CITY OF NORCO
HORSETOWN USA

SPECIAL EVENT VENDOR INFORMATION

2025 Parade of Light/Christmas Festival

EVENT DETAILS

Name: Breakfast with Santa, Horsetown Parade of Lights and Christmas Festival
Date: Saturday, December 13, 2025
Time: 8am to 8pm
Location: Ingalls Event Center: The Hall and The Barn- 96 Sixth Street, Norco CA 92860

APPLICATION INSTRUCTIONS

Deadline: November 3, 2025
Submit to: events@ci.norco.ca.us
If approved, the deadline to pay is November 13, 2025

BOOTH SPACE NOTIFICATION

Vendors will be notified of booth space by December 10, 2025 via email and/or at check-in on Friday, December 12, 2025.

VENDOR SET-UP

Date: Friday, December 12, 2025
Time: 8:00am to 12:00pm. No Exceptions. There will be no vendor set up on the event day.
Security: Overnight security will patrol the facility.

FIRE & HEALTH DEPARTMENT INSPECTIONS

Date: Saturday, December 13, 2025
Time: 7:30am

VENDOR TEAR-DOWN

Tear-down must be completed upon conclusion of the event, starting no earlier than 8 p.m.

ADDITIONAL DETAILS

Submission of an application does not guarantee acceptance.
Space is limited to first-come, first-served.
Your payment will be processed only if your booth is approved.
Items, including information, giveaways and merchandise, must be family/kid friendly.
Obscene, profane and/or political views/messages are not permitted on City property.
Requests listed on application are not guaranteed.
Booths with an inside booth space must have canopy cover removed.
Canopies cannot exceed a 12' x 12' booth. . **In compliance with the state of California Fire Safety Standards, all tents must have either the California State Fire Marshal seal of approval or CPAI-84 affixed.**

CITY OF NORCO
HORSETOWN USA

SPECIAL EVENT VENDOR APPLICATION

2025 Parade of Lights/Christmas Festival

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Social Handle: _____ Website: _____

Classification: ❑ For-Profit ❑ Non-Profit ❑ Public Agency ❑ Individual

Do you have a valid City of Norco Business License? ❑ Yes ❑ No

Do you sell merchandise with the Horsetown USA logo? ❑ Yes ❑ No

	TYPE	FEE	REQUIREMENTS
❑	Food (Food Trucks Only)	$200	Provide Own Insurance with an additional insured endorsement, Health Permit or Temporary Food Facility Agreement, City Business License and California Sellers Permit listing the venue address.
❑	Retail and Pre-Packaged Foods	$200	Provide City Business License and California Sellers Permit listing the venue address. City of Norco supplies insurance (included in fee).
❑	Exhibition	$100	Provide City Business License (if applicable). City of Norco supplies insurance (included in fee).

Describe your booth, merchandise, list of salable products sold, menu, etc. Please attach photo(s):

Electricity Request (20 amps max): _____

Other Requests: _____

Applicant Signature: _____ **Date:** _____

FOR OFFICE USE ONLY	
❑ Approved ❑ Denied	Receipt #:
Employee Name:	Finding:
Employee Signature:	
Date:	

CITY OF NORCO
HORSETOWN USA

VENDOR TERMS AND CONDITIONS

2025 Parade of Lights/ Christmas Festival

_____ **(Initial) SECURITY:** Security is **NOT** provided for individual booths/spaces. The Event Committee, the City of Norco and their representatives, officers, Council Members, agents, employees and volunteers will not be responsible for losses of any kind, regardless of the cause or the party at fault.

_____ **(Initial) SOUND RESTRICTIONS:** The use of any sound devices must receive prior approval from the Event Committee and must be maintained at a conversational level to avoid interference with neighboring vendors, exhibitors, entertainers, and when found objectionable will be prohibited.

_____ **(Initial) RULES FOR VENDORS:**

1) All items to be sold must be approved by the Event Committee.
2) All Vendors are responsible for supplying their own tables, chairs, canopy, screen, water source, certified fire extinguisher, electrical/extension cords.
3) Tents shall have a flame-resistance label affixed to each separate piece of fabric. The label shall either have the California State Fire Marshal seal of approval or CPAI-84.
4) Vendors who are selling tangible items (both retail and food) must obtain and submit a California State Sellers Permit (in order to sell in Norco, permit must include address**, 3737 Crestview Drive, Norco CA 92860)**
5) Food vendors at Venue:
   a) Copy of California State Sellers Permit doing business in Norco must be submitted with application.
   b) Must be in compliance with Riverside County Health Department and Fire Department requirements and regulations.
   c) Must provide own heating sources, which must be in compliance with applicable fire, safety, health and appropriate regulations
   d) Must have a current certified and tagged fire extinguisher at their space.
   e) Waste water disposal must be done in compliance with Federal, State and County regulations.
   f) Grease and other liquids cannot be discharged on the ground.

