



San Bernardino FESTIVAL 2022 VENDOR INFORMATION

Event Overview

What: FESTIVAL 2022-WHERE OUR CULTURES CONNECT

When: Saturday, October 8 | 10:00AM-6:00PM

Where: Seccombe Lake Park (160 East 5th Street & N Sierra Way, San Bernardino, CA 92415)

The Festival lineup is heating up with live entertainment, retail, artists, food vendors and much more.

Contact the PRCSD for details or more information at (909) 384-5233 or sbfestival@sbcity.org

All vendors will be provided with a 10x10 canopy sign.

Vendor Requirements

- 1. Application:** All interested Exhibitors and Vendors must submit the following items: A.) a completed Vendor Application, B.) photographs of your booth set-up (*exterior*) and products, C.) menu with price points (*if applicable*). Failure to submit any item may delay admission. Please note space is limited; vendors are selected through a committee review, and at the discretion of staff. A site map is included in your vendor packet for review of booth locations—upon approval, a final version will be sent to you 2 weeks prior to the event which will include your assigned area.
- 2. Payment:** The Vendor fees will range from: \$50-\$200 based on size of area requesting which may be \$50 (10x10), \$100 (10x20), \$150 (10x30), \$200 for Food Truck (10x30), and *\$25 for Artist & Non-Profits (10x10), must include active 501(c)3 number associated with participating agency. All forms of payment will be accepted, checks/money orders must be made payable to: “City of San Bernardino.” Request of payments will accepted once approved.
**Artistis/Non-Profit option to waive application fee with donation of gift card or prize valued at \$25+ for the opportunity drawings held during the event.*
- 3. Confirmation:** Once selected, a notification will be sent to obtain copies of **all** required documents listed in the Vendor Checklist. Failure to submit will result in forfeit of participation.
- 4. Check-in:** Begins at 7:00AM, all vehicles arriving after 9:00AM, will not be allowed to drive into the set-up area. Limited time is provided to pull up and drop off equipment by booth. Carts and dollies are recommended.
- 5. Load-in/Set-up:** The week of the event you will be emailed an updated site map with your booth location. Staff will be onsite to answer questions. All exhibitors and vendors must bring their own equipment (*i.e. tables, chairs, extension cords, generators, etc.*), staff will not provide supplies. A limited number of carts will be available onsite to assist with load in and out. All your equipment and information must remain in your designated display area. All trash must be put in trash boxes or bins and not left behind where your vendor space was located at the end of the day (*dumpsters will be on site so you can put your trash in there before you leave the event*). Please breakdown boxes before discarding.
- 6. Load-out/Teardown:** All booths must remain open and active until 6PM. Vehicles will not access the area until patrons have cleared the area. Volunteers and staff will assist with load out.

EVENT LAYOUT/SITE MAP



San Bernardino FESTIVAL 2022 VENDOR APPLICATION

VENDOR CONTACT INFORMATION <i>(please print legibly)</i>		
Contact Person: <input type="checkbox"/> <i>Please check if this will also be the event day contact person.</i>	Sellers Permit #:	
Company Name:	Business License #:	
Mailing Address:		
Phone:	Cell:	Fax:
Email Address:		
BOOTH INFORMATION <i>(please print legibly)</i>		
Which best describes your booth (please ✓ one)? <input type="checkbox"/> Food <input type="checkbox"/> Food Truck <input type="checkbox"/> Info/Retail <input type="checkbox"/> Non-profit <input type="checkbox"/> Artist Describe Your Product and/or Services: 		
Insurance Company Name and Policy #: <i>If selected you will need to provide a Certificate of Insurance listing the "City of San Bernardino" as additional ensured.</i>		
<input type="checkbox"/> We are a non-profit, 501 (c)3 #:		
Do you need electricity? <input type="checkbox"/> No <i>Limited availability.</i> <input type="checkbox"/> Yes, I understand that it is limited and I may need to bring a generator.		

