

2011 Norco Fair
Vendor Application letter
Fair dates – September 1-5, 2011

Dear Vendor,

Thank you for your interest in becoming a food/retail vendor for the 2011 Norco Fair. Our fair is a 5 day event on Labor Day weekend. The Norco Fair dates and times are as follows:

Thurs. 9/1 – 4:00 PM to 10:00 pm ~ Fri. 9/2 – 4:00 PM to 12:00 am
Sat. 9/3 – Noon to Midnight ~ Sun. 9/4 – Noon to Midnight
Mon. 9/5 – Noon – 5:00 pm

Enclosed you will find the food/retail vendor application with terms and conditions and vendor special instructions. **Please read your packet thoroughly and submit your completed application with proof of liability insurance with Norco Fair Committee and the City of Norco as additionally insured, copy of your resale permit and payment in full.**

Applications are taken on a first come first serve basis and any incomplete vendor application will be returned by the committee. We do try to limit the types of foods/specialty foods in order to promote a successful experience. However, no exclusivity is guaranteed. **Due to health permit reasons, applications for food vendors will not be accepted after August 1, 2011.**

The identity of our vendors and sponsors reflect on the event's reputation, therefore; the Norco Fair Committee reserves the sole and exclusive right to accept or reject applications. Our goal is to provide our vendors and sponsors with a wholesome environment while promoting a family fun atmosphere. Don't miss out on an opportunity for space, apply now. Hope to see you soon!

Sincerely,

Dana Prechtl, vendor committee for Norco Fair

(Home) 951-735-5434, (office) 951-734-0080, (email) vendors@norcofair.org

Kim Brown, vendor committee for Norco Fair

(Cell) 951-264-6371, (email) vendors@norcofair.org

Dawn Panzer, vendor committee for Norco Fair (messages only)

(Cell) 951-538-6705 (email) vendors@norcofair.org

2011 Norco Fair Vendor Application

Business name: _____

Contact person: _____

Address _____

City _____ State _____ Zip _____

Telephone _____ cell phone _____

Fax _____ email _____

Resale permit number (attach photocopy) _____

Vendor type (retail/food) _____

List the product you will be selling. Vendors may not deviate from this menu once submitted.
If you are a food vendor, list foods and **include a copy of your menu.**

<u>Space</u>	<u>Fee</u>	<u>Spaces needed</u>	<u>Total</u>
Indoor 10X10	\$150.00		
Outdoor 12X12	\$150.00		
Outdoor 12X24	\$250.00		
Outdoor 24X24	\$450.00		
Health permit fee (food vendors only)			\$150.00
Liability insurance (optional)	\$100.00		
Fire inspection fee (applies to all vendors)			\$20.00
Total fee submitting			\$

Please indicate above if you are a trailer or if you need 220.

Make checks payable to: Norco Fair Committee

2011 Norco Fair

Terms and Conditions

Interpretations and enforcement of the law and the terms and conditions: Vendor specifically agrees to abide by all applicable ordinances and statutes pertaining to the Vendor during the event. This includes any and all statutes and ordinances of the state of California, County of Riverside and other government agencies pertinent to the vendor's participation of the event, including but not limited to, those affecting health and sanitation, fire safety and sales tax regulations.

Initial _____

Booth set up/removal: Vendors may set up booths on:
Wednesday, August 31- noon-8pm
Thursday, September 1, 8am-11am, no exceptions.

Food vendors must be operational by noon on opening day for health inspection. Breakdown may occur after closing hours on Monday night. Fair security will be on hand until 8 am Tuesday morning. Failure to adhere to this breakdown time may result in a non-complying vendor and may be denied participation in future events.

Initial _____

Fair schedule: Vendor agrees to see that their booth is staffed and open during **all** operational hours of the fair. **Non compliance will result in removal of vendor booth at the closing of that day.**

Initial _____

Security: Security is not provided for individual booths. There will be security present at the Fair and after hours throughout the fairgrounds, but Norco Fair committee is not responsible for losses of any kind suffered by vendor. Vendor or any third party understands and acknowledges there is no additional security after hours of event and therefore applicants agree to obtain any and all additional insurance deemed necessary to cover potential losses.

