

The Black History Committee of Riverside

33^d Annual Parade and Expo

February 11, 2012



Vendor Information & Regulations

The Black History Committee of Riverside

Dear Vendor:

Thank you for your interest and possible participation in the 33rd Anniversary Black History Committee of Riverside (BHMC) Parade and Expo.

The location will be at the Downtown Riverside Pedestrian Mall between 10th Street and Mission Inn Blvd. from 10:00am to 5:00pm Saturday February 11, 2012.

There are five (5) categories of merchandise to be displayed for purchase:

1. Antiques & Collectibles
2. Decorative Gifts
3. Art & Crafts
4. New Merchandise
5. Food Vendors

Vendor Selection

There will be a limit to the number of participants in each Category. Categories are self-explanatory and have a few restrictions. The following items cannot be sold at this event:

- ✓ Firearms
- ✓ Knives
- ✓ Any item that might be considered a weapon
- ✓ Dangerous or combustible fluids or material
- ✓ Any pornographic or nude representation in any medium
- ✓ Any drug-related paraphernalia

If uncertain of what is appropriate for sale, please contact the Black History Committee Vendor Coordinators.
Dana Lofton 951.250.6317 Felicia Allen 951.522.2236

THE BLACK HISTORY COMMITTEE OF RIVERSIDE Expo Coordinators reserves the right to reject any potential vendor or any of their merchandise for any reason.

Booth Guidelines

Vendors must supply their own tables, chair, and any other need equipment to run their booth. Basic size of booth space is 10' X10'.

Permits

Vendors must have or obtain a California Sellers Permit from the State Board of Equalization. It is the vendor's responsibility to secure the sellers permit prior to the event.

Food vendors must comply with all California Department of Food & Agriculture regulations and Riverside County Health Department. (BHMC will purchase Health Permits for all food vendors). Vendors **must** display all necessary permits in their booth at all times.

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Electrical

No electricity will be available. All vendors MUST be self contained.

Set-up

THE BLACK HISTORY COMMITTEE OF RIVERSIDE Expo operating hours are 10:00am until 5:00pm. All vendors must be completely set up by 9:00am. Vendors may begin to set up as early as 7:00am. Check in will be located at THE BLACK HISTORY COMMITTEE OF RIVERSIDE Expo tent located near the Martin Luther King Statue in the Riverside City Hall Plaza.

Cars and trucks must be completely removed from the Pedestrian Mall no later than 8:30am or risk ejection from the event. No exceptions will be made. Please plan to come early and open on time.

General Information & Regulations

1. THE BLACK HISTORY COMMITTEE OF RIVERSIDE Expo will proceed as scheduled rain or shine. In case for substantial rain or other extreme weather, the Coordinators may decide to cancel the event and will promptly notify vendors that they may tear down and leave if THE BLACK HISTORY COMMITTEE OF RIVERSIDE Expo is cancelled prior to the day of the event, it will be stated on the telephone answering machine. ***No refund or credit will be given to a vendor who chooses, for any reason, not to participate on the date of the events.***
2. If unable to participate in the expo, the vendor should notify one of the Coordinators as soon as possible and no later than ***February 1, 2012.*** There will be no refunds or credit given.
3. Booths are not to be shared or sublet.
4. Only previously, approved merchandise listed on the application will be sold. The BHMC coordinators must approve any additions or changes in advance,
5. Vendors are to dress appropriately wearing both shirts and shoes.
6. Vendors acknowledge that BHMC is a non-profit organization and is not operated by the City of Riverside.
7. No alcoholic beverages are to be consumed or sold on-site in the booths.
8. Vendors may not bring pets of any kind to BHMC Expo; the exception will be for service animals.
9. Booths are not permitted to have oversized signs or fixtures, overpower and/or blocking other vendors. Coordinators will determine appropriate signage.
10. BHMC Coordinators will make booth assignments on a ***first-paid, first assigned basis.*** However, final location of a booth may be changed and there is not guarantee that the vendor will be assigned the same space at a future event. Space will be allotted based on Category and booth size accommodation.