_____ **(Initial) SET UP, DISPLAY AND TEAR DOWN:**

1) All displays, merchandise and demonstrations must be in good taste – **This is a family event.**
2) Spaces/booths must be clean and orderly at all times.
3) Personnel must be clean and presentable at all times.
4) Vendors will be responsible for set-up and clean-up. No early break-downs.
5) Vendors MUST leave the space clean. All trash and debris to be taken out by vendor.
6) Tents, umbrellas, canopies and other shade coverings are acceptable and advised but **cannot exceed** a 12' x 12' booth.

_____ **(Initial) REFUNDS/CANCELLATION:** Refund requests will be considered only when a similar replacement is available and will be solely at the discretion of the Event Committee. A refund request must be received in writing *by* ***November 6, 2025,*** and will be subject to a $25.00 cancellation/processing fee. *After* ***November 6, 2025***, there will be no refunds or credits for no-shows.

_____ **(Initial) INSURANCE AND INDEMNIFICATION:** Food Vendors WILL provide a Certificate of Liability Insurance (including products) naming the City of Norco as additionally insured and endorsement page. Limits no less than $1 million General Liability with a $2 million aggregate and $1 million product per occurrence and an Additional Insured Endorsement equivalent to a cg2010 and must include policy number on endorsement page. All vendors hereby agree to indemnify, defend and hold harmless the City of Norco and their respective members, officers, agents, Council Members, volunteers and employees from any and all claims and/or liability of any kind, including reasonable attorneys' fees, arising from vendor's participation in the event and/or from activities subject to this Agreement. Cost of certificates and additional insured endorsements will be the responsibility of the vendor. **Food Vendors Certificates of Liability Insurance and endorsements must be received upon acceptance of application or before November 6, 2025. Failure to supply will result in cancellation of booth and forfeiture of booth fees.**

_____ **(Initial) NOTIFICATIONS:** You will be notified in writing or by email if your application has been accepted. You must possess a valid California State Sellers Permit and valid City of Norco business license. You may obtain a Seller's Permit from the State Board of Equalization Office nearest you. Your check will be cashed only if your booth is approved. Checks for booths not approved will be returned.

_____ **(Initial) WAIVER:** All vendor staff and volunteers must sign the City of Norco Waiver/Release for the event named above.

SIGNATURE: *The undersigned acknowledges that each vendor space is 12'x12', unless otherwise agreed upon, and that they must provide their own canopy, tables, and other supplies. The undersigned agrees to indemnify and hold harmless the representatives, officers, council members, agents, volunteers and employees of the City of Norco, the Event Committee, from all damages, liabilities, costs and expenditures, including attorney fees and costs of defense which may occur due to the undersigned's participation in this event. The undersigned agrees to comply with all state and local regulations in the operation of your booth. You agree that you have read and agree with the rules and regulations set forth in this agreement/application. The City of Norco reserves the right to make changes to this agreement/application as needed. You understand your entry fee shall not be refunded in the event that you do not attend or if all or part of the event is canceled due to fire, calamity or any other act of God, public enemy, strikes, statutes or ordinances or any legal authority or any cause beyond our control. The undersigned acknowledges that there is* **NO WATER HOOK-UPS AVAILABLE** and **SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE AS A VENDOR.** *All vendors must be set-up by event start time and cannot breakdown until the event is completed.*

Applicant Name: _____

Signature: _____ **Date:** _____

Note: All terms and conditions are subject to change at any time.