Initial _____

Cleanup: Vendor agrees to maintain a clean and presentable booth. Vendor is responsible for the removal of ALL materials, litter, garbage, including boxes and signs and may only dispose garbage in containers provided by the Norco Fair for this purpose at specific locations within the event fair grounds. Boxes are to be broken down to fit in disposal containers. Vendor may not dispose of any hazardous materials or burn any objects on the event grounds. This is strictly prohibited.

Initial _____

Licensing, Permits and fire safety: Food vendors **must** provide and retain a 5 lb. fire extinguisher at all times in their booth. Food vendors with fryers must have a "K" tank fire extinguisher present at all times. City licenses are not required for the City of Norco for this event. All business licenses are blanketed under temporary conditional use permit. Food vendors must include Health Fee in vendor applications to cover all necessary health permits by the County of Riverside. Vendors must limit themselves to selling only products listed on vendor applications. All food vendors must pay fire inspection fee.

If you are a non-profit (501c3) or Veterans exempt food vendor, please include a copy of your articles of incorporation or proof of such in your vendor packet in order to have your health permit fee waived. Food vendors with decade trailers are exempt from health permit fees but will be inspected on opening day.

Initial _____

Application fee schedule: All applicable fees to secure a booth at the Norco Fair are due in full at time of application submission. **Applications received after August 15, 2011 requires payment in cash or money order paid to Norco Fair Committee.** No refunds will be granted after Sunday, August 21, 2011 in case of cancellation. There will be a fee of \$25.00 for any returned check.

Initial _____

Insurance

All vendors (non-profit, retail, political candidates, etc.) must have a \$1,000,000 liability insurance policy naming: “City of Norco AND the Norco Fair Committee” as additionally insured. The Norco Fair committee can provide insurance if you do not have coverage for your business for this event. The Norco Fair is held on city property and will not allow vendors on premises until proof of insurance can be provided. Insurance policies renewing on September 1 of each year will be accepted upon check in with corrected dates and additionally insured. Under no circumstances will exceptions be made. See fee schedule for rates.

Initial _____

Hours of operation

All vendors must stop sales no later than ½ hour before closing each night. Food vendors must stop cooking 45 minutes prior to closing each night to let grills cool down. Security will conduct a “sweep” to remove all persons from fair grounds by midnight each night. Absolutely NO tail gating (parties) is allowed before, during or after fair hours in or around vendor booths.

Inside vendors only (Nellie Weaver Hall) must stop sales no later than 11:00pm each night. Merchandise can not be moved through grounds until the fair has closed each day.

Initial _____

Sales (merchandise) restrictions

Under no circumstances at any time does the Norco Fair Committee permit selling of any projectiles (potato or marshmallow guns, etc.), explosives or laser pointers on city premises.

Initial _____

Please read and initial all terms and conditions above and submit complete vendor package to: Norco Fair, PO Box 803, Norco, CA 92860

Vendor Name _____

Name (please print) _____

Signature _____ date _____

Telephone number _____ cell _____

Email _____

2011 Norco Fair

Vendor Special Instructions

As a vendor for the Norco Fair, we would like to thank you and welcome you to our annual event. This year's theme is "Carnival Lights and Horse Town Nights". It is with great pride that we proudly hold this event that is organized entirely by volunteer citizens in the community and is a non-profit organization. We truly hope your experience here in our town is a pleasant one and we wish you the greatest success at our event. Below is a list of special instructions for you to ensure the easy transition to our event.

- Vendors will receive 4 admission buttons and 2 parking passes upon arrival (These passes are to be used for duration of event; additional buttons and parking passes can be purchased from the vendor committee).
- All vehicles must be removed from vendor area and in vendor parking no later than 1 hour prior to opening each day of event.
- Power will be supplied, however, vendors must supply own extension cords and any special adaptors if needed.
- Ice is available for sale for all vendors at \$5.00 per 20lb. bag.
- **Food vendors must be operational and ready for health and fire inspection by 12:00 (noon) on opening day, Thursday, September 1, 2011, no exceptions.**

Directions to Ingalls Park: From 15 freeway, exit 6th Street and proceed east. Continue up 6th Street approximately 3 miles. Ingalls Park is at the top of 6th Street at the end on the right side.

If you have any questions regarding booth rentals or vendor information, please call us. We look forward to seeing you. Thank you.

Dana Prechtl, Norco Fair Vendor Committee

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