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11. The basic size of a booth space is 10' X 10', however some additional overflow space may be allowed if needed and approved by the Coordinators. All merchandise is to be displayed with the assigned booth space or it may be necessary to rent a second space.
12. Fire lanes are not to be blocked at anytime.
13. 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.
14. Safety of visitors and fellow vendors is a priority. So please be careful setting up, tearing down and connecting electrical equipment. Don't leave anything lying around that can be tripped over. *Please don't be careless!*
15. Food vendors doing cooking ***must*** provide a working fire extinguisher type 2A-10BC. They must also provide their own trash receptacles and garbage bags.
16. It is the responsibility of all vendors to cooperate with local health, fire and department. Participants must be aware of and comply with all code requirements.

Vendor Participation Procedure

1. Complete the enclosed application.).
 2. Include the application fee by check or money order made payable to THE BLACK HISTORY MONTH COMMITTEE OF RIVERSIDE.
- ✓ You may be contacted by one of the BHMC Coordinators to review your application.
 - ✓ If accepted, you must have or obtain a State of California Sellers Permit and any other required permits (BHMC will purchase Health Permits for all food vendors). BHMC Coordinators cannot assist with acquiring needed permits and it is the vendor's responsibility to have all permits, prior to event.
 - ✓ No refunds or credits will be given if you are not able to participate on the day of the event. Therefore, please be sure to be ready and able to attend. *All spaces will be assigned.*

Note: any returned check will automatically disqualify vendor from participation.

Contact Numbers & Address

Dana Lofton

riversidebhmc@yahoo.com
951.250.6317

THE BLACK HISTORY COMMITTEE OF RIVERSIDE
P.O. Box 55604
Riverside CA 92517

Riverside County Health Department

951.320.1048

State Board of Equalization (Riverside)

951 680-6400

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P.O. Box 55604 Riverside CA 92517

riversidebhmc@yahoo.com

VENDOR APPLICATION

BUSINESS NAME

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP

TELEPHONE (DAY)

(EVENING)

FACSIMILE

EMAIL

SELLER'S PERMIT #

CATEGORY SELECTION

Menu Items & Prices (FOR FOOD VENDORS ONLY)

1.	Price \$	2.	Price \$
3.	Price \$	4.	Price \$
5.	Price \$	6.	Price \$

Where did you hear about us?

I have read and agree to comply with all Policies and Procedures for THE BLACK HISTORY COMMITTEE OF RIVERSIDE. I understand that if I do not comply with all Policies and Procedures I will be expelled from the Parade & Expo and I will not receive a refund, nor will I be permitted to participate in any events produced by THE BLACK HISTORY COMMITTEE OF RIVERSIDE. I agree to indemnify and hold harmless THE BLACK HISTORY COMMITTEE OF RIVERSIDE, City of Riverside, the Riverside Downtown Partnership, its members and associates. This agreement is between BHMC and Vendor. No part of this agreement is transferable to another party, including but not limited to space at the event, including sharing space with an entity other than the one named herein, etc.

All participants shall indemnify, defend and save harmless THE BLACK HISTORY COMMITTEE OF RIVERSIDE PARADE AND EXPO Coordinator/Organizers and employees as well as the City of Riverside/City Redevelopment Agency, 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 Coordinators/ Organizers and their employees or the City of Riverside/Redevelopment Agency, 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 connection with THE BLACK HISTORY COMMITTEE OF RIVERSIDE PARADE AND EXPO.

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I certify that I am the responsible person referred to in the Vendor Policies and procedures, and that I am authorized to execute on behalf of the business and accept legal process on behalf of the business. I also certify that the Policies and Procedures can change at any time and it is my responsibility to check with the BHMC for updated changes.

Date

Signature

Application Checklist: **WE WILL NOT ACCEPT INCOMPLETE SUBMISSIONS INCLUDING ALL FEES**

- Completed Application
- Space fee in full REQUIRED WITH APPLICATION
- Description of items for sell

Vendor Rental Rates

Non-profit	\$50.00	Food Vendor Non-Profit	\$125.00
Commercial	\$175.00	Food Vendor Commercial	\$200.00
Information Only	\$75.00	Parade Route Vendors	\$350.00