Applicant assumes all responsibility for any loss or damage in connection with their vendor entry in the San Bernardino Festival 2022. The City of San Bernardino, and all other parties directly involved will not be liable for any damage, theft or loss of property or injury in connection to this event. Applicant assumes the responsibility of making sure that everyone in his or her unit understands and will abide by vendor guidelines which were outlined in the Vendor Information Letter. Failure to abide by guidelines will result in not participating in future events.

I, _____ (Print Name & Organization), wish to participate in the **City of San Bernardino-Festival 2022** and have agreed to comply with the rules applicable to the Vendors. I realize reasonable precautions are taken to reduce the risk of injuries, including death, and property damage as a result of my participation, but there is still some risk which can result from my participation. I hereby agree to waive, release and hold harmless and defend the City of San Bernardino, its Successor Agency, the elected and appointed officials, agents, employees and volunteers from any liability for damages for personal injury, including death, as well as property damage, which may arise in connection with my participation in the Summer Concert Series. Photographic Release: I grant the City the right to use photo images, video, or audio recordings of myself or my group that is registered in this event, that are made by the city or others during my/our participation.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND PHOTOGRAPHIC RELEASE, AND AGREE NOT TO FILE A CLAIM OR TAKE OTHER LEGAL ACTION AGAINST THE CITY OF SAN BERNARDINO, OR ITS EMPLOYEES, AND FULLY UNDERSTAND IT'S CONTENT. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY, AND SIGN IT OF MY OWN FREE WILL.

Contact Name: _____ Title: _____

Signature: _____ Date: _____

San Bernardino FESTIVAL 2022 VENDOR CHECKLIST

We look forward to your participation at the FESTIVAL scheduled for Saturday, October 8, 2022. To secure your participation, please review, sign and return the application packet and all required documents. Failure to submit documents, may result in forfeit of participating in the event. Applications will be reviewed by a committee review and at the discretion of staff. **Application deadline is Monday, September 12, by 4PM.**

The following documents are required from ALL EXHIBITORS AND VENDORS:

Initial _____

- Completed and Signed FESTIVAL 2022 Application, page 1
- Photographs of the exterior of your booth (at least one photo)
- Photographs of the products and items you plan to sell/promote (at least one photo)
- Completed and Signed FESTIVAL 2022 Checklist, page 2
- Vendor Fees: \$50-\$200 Food/Info/Retail; and \$25 for Artist/Non-Profits (must provide copy of 501(C)3).
Checks must be made payable to: "City of San Bernardino." Checks are cashed the week of the event.
- *Copy of your Certificate of Insurance naming the "City of San Bernardino," 290 North D Street, San Bernardino CA 92401" as additionally insured, with a minimum coverage of \$1-Million (liability).
*This item is due once selected; submit all other required items by deadline.

The following additional documents are required from FOOD/MERCH/RETAIL/**ARTIST VENDORS:

Initial _____

- Copy of current, valid California Sellers Permit from the Board of Equalization of the State of California
- *Copy of current, valid City of San Bernardino Business License. Business license can be purchased at the City of San Bernardino Business registration office located at 201-A North E Street, San Bernardino CA 92401, you can call them at 909-384-5035, or pay for it online at:
https://www.ci.san-bernardino.ca.us/cityhall/city_clerk/business_registration/default.asp

*This item is due once selected; submit all other required items by deadline.

**If selling art onsite

The following additional documents are required from FOOD VENDORS:

Initial _____

- Copy of menu with pricing
 - *Copy of current, valid **San Bernardino County Health Permit**
- *This item is due once selected; submit all other required items by deadline.

Mail Vendor Packet to: Parks, Recreation & Community Services
c/o FESTIVAL - Vendors
City of San Bernardino
290 North D Street
San Bernardino, CA 92401

Email in PDF format to: sbfestival@sbcity.org

I have read the Vendor Requirements and understand that I am responsible for my own tables, chairs, carts, any and all other supplies. Booth supplies will NOT be provided to me at the event.

Initial _____

Company Name: _____

Contact Name: _____ Title: _____

Signature: _____ Date: _____