



HORSE TOWN BREW N' QUE FESTIVAL- JUNE 2, 2018

WWW.BREWNQUEFESTIVAL.COM

VENDOR@BREWNQUEFESTIVAL.COM

Booth Guidelines: Booth space is 10'x10'; all vendors are responsible to supply their own canopy booth, tables, chairs or any other equipment to run their booth. Displays must be professional and attractive, unique and appealing. All items must be self-contained and completely displayed inside booth. If you need additional space, you will be required to rent a second booth.

Insurance:

Food or Retail Vendor Insurance Policy will be required by ALL food and retail vendors with the correct limits of a minimum of 1M dollar general liability, 2M dollar Aggregate and 1M dollar Product and listing the City of Norco and Service Through Action as additionally insured with policy number listed on separate endorsement page. The wording should be listed as follows:

Service Through Action, their directors, officers, agents, volunteers, servants, and employees, Service Through Action, the (Horse Town Brew n' Que Festival) and The City of Norco and their respective Directors, Officers, elected officials, employees, agents, volunteers, City Council members, Riverside County, are made additional insured, but only in so far as the operations under this contract are concerned.

Health Permits: Food vendors must comply with all California Department of Food & Agriculture and County of Riverside Environmental Health Department and Department of Environmental Health regulations (Vendors do NOT have to purchase a temporary Environmental Health Food Permit. Fee IS included in vendor booth rental fee. Food Vendors will complete the Riverside Environmental Health Department Operators Agreement and if appropriate, the Declaration of nonprofit donation.

Sellers Permits; Vendors are required to provide copy of California Temporary sellers permit with the address 3737 Crestview Ave., Norco, Ca 92860 as your place of business on June 2, 2018. If you are exempt, it is required that you submit your 410D from BOE.

Electricity and Equipment: You may request electricity. Please note that electricity is limited and is a \$60 per day charge per 20 amp service. You **MUST** provide your own, screens, flooring, water source, electrical/extension cords, lighting and **Certified fire extinguishers Class 2A-10BC and or Class K for grease or kitchen).**

Set-Up: The HORSE TOWN BREW n' QUE FESTIVAL parking permits and credentials will be issued upon approval of application and all fees received.

.All other vendors must check-in between 7:00 am and -9 a.m. on Saturday, June 2, 2018. Due to safety issues, arrivals after 9 a.m., may forfeit any pre-assigned booth location and be assigned an alternate location. Vehicles will not be allowed in the festival area after 8 a.m. without permission of a festival official and all vehicles must be removed from festival grounds and parked in the assigned vendor spaces by 10:a.m. • Booths must be completely set-up by 10 a.m. The festival requests that all vendor booths remain open until 9 p.m.



General Information & Regulations:

1. The HORSE TOWN BREW & QUE FESTIVAL will proceed as scheduled rain or shine. In the case of substantial rain or extreme weather, the event coordinators may decide to cancel the event and will promptly notify vendors to begin closing and breaking down booths. If the event is cancelled prior to the day of the event, a Committee Planning member will contact the designated contact person on your vendor application. **NO REFUND OR CREDIT WILL BE GIVEN TO ANY VENDOR WHO DECIDES NOT TO PARTICIPATE FOR ANY REASON.**
2. If any vendor is unable to participate in the festival, the vendor is expected to notify the event coordinator (listed above) as soon as possible and no later than May 1, 2018 (**No refunds will be given**).
3. Booths are not to be shared or subleased.
4. Vendors are only permitted to sell merchandise and items listed on the vendor's application that was approved by the HORSE TOWN BREW & QUE FESTIVAL Committee.
5. Vendors are to dress appropriately, including the wearing of shirts and shoes at all times.
6. Vendors acknowledge that "Horse Town Brew n' Que Festival" is not operated by the George Ingalls Equestrian Event Center or the City of Norco.
7. No alcoholic beverages or smoking are permitted.
8. Signage must be neat and professional and must not be oversized to cause obstructions to the other vendors. Coordinators will determine appropriate signage.
9. Booth assignments will be made on a first-come, first paid and approved basis. However final location of a booth at the events may be changed and will be decided by the coordinators. There is no guarantee on assignments the day of the event.
10. The basic size of a booth is 10'x10', however some additional overflow space may be allowed if needed and approved by the coordinators. All merchandise is to be displayed within the assigned booth space or it may be necessary to obtain a second booth.
11. Booths should be kept neat and clean at all times. The more attractively merchandise is displayed, the better the likelihood of attracting customers and increasing sales. All sales are the responsibility of each vendor. The City of Norco, "Horse Town Brew n' Que Festival" coordinators, affiliated members, volunteers and participants are not liable for any sales and/or levels of profits made by any vendor.
12. Safety of visitors and fellow vendors is a priority. Please be careful setting up, breaking down and connecting electrical equipment. Don't leave anything lying around that can be tipped over or tripped over. Please exercise safety precautions at all times. You will be charged with reimbursing the city of Norco for any damage you make. All tents and canopies, pop ups and EZ-Up must be secured by weights or bags.
13. All vendors must comply with local health, fire and safety department codes. Participants must be aware of and comply with city code requirements.
14. Security will be on site for the event but is not available for your individual booths or locations.



