



VENDOR APPLICATION



Event Information: **Miracle on Citrus- (Christmas Community Event)**

Location: 13200 Citrus Street, Eastvale, CA 92880	Date: December 14 & 15, 2024 (Saturday & Sunday)
Parking: Limited (2 vehicles per vendor)	Event Time: Sat. 4:00-9:00 p.m./Sun. 4:00-9:00p.m.
Setup Time: Saturday 8:00 a.m.-1:00 p.m.*	Tear-Down: Sunday 9:00-11:00p.m.

Business Information:

Name:

Business Name:

Address:

Phone Number:

Email:

Website:

Social Media:

List of sale-menu items with pricing that you will be selling or information to be distributed:

PLEASE SELECT Type of Vendor:

Food Trucks (limited space) offering foods that include unique dining choices. All food prep operations stay within the truck.

Food Vendors (limited space) prepare and sell food from a pop up tent. Operations cannot extend off the permitted area of booth. Food vendors must comply with all applicable Riverside County Public Health Department rules.

Pre-Packaged Food Vendor (limited space) offering foods from a pop up tent that require no preparation and are sold pre-sealed.

Retail/Craft Vendor (limited space) offering items that are appropriate for type of community event being hosted (e.g. toys, crafts, family-friendly, etc.)

Information Vendor offering informational items to the community (local business, service clubs, non-profit, government, etc.)

Note: The City of Eastvale reserves the right not to accept vendor and/or sale-menu item that directly competes with another vendor. Beverage rules: All vendors may sell any non-alcoholic beverages. All drinks and pricing must be included on the menu submitted with application. **Water sales are exclusive to event.**

Selection:

Submission of an application does not guarantee participation, and all accepted vendors will receive a confirmation email of acceptance of the application. Payment is due at the time of selection acceptance. To provide variety of food/retail/info. options, selection may be limited to one (1) vendor per food/retail/info. type unless otherwise approved by City staff.

Eastvale residents-businesses will be given preference. Existing Riverview Park vendors will also be given preference.

Electricity:

All vendors are to supply their own electricity, if needed. Must comply with pertinent CA State Fire Marshall rules.

Insurance:

All food truck and retail/food vendors **MUST** provide a certificate of commercial general liability insurance and business automobile liability insurance for \$1,000,000 naming the **CITY OF EASTVALE** as additional insured. The insurance provided must be primary with respect to any insurance or self-insurance covering the City. Exemptions to this requirement must be pre-approved by City staff.

Payment & Fees:

\$94 for food booth (cooking on-site) / \$62 for food trucks / \$62 for pre-packaged goods and retail-crafts / \$41 for info. booths (local non-profit and community-based organizations may be eligible to have fees waived per City staff approval). Other non-profit organizations are eligible for decreased fees pending type of vendor booth. These fees cover the cost of both event days. Payment can be made by Check or Money Order only and made payable to "City of Eastvale". Payment is due upon notice of space availability and is non-refundable if vendor cancels less than 7 days prior to event. A \$25 fee will be assessed for any checks with insufficient funds or returned for any reason.

All final vending locations will be determined by City staff.

Fire Extinguishers:

All food trucks and food vendors deep frying must have a CURRENT Class B fire extinguisher with current service tags. Food trucks and food vendors that are not frying, must have a minimum of one CURRENT fire extinguisher as required by the Riverside County Fire Department. Any vendor utilizing their own electrical generator must also have a Class ABC fire extinguisher.

Health Permit:

All food trucks and food vendors must apply and be approved for a Mobile Food Facility permit with the County of Riverside Department of Environmental Health prior to submission of application. All food trucks and food vendors **MUST DISPLAY** a **SERVE SAFE CERTIFICATION**. A copy of this certification must be provided to the City of Eastvale prior to set up. Vendors will not be available to set up, if the County or City does not have the certification on file.

Set Up:

All vendors are required to check-in with City staff (at a pre-designated location) prior to loading-in and setting up. Detailed check-in information will be provided via email at least one week prior to the event day and distributed at a **mandatory vendor meeting (Thursday, December 3rd @ 5:00 p.m.) via Zoom (online)**.

Copy of Serve Safe Certification is required at check in.

Check-in begins at 8:00 a.m. and setup must be completed by 1:00 p.m. County Public Health and Fire inspectors may arrive anytime between 11:00a.m.-1:00 p.m. *Additional setup time, including access on Friday (12/13) may be possible with approval from City staff.

All vendors must be present and open for business during **BOTH** event days and **ALL** event hours unless otherwise approved by City staff. There are no prorated fees if vendor is unable to attend all dates.

Items Permissible to Sell:

Food trucks, food vendors, pre-packaged food/snack vendors, retail and craft vendors are allowed to sell only items that were submitted during EVENT application process and approved during the selection process. Additional items not approved during the selection process need prior written approval from City of Eastvale before they are eligible for sale.

Changes to menu-item pricing are also not allowed without prior written approval by City of Eastvale.

Photography & Promotion:

All vendors agree to allow use of video and photography taken by City of Eastvale at the event for promotional purposes. Any photos or videos taken by the City of Eastvale are the property of the City of Eastvale.

Safety and Security:

All applicants shall sell and serve food or sell items at their own risk. Applicants must obey all pertinent safety codes and laws, including, but not limited to, fire, safety, and parking regulations. Parking passes may be issued controlling the flow of access into the event venue area. Vendors deemed using parking passes to bring in event guests will have their parking passes revoked.

City of Eastvale reserves the right to shut down any vendors not meeting cleanliness, setup rules, and/or any applicable County or City codes, ordinances, and laws.

