

City of Corona
 Library & Recreation Services Department
 APPLICATION FOR NON-PROFIT BOOTH SPACE
 Independence Day Celebration
 Thursday, July 4, 2019
 5:00pm – 10:00pm

Name of Organization: _____

Contact Person: _____ Non-Profit Number: _____

Home Phone: _____ Cell: _____

Address: _____ City: _____

State: _____ Zip: _____ E-mail: _____

Groups will be allowed to sell sodas and water in the food booths for \$1.00. Chips may be sold individually for \$0.75. There will be no duplicate food items sold, unless agreed upon by both, organization and George Alcala, Recreation Coordinator.

Combination Plates

(Recommended: Maximum of 2 side dishes)

GROUP	MAIN ITEM CHOICE	DRINKS	Side ITEMS (2)	COST OF COMBO PLATE
CNUSD Education Foundation	Hot Dogs	Y N		
Kids Rock Free	Hamburgers	Y N		
Food Runners	Nachos	Y N		
ISCN	BBQ Chicken	Y N		

Single Item Choices

(This is the only item that may be sold in your booth)

GROUP	SINGLE ITEM CHOICE	DRINKS	COST
Congregation Beth Shalom	Cotton Candy	Y N	
Girl Scout Troop 2053	Funnel Cake	Y N	
Pets Are Worth Saving	Lemonade		
Corona PAG	Snow Cones	Y N	
Santiago Boys Tennis Team	Roasted Nuts		

There will be no access to hot water and limited access to cold running water so please take this into consideration when determining items to be sold. Booths may begin setting up at 9:00 a.m. and all booths must be set up by 3:00 p.m. Take down begins at the conclusion of the Fireworks Show and must be cleaned up by 11:00 p.m. All items are prohibited from being dropped off before July 4, 2019 at 9:00 a.m. **Vendors are responsible for providing set-up and break-down of their own booth which includes tables, chairs, grills and/or electricity.** All booths are subject to approval by the City of Corona Library

and Recreation Department. **All food booths are subject to approval by the Riverside County Health Department and City of Corona Fire Department.**

Signature: _____ **Date:** _____

PLEASE RETURN THIS APPLICATION BY: FRIDAY, April 26, 2019

City of Corona Library & Recreation Services Department

Attn: Independence Day Celebration – Family Festival

400 S. Vicentia Ave.

Corona, CA 92882

Phone: (951) 736-2240

Fax: (951) 279-3683

Email: George.Alcala@CoronaCA.gov



City of Corona Library & Recreation Services Department

Event: Independence Day Celebration – Booth Vendor

When: Thursday, July 4, 2019

Location: Santana Regional Park, 598 Santana Way, Corona

Cost: \$350 (\$250 non-refundable, \$100 cleaning deposit)

Vendor shall defend, indemnify and hold the City, its officials, officers, employees, agents and volunteers free and harmless from any and all claims, demands, causes of action, expenses, liabilities, losses, damages and injuries to property or persons, including wrongful death, in any manner arising out of or incident to any alleged negligent acts, omissions or willful misconduct of Vendor, its officials, officers, employees, agents, consultants and contractors arising out of or in connection with the performance of the Services or this Agreement, including, without limitation, the payment of all consequential damages, attorney’s fees and other related costs and expenses.

If you agree with the terms of this Letter of Agreement, please sign and date where indicated below. An original, executed copy of this Letter of Agreement is enclosed for your records.

CITY OF CORONA

VENDOR

Approved by:

Reviewed and Accepted by Vendor:

George Alcalá
Recreation Coordinator

Signature

Print Name

Name of Organization

Independence Day Vendor Rules and Regulations

****Returning Vendors: Please read carefully as rules may have changed from last year****

All approved vendors must comply with the following:

VENDORS are responsible for providing ALL equipment (tents with screened walls, tables, chairs, fire extinguishers, signage, tarps, and ice) this year. The CITY will only provide: fencing, generator, special event insurance, the Health Department permit, lighting and two portable restrooms.

Prior to participation in the 2018 Independence Day Family Festival Event, booth vendors are responsible for ensuring that all their employees or volunteers over the age of 18 have received finger print/criminal history investigation and clearance through Live Scan Fingerprint Services administered by the California Department of Justice.

All approved vendors MUST attend the following meetings: Health Department Informational Meeting – Tentatively set for **Wednesday, June 5, 2019 at 6:00pm**, located at Santana Park picnic shelter. Final Vendor Meeting – **Wednesday, June 26, 2019 at 6:00pm**, located at Santana Park picnic shelter.

All approved vendors MAY ONLY serve what has been listed on their non-profit booth application. Any menu changes must be approved by George Alcala, Recreation Coordinator.

All vendor food choices and pricing must be determined by Friday, May 17, 2019. No changes may be made to the menu after this date. Failure to provide a food choice by this date may result in your organization being removed from the event.

All signage will be provided by the VENDOR and MUST be approved by George Alcala, Recreation Coordinator.

Vendors may begin setting up for the event at 9:00 am on Thursday, July 4, 2019. Vendors must be completely set-up by 3:00 pm for the Health Department inspection. All vendors must be approved by the Health Department before sales can be conducted.

Only those actually working in a booth are permitted in the vendor area. If your organization is working in shifts, only those on-shift may be in the vendor area. Family and friends will not be permitted in the vendor area.

Vendors MAY NOT sell during the fireworks show beginning around 9:00 pm.

Vendor vehicles MAY NOT enter Santana Park until the Police and the Library and Recreation Services Department have deemed it safe for vehicles to enter the field.

All vendors MUST remove all trash from their booth, place it in trash bags and deposit it in a dumpster. The booth must look as it did at the beginning of the day. Vendor must provide 10' x 10' tarp for ground inside booth.

Prior to leaving, the vendor must have booth condition approved by Recreation Staff.

Vendors are responsible for their own equipment and money. Please arrange for proper storage of money in your booth.

Vendors will receive their \$100 cleaning deposit once the booth has been cleared for clean-up and their completed Vendor Evaluation has been submitted by Monday, August 26, 2019 at 5:00pm. Missing equipment and/or Vendor Evaluation Form will result in forfeiture of the cleaning deposit.

Any profits from event sponsored donated goods must go to the non-profit organization, not the for-profit organization, if applicable.

Vendor Representative Signature

Date