



# EVENT VENDOR APPLICATION 2024

Thank you for your interest in the City of Beaumont's Special Events! Vendors add unique value to each event, providing participants with an unforgettable experience whether it be one-of-a-kind goods, exclusive eats, fun activities, and more! The City of Beaumont strives to make each event a quality experience for both event vendors and the general public.

## ACTIVITY CLASSIFICATION

*To ensure this quality experience is met, the City reserves the right to deny a vendor application on the basis of good/service quality or due to the possibility of the good/service provided duplicating other vendors already planned for the event. Approved vendors will offer quality, non-competitive goods or services at the event and all items for sale at the vendor booth MUST be listed on the application and photos provided.*

**Fundraising by and for Nonprofit Organizations:** Organizations wishing to raise funds during a City sponsored event shall have a not-for-profit status. Verification of identification number is required and shall be provided upon submission of the application. In addition, all moneys generated by sales or solicitations, excluding direct material costs, shall go to the nonprofit group.

**Distribution of Information:** All groups or individuals wishing to disseminate information, pass petitions, or promote political, religious, or personal beliefs must be approved by staff. Bull horns, loudspeakers, and other means of sound amplification shall not be used without written permission by the committee. Participants may not harass, follow, or intimidate market visitors. There shall be no posting of handbills on trees, buildings, or vehicles.

## Food Vendors:

Beaumont community events are open to self-contained food trucks or artisan vendors selling pre-packaged items ONLY. On-site cooking booths will not be accepted.

- **Food Trucks:** Vendors wishing to sell food items shall contact the Riverside Department of Environmental Health Services prior to applying. Food vendors shall submit copies of appropriate Health Department permits upon approval of their application. It is the responsibility of individual food vendors to learn, and adhere to, all Health Department regulations and standards. Each food vendor is responsible for his/her health permit for each event. All Food Vendors shall provide and place a minimum of ONE TRASH RECEPTACLE ON THE OUTSIDE OF THEIR VEHICLE for customer use.
- **Artisan Food Vendor:** Vendors who prepare food for consumption in a home or commercial kitchen, and then sell at the event. Examples of these types of products are jams, canned goods, baked goods or packaged food items.

## PERMITS AND DOCUMENTATION

Participants shall comply with all City, county and state permit requirements. It is the RESPONSIBILITY OF THE VENDOR to be aware of all permit requirements and, upon approval, pay any fees associated with the issuance of these permits. The following permits shall be on premises during all events:



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## **FEES**

Base fees have been established to mitigate some of the costs associated with operating the vendor area. All fees are due following approval of the application and must be paid in advance of the event. All vendor applications are non-fundable and events will take place rain or shine. In the event the weather will impact outdoor options, efforts will be made to relocate vendors indoors if possible.

Vendors may pay with credit/debit card (Visa and Master Card) at the Albert A. Chatigny Center, located at 1310 Oak Valley Parkway or checks made payable to: City of Beaumont. There is a \$35 charge for all returned checks. Please do not send cash with the application.

## **VENDOR SET UP**

All vendors shall be allotted a 10' x 10' space. Each vendor is responsible for providing their own, tables, chairs, canopies and electricity. If additional space is needed there will be an additional fee. Participants must stay within their assigned spaces. The sidewalks, streets, planters and fire lanes must remain clear at all times. Boxes and storage items will not be allowed in the view of the public. Spaces are assigned on a first come, first serve basis and staff reserves the right to relocate vendors and/or reassign spaces at its discretion.

Information regarding setup times, locations and all other procedures will be provided prior to the event via email.



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Name of Business or Group: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
City of Beaumont Business License #: \_\_\_\_\_

Provide a general description of the booth including all items to be sold:

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VENDOR FEES	
ALL VENDORS VENDOR TYPE: <input type="checkbox"/> Food Truck <input type="checkbox"/> Artisan Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Non-Profit <input type="checkbox"/> Information	FREE
EXTRA SPACES	

EVENT(S): Please check event(s) you are applying for.