Vendor Participation Procedure:

1. Complete and sign the application. Please enclose a photo of your booth or detailed description along with a description of the merchandise to be sold (photo will not be returned). Food vendors must submit a photo and utilize fully enclosed booths with a food window during event.
2. Include with application request the booth rental fee. Accepted forms of payments are credit card, debit card, check; money order or cashiers' check made payable to: **Service Through Action**. Cash will only be accepted if provided in person to provide a receipt.

NOTE: No refunds will be given if you are not able to participate on the day of the event. Therefore, please make sure you are able to attend. Remember that all spaces will be assigned. Any returned checks will automatically disqualify vendor from participation and all associated bank fees must be paid by vendor.

VENDOR FEE

All Food Vendors * Includes health	\$400.00
Merchandise Vendors	\$175.00
Government Agency** Non-Profit Agencies	\$75.00
BBQ Participants**	\$249.00

* You may not sell any soft drinks, lemonades, smoothies or slushes. ** BBQ Teams can vend with additional fees or commissions. Call for details.

** Subject to approval and space

**MAKE CHECK OR MONEY ORDER PAYABLE TO:
"Service Through Action"
Post Office Box 262
Norco, CA 92860**



HOLD HARMLESS AGREEMENT

I have read and agree to comply with all Policies and Procedures for the HORSE TOWN BREW N' QUE FESTIVAL. I understand that if I do not comply with all policies and procedures I will be expelled from the festival/event and I will not receive a refund of my vendor booth rental. I agree to indemnify and hold harmless George Ingalls Equestrian Event Center, City of Norco and Horse Town Brew n' Que Festival. This agreement is between Horse Town Brew n' Que Festival and the vendor. No part of this agreement is transferable to another party, including but not limited to the space at the event, including sharing space with an entity other than the one named herein.

All participants shall indemnify, defend, save harmless George Ingalls Equestrian Event Center, City of Norco, Horse Town Brew n' Que Festival, Coordinators/Organizers and employees, as well as, its officers, officials, agents, and employees from any and against any and all claims, demands, lawsuits, penalties or liabilities or liabilities by any name of kind or nature whatsoever, which the Coordinator/Organizers and their employees or George Ingalls Equestrian Event Center, City of Norco, its officers, officials, agents, and employees may sustain or incur, or which may be imposed upon them for injury or death of any person, or damage to any property, as a result, of or arising out of, the participant's acts or omissions in connections with the HORSE TOWN BREW & QUE FESTIVAL.

I certify that I am the responsible person referred to in the Vendor Application, and that I am authorized to execute on behalf of the business listed herein and accept legal process on behalf of the business. I also acknowledge that the Policies and Procedures can change at any time and it is my responsibility to check with HORSE TOWN BREW & QUE FESTIVAL Coordinators for updated changes.

SIGNATURE

DATE

PRINT NAME, Company and Title



2018 Horse Town Brew n' Que Vendor Application

Company Name: _____

Contact Person: _____ Address _____

Business Phone: _____ Mobile Phone: _____

Email : _____ FAX _____

2nd contact _____ email _____

COMPLETE LIST OF ITEMS/MERCHANDISE FOR SALE if necessary (please attach a complete list)

Forms of Payment Accepted: PayPal, Cash, Check, Cashier's Check, Money Order, Debit and Credit Card- (a service fee may be added to credit card payments)

Cash _____ Check _____ Cashier's Check _____ Credit Card _____ PayPal _____

By signing below, you or your organization agree to be a vendor/participant for the HORSE TOWN BREW & QUE FESTIVAL on June 2, 2018. Due limited space and planning all payments are due no later than May 1, 2018. A portion of the proceeds will be donated to local community foundations and are tax deductible. Please mail payments to: Service Through Action, Post Office Box 262, Norco, CA 92860.

