



## **RIVERSIDE CITRUS CLASSIC BOOTH INFORMATION**

**October 6, 2018**

### **Booth Operator Applications**

Applications must be submitted via email. Include name, address, phone number and what you would like to apply for - food, information, sales, etc.

Booth Coordinator: Sandra Ramirez  
Phone: 951-312-4031  
Sandy\_ramirez@att.net

Payment is to be made by Monday, October 1, 2018. ALL FEES ARE NON-REFUNDABLE IF ACCEPTED. LATE PAYMENTS MUST BE MADE BY CASHIERS CHECK OR MONEY ORDER.

Each operator must return the following items:

- A completed and signed application
- A check or money order in the amount of the booth rental fee unless otherwise negotiated with the Citrus Class Committee
- If a food/beverage booth, a completed health permit application

Return all items by Monday, Oct. 1, 2018 to sandy\_ramirez@att.net.

Incomplete or unsigned forms will be returned and no refunds will be made after October 1, 2018.

All operators will be notified of application acceptance and booth space assignment by email on or before October 1, 2018. Please notify the Booth Coordinator, if you do not receive notification by this date. Dissatisfaction with a space assignment is not considered grounds for a refund.

Operators guarantee that all information provided in the application for booth space is true and correct.

### **Booth Hours and Setup**

Hours of operation are as follows:

- Set-up – Saturday, October 6th, 9:00 AM-10:30 AM
- Event – Saturday, October 6th, 11:00 AM to 5:00 PM

All booths must be opened for the designated hours of the Event. Booths cannot be dismantled until the close of the Event or with permission of the Booth Chair. We will not permit cars or trucks on the festival grounds when crowds are present.



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### **Booth Space**

Booth fees are as follows:

- For Profit Booths: \$100, with sponsorship benefits
- Non Profit Booths: \$50, with sponsorship benefits

Each operator will be assigned a location and space number(s). Operators are responsible for designing and supplying their own booths unless otherwise negotiated with the Citrus Classic Committee.

Exhibitors will be responsible for all booth structures, set-up, and furnishings, i.e. tables, chairs, easy-ups, extension cords, signage, lighting, drapes, etc. unless otherwise negotiated with the Citrus Classic committee. Operators will be allowed to bring generators to the event with permission of the Citrus Classic committee. Participants will be asked to leave without refund if not in compliance with Citrus Classic rules.

Numbers and space size will be assigned by 9:00 AM on Saturday, October 6th. Please measure your booth carefully and include walkways or overhangs if necessary for your operation. Any operator whose booth exceeds the assigned space will be asked to either modify the booth so that it fits into its assigned space, or relocate it if modifications are not possible. All booths must be freestanding, with no stakes or guidelines.

All booths must be set up before 10:30 AM, Saturday, October 6, 2018. Reserved space may be released and filled if not checked in by then, with no refund due.

Each operator may bring one vehicle on the grounds for set-up. All vehicles must be removed from the grounds ½ hour prior to the opening of the event (10:30 AM). Any vehicle towed from the site will be at the owner's expense.

All operators will be responsible for keeping their area free of trash. Trash must be emptied into the large dumpsters (not the small containers for the public use) and booths cleaned after the close of the event. Any excess trash will be grounds for being banned the following year.

Booth participants are responsible for cash on hand to make change.

Food concessions must comply with all current health standards, state, county, and local laws.



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### **Booth Restrictions**

Operators agree that the Citrus Classic Committee or its agents may revoke all of the booth space rights of the booth operator without refund of any application fees upon violation of the rules set forth.

No exclusive sales rights or guarantees on location will be granted.

The Citrus Classic Committee reserves the right to restrict exhibitors with respect to methods of operation and display of materials. Entertainment or music shall be confined to inside the booth unless previously approved, and the Booth Coordinator reserves the right to close any booth without refund if they determine the booth interrupts adjoining booths or the event in general. If, for any reason, an exhibit or its contents is deemed objectionable by the Citrus Classic Committee, the exhibit will be removed from the grounds without refund. Decision of the Booth Coordinator is final.

Minimal security is provided during the event. The Citrus Classic Committee or its agents will not be responsible for damage, theft or loss to exhibitor property.

Operators may be banned from this and future Citrus Classics if:

- Booths are not removed and space cleaned by 6 PM Saturday, October 6th;
- The operator buys a booth for resale;
- The operator misrepresents their booth category;
- The operator misrepresents or changes the items sold without the Booth Coordinator's approval;
- The operator or authorized members conduct is detrimental to the best interests of the Citrus Classic;
- The operator violates any of the rules or regulations of the Citrus Classic.

No dangerous or messy merchandise may be sold, i.e. no knives or silly string, etc.

All operators are responsible for the collection of sales tax to the City of Riverside and the State of California.

Operators cannot sell or give their space to another operator without Booth Coordinator's approval.

The Citrus Classic committee reserves the right to remove any persons other than those who have been approved by the committee who are collecting funds, selling items, distributing free materials, or petitioning for causes without permission from the Booth Coordinator.



## **RIVERSIDE CITRUS CLASSIC BOOTH INFORMATION**

Operators, their agents and authorized personnel agree to hold harmless and indemnify the Citrus Classic Committee, its officers, agents and representatives (referred to as the Citrus Classic Committee, et al), the owners of the businesses adjacent to where the event will be held, and the owners of the Citrus Classic related property for any action relating to the Citrus Classic event, including theft, damage or injury. Operators agree to pay any reasonable attorney fees and cost incurred to the Citrus Classic et. al. as a result of actions by operators which are covered by this agreement.

Operators concur that they have read and understand the rules and regulations outlined herein and, it is agreed that these rules are part of this contract and no other agreements whether verbal or written, implied or expressed, shall be binding upon the parties unless in writing and signed by the Chair of the Citrus Classic.

\_\_\_\_\_  
Operator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Booth Coordinator Signature

\_\_\_\_\_  
Date