- ☐ Hispanic Heritage Event – September 21
- ☐ Monster Mash – October 19
- ☐ Dia De Los Muertos – November 2
- ☐ Blizzard Bash – December 14

*\* Vendors will be selected based on how well their products or services align with the theme of the event.*

*The undersigned acknowledges receipt of the general rules and regulations outlined by the City of Beaumont and agrees that he/she will comply with said rules. Noncompliance will result in removal of said vendor from the event. The undersigned also agrees to indemnify and hold harmless the City of Beaumont from all damages, liabilities, costs and expenditures, including attorney's fees and costs of defense, which may occur by participation in the event(s).*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**PLEASE REMEMBER TO INCLUDE THE FOLLOWING:**

- ☐ Completed Application
- ☐ Product Picture (all vendors)
- ☐ Copy of City of Beaumont Business License or one day Special Event Business License)
- ☐ Food Vendors - Copy of General Liability Insurance, Riverside County Health Permits.

## GENERAL RULES

*All vendors at the City of Beaumont's Special Events become unofficial representatives of the city and directly affect the participant's perception and enjoyment of the event. Vendors are expected to adhere to the following standards throughout the event to ensure an enjoyable experience for everyone involved!*

- ❑ It is the responsibility of the vendor to plan their timing and arrival accordingly. Tardiness will not be accepted; vendors may not be permitted to participate and will not receive a refund.
- ❑ Please be patient and listen to directions given by staff. We understand wait times can be long prior to loading, and staff do their best to load each vendor as quickly as possible. Staff may ask you not to park your vehicle in a specific area or to remove your vehicle from the loading area in order to ensure a smooth and quick set up.
- ❑ Offensive language, aggression, or verbal abuse of staff, fellow vendors, or participants at the event will not be permitted and will result in dismissal from the event with no refund. If a participant is being abusive, loud, or creating an unwelcoming environment, please contact event staff immediately to get the issue resolved.
- ❑ Smoking (including e-cigarettes + vapes) and consumption of alcohol is not permitted within the event area, unless within a designated beer garden.
- ❑ All vendors must leave their assigned area in clean condition, the same and/or better than first received. The City reserves the right to bill vendors after the event for excessive trash/debris or damage to amenities/facilities due to vendor use/negligence.
- ❑ The City of Beaumont does not guarantee a specific audience size or amount of sales/business at your booth during the event. By hosting a booth, you take on the responsibility for sales of your items.
- ❑ The City of Beaumont is not responsible for theft or damage to property belonging to persons participating in any community events; nor does the above named assume any responsibility for items left unattended during the event/activities.
- ❑ The following items are strictly prohibited from being sold or displayed at vendor booths:
  - Firearms, weapons, knives, or anything that may cause danger or incite violence.
  - Alcohol, tobacco, nicotine, cannabis products, or drug paraphernalia
  - Hazardous, restricted, or regulated materials
  - Political items - all items must remain politically neutral.
- ❑ Please bring the proper amount of assistance needed to set up your booth. Event staff are not responsible for set up or tear down of your booth or equipment.
- ❑ No person participating in the event shall state, imply or otherwise suggest that the City of Beaumont supports the views of his/her organization.



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- Whereas parties involved in the selling or transfer of items for sale during this event, under penalties of law, under the copyright codes set forth with the Department of Commerce, will not transfer or permit for resale, items that do not bear the registered trademark of trademarked items, without the written approval of the registering agency and its companies, for which items are protected under the trademark act. If a vendor is caught selling illegal items, the City of Beaumont cannot be held responsible for the actions of the vendor and the vendor will be immediately suspended.
- Vendors are not allowed to sell “irregulars, seconds, buy-out or clearance” merchandise.
- Both display requirements within vendor’s area must include: all tables be covered by tablecloths; NO selling out of storage boxes; all storage boxes are to be covered by the table drapes; signs must be of professional quality (NOT handwritten).
- SUBLETTING - Booth spaces shall not be assigned or sublet to others without prior approval from city of Beaumont staff.
- **No Shows/Cancellations: Vendors who do not show up for events or cancel at the last minute will have the status of their involvement in future events re-evaluated on an event-by-event basis. Individuals/organizations who do not show up to an event without informing staff will be permitted to re-apply for the following year’s events but may be removed from the current year’s event line up.**