RELEASE, WAIVER OF LIABILITY AND ASSUMPTION OF THE RISK AGREEMENT FORM
READ CAREFULLY BEFORE SIGNING

In consideration of being allowed to participate in the 2025 Parade of Lights/Christmas Festival the undersigned acknowledges, appreciates, and agrees that ***the risk of serious injury including, but not limited to, permanent paralysis, injury, and death, and exposure to and illness from infectious diseases including, but not limited to, MRSA, influenza, and COVID-19, are significant and do exist, even though particular rules, equipment, and personal discipline may reduce the risk.*** Therefore:

I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, **EVEN IF ARISING FROM THE NEGLIGENCE OF THE CITY OF NORCO** or others, and assume full responsibility for my participation;

I willingly agree to comply with the stated and customary terms and conditions of participation. If I observe any unusual significant hazard during my presence or participation, I will either remove the hazard, if possible, or discontinue my participation and/or bring such hazard to the attention of the nearest City official immediately; and

I, for myself, my heirs, assigns, personal representatives and next of kin, hereby **RELEASE AND HOLD HARMLESS** the City of Norco, its officers, officials, agents, employees, volunteers, other participants, sponsors, advertisers and owners and lessors of premises used to conduct the event, for **ANY AND ALL INJURY, DISABILITY, DEATH,** or loss or damage to person or property, **ARISING FROM THE NEGLIGENCE** of the City of Norco.

I HAVE READ THIS RELEASE, WAIVER OR LIABILTY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS AND SIGNIFICANCE, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

_____ Date signed: _____
(Participant's Signature)

_____
(Participant's Printed Name)

FOR MINORS (UNDER 18 AT THE TIME OF REGISTRATION)

This is to certify that I, as parent or legal guardian, have legal responsibility for this participant. I have read and understand the significance of this **RELEASE AND WAIVER** and do consent and agree to his/her waiver, release and assumption of the risk as provided above. I release and agree to indemnify and hold harmless the City of Norco and associated persons from any and all liabilities for injury or damage to the above minor while participating in these programs **ARISING FROM THE NEGLIGENCE** of the City of Norco and associated persons.

_____ Date signed: _____
(Parent/Legal Guardian's Signature)

_____
(Parent/Legal Guardian's Printed Name)

Emergency phone number: _____

COUNTY OF RIVERSIDE

DEPARTMENT OF ENVIRONMENTAL HEALTH

(888)722-4234 • RIVCOEH.ORG

COMMUNITY EVENT FACILITY OPERATOR'S AGREEMENT FORM

Name of Food Facility: _____

Name of Person in Charge of Booth/Mobile: _____ Cell #: _____

Email: _____ ID # & DOB (attach copy of ID):_____

Event: _____ Operating date(s) & time(s): _____

By submitting this form, the food facility operator, agrees to adhere to the health and safety requirements to operate at the above-mentioned event. If at any point the facility is not able to meet these requirements as described in the Operator's Guide booklet (Spa.), it shall stop operating until minimum health standards are met. Failure to do so could result in closure by the event coordinator or Environmental Health Department (EH) representative, and is subject to further enforcement action (hearing, citation, etc.).

Setup

Mark type of operating setup (Booth or Mobile Food Facility):

☐ **Booth**

Mobile Food Facility (MFF)

☐ **Truck**

☐ **Cart or Trailer**

Permitted MFF in Riverside County (RivCo): ☐ Yes ☐ No

Permit #:

County permit issued in if not RivCo:

1. Facility will have sign posted with the name of facility in at least 3" high lettering, the city, state, zip code, and name of the operator in at least 1" high lettering. Sign to be legible and easily visible to patrons. _____**(Initial)**

2. **For both MFF or Booth setup** food preparation and dispensing shall occur within an approved enclosure. Pass thru window(s) are to be no larger than 216 in^2 with 18" between windows. For **Booth setup,** enclosure to have overhead protection, fire resistant mesh walls, and ground covering (if over grass or dirt). If fire dept. requires any cooking equipment outside of the booth, it shall be in an area away from customers or possible contamination. If there is wind or other inclement weather conditions (rain, etc.) that would contaminate food, outside cooking shall immediately cease. _____**(Initial)**

Food Safety

3. List all menu items including drinks:

Equipment that will be set-up at event (check all that apply):

☐ Oven, # of units:_____	☐ Fryer, # of units:_____	☐ Refrigerator, # of units:_____
☐ Vertical Broiler, # of units:_____	☐ BBQ, # of units:_____	☐ Ice chests, # of units:_____
☐ Flat grill, # of units:_____	☐ Stove or Range, # of units:_____	☐ Freezer, # of units:_____
☐ Other (describe):_____	☐ Steam table, # of units:_____	☐ Cold table, # of units:_____

4. List any food or equipment that will be outside of booth or MFF. Specify how food will be dispensed (ex. squeeze bottle), stored (ex. hotdogs in cooler with ice), and protected (ex. BBQ has lid, behind rope fence and not near trees).

