

# Christmas Festival & Parade of Lights

## 2019 Vendor Application

Event Date:  
December 14, 2019

Parks  
Make  
Life  
Better!



### APPLICATION DEADLINE: OCTOBER 28, 2019

CONTACT NAME: \_\_\_\_\_

NAME OF BUSINESS/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

Please list your products sold or describe menu: (All items are subject to approval and are not guaranteed)

\_\_\_\_\_

Additional comments or special request: (All request are subject to approval and are not guaranteed)

\_\_\_\_\_

\_\_\_\_\_

#### VENDOR INFORMATION

Booth Size: 12' x 12'

Booth Cost: \$100 for Food\*  
\$75 for Retail\*  
\*\$25 discount for Non-Profits

***This is a FULL DAY EVENT!  
Get your booth TODAY!***

#### VENDOR TIMELINE

Vendor Check-In: Fri. - 5pm-9pm  
Sat. - 6am-7am

**Booths MUST Be Set-Up by 7:30am on Sat.**  
(\*No later or you will not be able to participate.  
Please note: Vehicles must vacate vending area by 7a.m.)

Fire and Health Dept. Inspection: 7:30am

### **SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE AS A VENDOR.**

#### **Retain copy of this application/agreement for your records.**

- Booth fee is required with application. Your check will be cashed only if your booth is approved; checks for booths not approved will be returned.
- Vendor Insurance Policy will be required by **ALL** food vendors with the correct limits and listing the City of Norco as additionally insured with policy number listed on separate endorsement page.
- A California Sellers Permit listing event address of 3737 Crestview Dr., Norco CA 92860 is required for **ALL** vendors at the event. For more information please call: (951) 270-5659. If you are exempt, it is required that you submit your 410D from BOE.
- Electricity is limited. You **MUST** provide your own equipment (tables and chairs, canopy, screens, flooring, water source, electrical/extension cords, and lighting and certified fire extinguishers).
- Food vendors need complete temporary covering in booth (such as sides, roof, and flooring) and hand-washing facilities. All food vendors **must meet RCHD and Fire Dept. regulations.** The City of Norco will purchase a Special Event Health Permit.

**For more information, contact Kathleen Kramer: (951) 735-5768 or Cathey Burtt: (951) 255-8424**

**PLEASE MAKE PAYMENT TO THE CITY OF NORCO AND MAIL WITH APPLICATION TO:  
2870 Clark Avenue, Norco, CA 92860**