



Community Event Vendor Application

City of Fontana

Community Services Department
16860 Valencia Ave. Fontana, CA 92335
909.349.6900 Fax: 909.349.6911

Please be sure to include the following:

- Signed application and policy packet
- San Bernardino County Health Permit (if applicable)
- Picture of booth set-up
- Fontana Business License * may be obtained following final approval
- Sellers Permit

Business Name: _____

Contact Person: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Website: _____

Type of Vendor (check only one):

- Food/Beverage Merchandise Informational Other: _____

Booth/trailer dimensions: _____

Please provide the following (if applicable)

Check box understanding new policies

Menu/item:	Price:

*Soda and water will be sold for \$1, no exceptions.

For office use only:

Received (signature/date) _____ Event: _____

- Approved _____ (Date and Initial)
- Denied _____ (Date and Initial)

Reason for denial: _____

Please read and sign the bottom:

1. I understand that I will turn in a completed application including all required documents.
2. I understand that I will only sell waters and sodas for \$1 dollar.
3. I understand that I must turn in a separate application for each event.
4. I understand that there will be a \$3 processing fee for every vendor payment.
5. I understand that the booth paid for will be a 10x10 space.
6. I understand that I will only have a booth space larger than 10x10 if I pay an additional fee.
7. I understand I will only sell items on the list given, unless given permission by a City staff.
8. I understand I need to obtain a current Fontana Business License in order to be a part of any City hosted event.
9. I understand that no vendor fee is subject to a refund unless event is cancelled and you have shown up to that event.
10. I understand that I will not be allowed to set-up late or tear down early at any event.
11. I understand that my booth space is non-negotiable on the day of an event.
12. I understand that all vendors will be rotated through to give every vendor a chance.
13. I understand that if chosen I will pay my fee no later than 2 weeks prior to event date.
14. I agree to abide by event required canopy guidelines.
 - Food vendor canopies must be flame retardant
 - Summer concert vendors will ONLY be permitted to use solid white canopies
 - All other city events require professionally identified canopies (i.e.. Banner or business name and/or logo directly on canopy top)
- 15. I understand that I must Receive final approval letter from City staff prior paying any fee and being a part of any event.**

Signature: _____ Date: _____

City of Fontana Release of Liability & Assumption of Risk

I, _____ on **behalf of myself and/or staff**, hereby waive in advance any and all actions or causes of action and claims for injury or property damage which I may have, or which may hereafter accrue me, my heir or other successors as a result of my participation in any activity, and/or event sponsored by the City of Fontana. This is intended to release and hold harmless the City of Fontana and its elected officials, officers, employees contractors and agents.

I also agree to be photographed and release the use of the photographs for publicity or the City of Fontana publications and other public information materials

I hereby represent that I understand and am familiar with the nature of the activities in which I will participate in. I personally read and understand this release.

Signature: _____ Date: _____