Note: Outside cooking/storage/dispensing of foods is limited to type of food/equipment and method of dispensing to prevent contamination and may not be allowed at event due to weather or other environmental factors.

5. I agree to purchase and prepare all food the day of the event, unless otherwise discussed and allowed by EH. I will contact EH if there are any significant changes to menu/operation prior to event to ensure health standards are met. No food or beverage preparation may occur at an unapproved location, such as a private residence, except CFO. _____(Initial)
Check all locations where food will be prepared:

Onsite at the Event ☐ Permitted Food Facility ☐ (Provide filled out Kitchen Agreement Letter) Permitted CFO ☐ CFO Permit #: County Issued in:

6. ***ALL*** potentially hazardous foods (phf) shall be held at or below 45˚F or at or above 135˚F. At the end of the operating day, any food held above 41˚F shall be discarded. Adequate cold and hot holding equipment shall be provided to ensure proper temperature control of food during transportation, storage, and operation of facility. Food not cooked to and/or held, stored, or transported at proper temperature shall be discarded to prevent foodborne illness. _____**(Initial)**

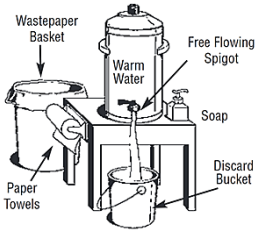
7. Ice used in food or for drink cups is a food and shall be protected from contamination. I will store ice off the ground, in clean, sanitized food grade containers, will not have other items touching ice cubes and will dispense ice properly (i.e. ice scoop or soda dispensing unit). Ice used to keep phf in temperature will be in sufficient quantity to maintain phf cold. _____**(Initial)**

8. I will use reference thermometers in all cold or hot holding equipment and provide at least one internal food probe thermometer to check phf holding, cooking temperatures, etc. (see picture to right). _____**(Initial)**

Handwash

9. For facilities with any open food or beverages (including beer/wine gardens, sampling, etc.). I agree to provide a properly stocked hand washing station as described below. _____ **(Initial)**

Mark which hand wash set up you will have:



Each hand washing station shall have:
- Pump liquid soap
- Paper towels
- Fresh water container with free-flowing water spigot, with warm water (100°-108°F)
- Catch basin for wastewater (dispose in sanitary sewer)

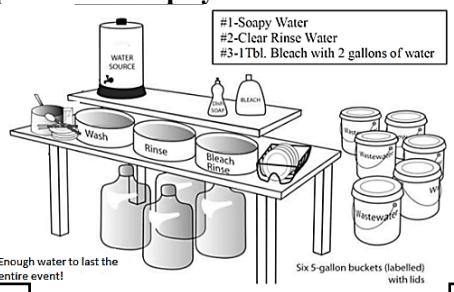
* Gloves and hand sanitizer does not replace hand washing

Cleaning

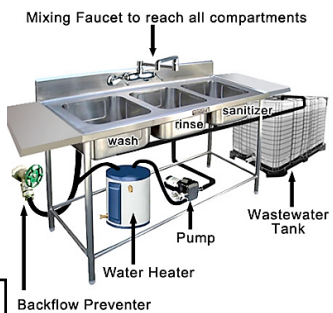
10. I agree ***ALL*** **food equipment shall be washed in warm soapy water (minimum 100˚F), rinsed, submerged in sanitizer, and air dried.** I will use either chlorine sanitizer (100ppm, 30 seconds contact time) or quaternary ammonia sanitizer (200ppm, 60 seconds contact time) with the proper corresponding test strips. _____**(Initial)**

Mark which ware wash set-up and test strips you will have:

☐ **Extra utensils**
Partial one day events (menu dependent)



☐ **3-bucket/tub system**
For events 3 consecutive days or less



☐ **3-compartment sink**

Chlorine and Quat Ammonia sanitizer test strips ☐

☐

Completed agreement form shall be submitted to Environmental Health at least 2 weeks prior to the event.
Your Event Organizer may require you to submit to them more than 2 weeks in advance.

For Office Use Only: Reviewed By: _____ Date: _____ Notes: _____

_____

_____