed in its own 10'x10' space next to or behind their booth with separation from flammable exposure.
  - b. Barricading SHALL be placed around the 10'x10' space i.e. 3-foot sidewall, fencing, etc.
3. **FOOD TRAILERS** – Food trailers shall have required certified fire system installed.
4. **PROPANE** – Propane tanks shall have shut off valve.