



Superhero 5 K & Healthy Living Extravaganza

Saturday, April 28, 2018 – 8:00 am – 3:00 pm

Vendor Information and Application



Event Location: Rancho Jurupa Park - 4600 Crestmore Rd, Jurupa Valley, CA 92509

Event Date: Saturday, April 28, 2018

Event Times: 8:00 am – 3:00 pm

The 2018 **Super Hero 5 K & Healthy Living Extravaganza** events begin at 8:00 AM on April 28, 2018 and ends at 3:00 PM. Booth setup begins at 5:30 AM on April 28, 2018. All booths must be completely set-up and ready for the event no later than 7:30 AM.

General Information:

- Vendors are responsible for the set-up and tear-down of their booths, although volunteers may be available for assistance.
- Any vendors who have not paid in full by March 28, 2018 will lose their space (no refunds/rain checks will be given).
- Vendors must provide any and all tables, chairs, and shade tent.
- Vendors are highly encouraged to bring an in-kind donation* valued at \$50.00+ as a prize to event participants.
- All vendors must remain throughout the entire event. Leaving before the end of the event will not be permitted.
- No booths will be reserved. Booths are available on a first-come, first-serve basis. Final location will be determined upon arrival at the park on the day of the event.
- There will be no refunds or cancellations or no-shows.
- Events will be held rain or shine.

Non-Profit Requirements:

- Non-Profits must submit proof of status with application form.

Food Vendor Requirements

- Must be self-sufficient. No power or water will be provided.
- Food vendor must have a permit from Riverside County Environmental Health www.rivcoeh.org
- Food Vendor must have at least one healthy food option.
- Food vendors must provide all of their own food and heating equipment, water, and generators.
- All food vendors will be subject to inspection by the Environmental Health Department and must provide health permits and business permits for approval.

Merchandise Vendor Requirements:

- Merchandise Vendors must have a valid seller's permit.
- Information regarding seller's permit can be found at the State Board of Equalization www.boe.ca.gov
- Only previously approved items may be sold at the Event. If your application had any item(s) denied, you cannot sell the denied item(s). Selling of denied item(s) will immediately forfeit your space at the Event.

Vendor Instructions and Requirements:

I understand that I am expected to:

- Check in on Saturday, April 28th at designated time and location. Email with specific information will be sent out the week prior to the event.
- Be interactive: We ask that all booths be interactive with the event participants. Whether this be by playing games, handing out giveaways/information, or anything else!
- Park vehicle in the designated Vendor Area once items have been successfully unloaded. One parking spot is provided per booth; additional spots are available with advanced notice to event coordinator.
- Vehicles must not be left in the "unloading zone" unsupervised.
- There is absolutely no unloading/set-up of booth after designated time.

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- Although, the **Superhero 5 K & Healthy Living Extravaganza** will be running “garbage patrol”, it is still the responsibility of the vendor booths keep the surrounding area clean and take garbage to the dumpster. Vendors who do not keep their area clean will not be asked back next year.
- There is absolutely no soliciting or selling outside of booth space. Vendor signage is allowed only in the allotted booth space. Advertising (lawn signs, banners, etc.) is forbidden outside of booth area.
- Booth spaces cannot be sublet.
- Vendors shall treat all other vendors, staff members, volunteers and event participants with curtesy and respect.
- We promote family oriented goods. No knives, lighters, articles with offensive content (profanity, nudity, racism, etc.), body piercing services, drug paraphernalia, etc. are all not to be displayed/sold/promoted at the event.
- Booths are expected to be open for the entire duration of the event. No set-up or deliveries are permitted during event.
- Violation of any event conduct rules will result in immediate forfeiture of space at this event and at any future events.
- The Vendor shall indemnify and save harmless **Superhero 5 K & Healthy Living Extravaganza** Committee and/or Riverside County, their employees, volunteers, agents, representatives, etc. for all claims for the loss, damage, or injury to persons or property caused to the vendor, his/her employees, or agents through any wrongful act, neglect, or default. The **Superhero 5 K & Healthy Living Extravaganza** Committee and/or Riverside County, their employees, volunteers, agents, representatives, etc. shall not be liable to the vendor, his/her employees, agents or customers for any personal injury or damage to property. Everything brought to the premises by the vendor, his employees and agents or customers, shall be entirely at the risk of the vendor or others for any loss or damage.

Payment:

- After approval of your vendor application, you will be contacted for payment arrangements at the phone number provided in the application.
- Payment can be made by credit card (Visa, MasterCard or Discover), cash or check. Please make all checks payable to **RivCoParks**. Checks may be mailed in with application or delivered in person.
- If paying by card, you will be contacted by a County representative to collect payment after your application has been reviewed. If paying in cash, it must be done in person.
- Please provide your in-kind donation raffle prize by Monday, April 2, 2018 to the address listed below.

Applications can be mailed or dropped off to:

RivCoParks Headquarters
Attn: Erica Mendoza
4600 Crestmore Road, Building C
Jurupa Valley CA, 92509

Applications can be emailed to:

ericamendoza@rivco.org

Applications can be faxed to:

(951) 955-4796

If you have any questions, comments or need special accommodations, please contact:

Erica Mendoza
ericamendoza@rivco.org
(951) 955-6547

If you wish to reserve a camp spot prior to the event, please call the RivCoParks reservations office at 1(800)-234-7275.

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Yes No

Company/ Organization 501(c)3

Address

Company/Organization Website

Contact Person Name Title

Phone Number Email Address

Please provide a brief description of the product or service that will displayed, sold or promoted in your booth:

The best representation of my booth is:

- Health Screenings
- Nutrition Information and Products
- Safety (bicycle safety, fire safety, law enforcement, etc.)
- Environmental Sustainability
- Fitness/ Physical Activity (gyms, sports activities, interactive games, etc.)
- Healthy Food
- Abuse Awareness and Prevention
- Other: _____

I would like to be placed in the following area:

In order to be placed in a specific area your organization/ agency must be specifically based out of and/or serve this location.

- Riverside County Zone
- City of Riverside Zone
- City of Jurupa Valley Zone
- Unknown
- Other: _____

Booth Participant Engagement

Please describe how you will be engaged with the participants of the event? *Ex. giveaways, games, etc.*

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Booth Options

- \$25 **Information Booth** (no sales), 10' x 10'
- \$50 **Merchandise Booth**, 10' x 10'
- \$100 **Food Vendor**, 10' x 10' Booth, *must include a healthy food option*
- \$100 **Food Truck**, *must include a healthy food option*
- \$WAIVED **Non-Profit (501©3 status) Information Booth**, 10' x 10'
- \$WAIVED **Early sign-up by February 1, 2018** with an in-kind donation of \$50.00+ value

Do you or your booth require any special accommodations?

- No
- Yes

If so, please describe:

With appropriate notice, we will make every best effort to accommodate your needs.

Acknowledgement

I have received a copy of the 2018 **Superhero 5 K & Healthy Living Extravaganza** Information and Vendor Requirements, and I hereby acknowledge that I will abide by all stated rules and regulations and will act within fair interest to the event.

Name	Organization	Date
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