By completing the information below, I authorize Horse Town Brew n' Que Festival to charge my Debit/Credit card.

Credit Card Information:

Name on Card _____

Credit Card # _____ Credit/Debit Card Type (Discover/Visa/MC) _____

Expiration Date _____ CVN (3 digit number on back of card) _____ Total Amount: _____

Printed Name of Vendor _____ Signature _____

Address (where credit card statement is mailed) include zip code _____

Authorized Signature: _____ Date: _____



APPLICATION CHECKLIST:

INCOMPLETE APPLICATION, SUBMISSIONS AND PARTIAL PAYMENTS WILL NOT BE ACCEPTED OR PROCESSED.

Completed Application. (Make Checks out to Service Through Action)

Booth Space Rental REQUIRED IN FULL WITH APPLICATION.

Description of items for sell.

A photo of the booth is required for all food vendors.

California Sellers permit. if you do not have one you can register online at <http://www.boe.ca.gov/info/reg>.

Proof of insurance-Proof of Full endorsements is required. Additional insured language and sample of full endorsements attached

Correspondence may be sent to:

Post Office Box 262. Norco, Ca 92860

vendor@brewnquefestival.com



SAMPLE CERTIFICATE OF INSURANCE AND ADDITIONAL INSURED POLICY ENDORSEMENT

A certificate of insurance and **endorsement** is required for activities that takes place on City public property and with activities sponsored by Service Through Action. The City reserves the right to require Additional insurance levels based on specific activities or equipment included in the production.

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
INSURANCE AGENT NAME INSURANCE AGENT ADDRESS INSURED NAME INSURED ADDRESS		THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE POLICY. INSURANCE COMPANY NAME(S) INSURERS AFFORDING COVERAGE NAIC #
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		
GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROD <input type="checkbox"/> SECT <input type="checkbox"/> LOC	POLICY NUMBER CURRENT POLICY PERIOD	LIMITS EACH OCCURRENCE DAMAGE TO RENTED PREMISES (EA OCCURRENCE) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMPROP AGG
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	POLICY NUMBER CURRENT POLICY PERIOD	COMBINED SINGLE LIMIT (EA accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO		AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY - AGG
EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	POLICY NUMBER CURRENT POLICY PERIOD	EACH OCCURRENCE AGGREGATE \$1,000,000
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS herein OTHER	POLICY NUMBER CURRENT POLICY PERIOD	EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS		
City of Norco, and their respective Directors, Officers, elected officials, employees, agents, volunteers, City Council Members; AND service Through Action, and their respective Directors, Officers, elected officials, agents, employees and volunteers,		
The City of Norco 2870 Clark Norco, CA 92860		DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
ACORD 25 (2001/08)		© ACORD CORPORATION 1988

- Coverage**
- Commercial General Liability
 - Auto Liability
 - Proof of Workers Compensation

- Minimum Limits**
- \$1,000,000 per occurrence
 - \$2,000,000 aggregate

- Additional Insured**
- City of San Diego and Service Through Action, its officers, employees and agents named as additionally insured.
- If a policy contains "blanket" additional insured, then the certificate must note: "City of Norco and Service Through Action is additional insured by blanket endorsement".
 - If policy has no blanket endorsement (see following page for sample).

- Insurance Company**
- Must be licensed to do business in California.



SAMPLE CERTIFICATE OF INSURANCE AND ADDITIONAL INSURED POLICY ENDORSEMENT

<p>POLICY NUMBER: COMMERCIAL GENERAL LIABILITY</p> <p>THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.</p> <p>ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION</p> <p>This endorsement modifies insurance provided under the following:</p> <p>COMMERCIAL GENERAL LIABILITY COVERAGE PART.</p> <p style="text-align: center;">SCHEDULE</p> <p>Name of Person or Organization:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"><p>City of Norco, and their respective Directors, Officers, elected officials, employees, agents, volunteers, City Council Members; AND</p><p>Service Through Action, and their respective Directors, Officers, elected officials, agents, employees and volunteers,</p></div> <p><small>(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)</small></p> <p><small>WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.</small></p> <p>CG 20 26 11 85 Page 1 of 1 <input type="checkbox"/></p>	<p>Additional Insured</p> <ul style="list-style-type: none">• City of Norco and Service Through Action, its officers, employees and agents named as Additional insured
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