Canopy/Pop up tents must be fire retardant (**with proper CA State Fire Marshall certification present. A statement that the materials used in the manufacture of the item meet the flame resistance requirements of CPAI-84.**); open flames must be located a minimum of ten (10) feet away from all canopy materials.

Space:

All vendors will abide by City of Eastvale staff requirements regarding location. City of Eastvale reserves the right to change a vendor location at any time. All vendors will provide all required equipment for operations and sales. Food trucks and food vendors A-frame signs cannot extend further than 5 feet from the façade of booth. Food trucks and food vendors are liable for any injury or damage caused by signs. City staff has the right to require the removal of any vendor signage or decoration deemed inappropriate or hazardous.

YOU WILL ONLY BE ALLOCATED A 10X10 SPACE FOR A CANOPY. IF YOU NEED A DIFFERENT SIZE PLEASE NOTE THAT UPON SELECTION.

Waste:

No grease or gray water disposal is available. No water source is provided by the City of Eastvale. All vendors are responsible for removing and disposing all debris and ensuring the general cleanliness of the area. Trash roll-off bins are available and failure to properly dispose of trash and/or leave vending area in a unsatisfactory manner will result in a cleanup fine (not to exceed cost of custodial services to clean up specific vendor area) and may jeopardize future event participation.

Weather:

The event will take place rain or shine. Applicants agree to be present despite weather conditions.

Application Checklist:

- Application, complete with signature
- Check made payable to City of Eastvale will be due if selected within 48 hours of acceptance.
- Copy of County of Riverside Department of Environmental Health Mobile Food Facility Permit (if applicable)
- Photo of Food Truck or Vendor Booth setup. Vendors who don't provide a photo may lose any priority status.
- Copy of Serve Save Certificate (if applicable)
- Copy of insurance naming the "City of Eastvale" as additionally insured; must be provided within 48 hours of the event.

Community Event Hold Harmless Agreement:

By signing this agreement, your business shall indemnify, hold harmless, and defend the City of Eastvale and all of its officers, employees, servants, and agents against any and all liability claims, cost of whatever kind and nature, for injury to or death of any person or persons and for loss and damage to any property (State, County or other) occurring in connection with or in any way related to or arising out of your participation in a City of Eastvale community event.

Business Owner Name (PRINT)

Date

Business Owner Name (Signature)

(Agency Copy)
FESTIVAL VENDOR FIRE REQUIREMENTS

The following are common Fire Code requirements pertaining to vendors:

1. A current State Fire Marshal tagged Class K Fire Extinguisher shall be provided at cooking operations where grease laden vapors are generated (deep frying).
2. Each booth and/or vendor is responsible to provide a 2-A, 10-B:C-rated portable extinguisher, with a current State Fire Marshal tag affixed to extinguisher.
3. Generators and other similar equipment shall be isolated from contact with the public with barriers and shall be separated by a minimum of 20 feet from any tent, canopy or membrane structure. Based on generator size and manufacture's specifications, grounding rods may be required.
4. Flammable and combustible liquids (gasoline) shall be stored outside in an approved container not less than 50 feet from tents, canopies, or membrane structures.
5. Any tents or canopies shall be used in conjunction with Chapter 31 of the 2022 California Fire Code.
6. Tents over 400 square feet and canopies over 700 square feet and any tent or canopy shall be flame retardant treated. A State Fire Marshal tag shall be affixed to fabric and a copy of the flame certificate shall be presented to the Office of the Fire Marshal for approval. Small tents/canopies (i.e. 10ft x10ft) shall bear the State Fire Marshal seal/CPAI-84 certified).
7. Tents and inflatable jumpers shall be properly secured to the ground to prevent weather related uplift or collapse.
8. Combustible decorations or effects used within tents, canopies or membrane structures shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701.
9. Gas, liquid and solid fuel burning equipment shall be vented to the outside air by means of a flue or vent approved for use with the type of equipment used and in such a manner that no portion of the tent, canopy or membrane structure is within 12 inches of the flue or vent. Vents for solid-fuel-burning shall be equipped with spark arrestor having openings no larger than 1/4-inch wire mesh, unless otherwise approved by the fire code official.
10. Deep fry cooking or other cooking generating grease laden vapors, or flying embers shall be conducted outside of the tent(s) and shall be conducted a minimum of 20 feet away from tents. **A Class K Fire Extinguisher is required for any deep fry cooking operations or other cooking generating grease laden vapors.**
11. LP-Gas shall be located a minimum of 10 feet from any tent or structure.
12. Any extension cords used shall be commercial type and be in good working condition. No damaged cords or multi-head cords will be allowed.
13. No smoking signs shall be posted conspicuously.

Fire Prevention will conduct a field inspection of the site on the day of the event. Failure to comply with the above conditions may result in the closure of the stand. If there are any questions concerning these fire requirements, please contact the Office of the Fire Marshal at 951-737-8097.

I HAVE CAREFULLY READ AND UNDERSTAND THE FIRE REQUIREMENTS DETAILED ABOVE FOR THE EVENT. I AM AWARE THAT IF MY ORGANIZATION DOES NOT COMPLY WITH THESE EVENT FIRE REQUIREMENTS, MY ORGANIZATION WILL NOT BE PERMITTED TO PARTICIPATE IN THE EVENT AND IS SUBJECT TO CLOSURE OF STAND DURING EVENT HOURS.

Dated _____

Signature _____

Title _____

Printed Name _____

Day phone _____

Organization _____

Evening/Cell phone _____

Address _____

(Vendor Copy)
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