



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
- ☐ Sellers Permit Account # _____
- ☐ San Bernardino County Health Permit (if applicable) TFF PR# _____
- ☐ Fontana Business License * may be obtained following final approval
- ☐ Certificate of Insurance naming the City of Fontana (8353 Sierra Ave Fontana CA 92335) as additionally insured for \$1,000,000
- ☐ Picture of booth set-up

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:

****ALL vendors must sell soda and water 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 must turn in a separate application for each event.
3. I understand that there will be a \$3 processing fee for every vendor payment.
4. I understand that the booth paid for will be a 10x10 space.
5. I understand that I will only have a booth space larger than 10x10 if I pay an additional fee.
6. I understand I will only sell items on the list given, unless given permission by a City staff.
7. I understand that I will only sell water and sodas for \$1 dollar.
8. I understand I need to obtain a 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 applications are subject to approval based on a lottery system.
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, and are required to have a fully enclosed set up (including walls and floor covering for the entirety of the designated booth space).
 - 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), unless stated otherwise by a city staff.

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: _____

City of Fontana Policies

General rules:

- All vendors participating in City of Fontana events will behave toward City of Fontana customers, staff, and volunteers in a professional manner.
- You must submit a new application for every event that you are interested in.
- Individuals may not come into any event area to sell, market or promote anything without approval from a City staff member, signing an application and paying all necessary fees. Anyone caught doing so will be asked to stop immediately.
- All vendors who fail to read, sign and turn in vendor application & policy packet and all necessary documents for each event in a timely manner will not be considered for any events.
- ***Duplicated vendors at City events will now be chosen based on a lottery system. Multiple vendors of the same type will only be accepted at 4th of July, Fontana Arts Festival, Festival of Winter, and Spring St. Night Market.***

Booth space:

- A 10x10 space provided to a vendor is considered a single space and will be paid as such. Vendors who request any space larger than a 10x10 space must pay an additional fee.
- All vendors must stay within the space paid for, due to event layouts no booth space changes will be made on site, no exceptions.
- All booth signage (business signage & menu) must be professionally printed, no handwritten signs will be permitted (with exception of chalkboard, dry erase board or light up displays).
- All food vendors must only use flame retardant canopy, and are required to have a fully enclosed set up (including walls and floor covering for the entirety of the designated booth space).
- All booth spaces will not include equipment. It is the responsibility of the vendor to provide any necessary items needed for their vendor space (unless stated otherwise by City staff).
- Vendors must occupy their booth throughout an event and stay open until the event has concluded. Late Set-up and early clean up are not permitted.
- Booth spaces are limited and will be assigned in the order of receipt of application and required documents. Types and quantity of vendors shall be determined by type and location of the event.
- Summer Concert vendors will ONLY be permitted to use solid white canopies, all other city events require professionally identified canopies along with all product price lists and banners of company name must be printed on vinyl.

Initials: _____

Documents and fees:

- It is the responsibility of all vendors to provide the City of Fontana with the following:
 - Signed vendor application and vendor policies.
 - Copy of a San Bernardino County Health Permit (if applicable)
 - Sellers Permit
 - Certificate of Insurance naming the City of Fontana (8353 Sierra Ave Fontana CA 92335) as additionally insured for \$1,000,000

- *All vendor fees are subject to a \$3 processing fee.*
- Your fee must be paid no later than two weeks prior to the event date.
- Any cancellations made after the vendor application has been approved and fees have been paid are not eligible for a refund or account credit.
- If any event is cancelled after your designated set up time, you must have shown up to the event in order to receive any refund or credit. No shows will receive no refund or credit.
- All refunds are subject to a \$10 processing fee.
- If you are chosen for any event that has multiple dates that go through June and July, you will only be able to pay one fiscal year at a time (i.e. Dates before June 30th will be one payment and dates after July 1st will be a second payment).

Business License

- For any general business license questions please call 909.350.7400
- All non-profit organizations must obtain a non-profit Fontana Business License. Please be prepared to show proof of non-profit status.
- All vendors who are not non-profit and will be selling items/food, promoting or gain any business on City property must obtain a Fontana Business License
- The business license fee is based on your annual income obtained at any City of Fontana event.

(Please sign here once you have read this packet)

I _____ on behalf of _____ business/organization have read, understand and agree to abide by all stated policies. I understand that failure to uphold stated rules will result in termination of future events. Completing this form does NOT give me the approval to proceed in the process of paying for my space until I receive the final approved letter.

For Office Use Only

Staff Signage: _____ **Date:** _____