

OLD TOWN TEMECULA
VENDOR APPLICATION SPRINGFEST 2012

This application must be completely filled out and payment submitted two weeks prior to the special event marked.
Please contact Melody at (951) 678-1456 for more information.

CERTIFICATES OF ADDITIONAL INSURED:

Vendors must provide the City of Temecula with a certificate of additional insured in the amount of \$1 million and naming:
City of Temecula City of Temecula Community Services, and Melody's Ad Works, Inc., - City of Temecula
41000 Main Street, Temecula, CA 92590,
Melody's Ad Works, Inc. 21705 Como Street, Wildomar, CA 92595

VENDOR NAME:
NAME OF BUSINESS (if different):
CONTACT NAME: CA DRIVERS LIC.
ADDRESS:
CITY: STATE: ZIP:
PHONE:
FAX: E-MAIL:

ELECTRICITY? (\$30 per booth) 15 amp max
California State Franchise Tax #
Vendor is responsible for own table, chairs, shade/pop-up structure and banners.
Non-profit 501 c 3 groups may receive a discount if they can provide all insurance requirements. Please call Melody at (951) 252-5649.

WEEKENDS: (mark which event you wish to participate)

Table with 3 columns: Booth Size/Price, Event Name (BLUEGRASS FESTIVAL), and Deadline/Hours. Includes pricing for 10x10 and 10x20 booths and power costs.

NO FOOD VENDORS FOR BLUEGRASS

Table with 3 columns: Booth Size/Price, Event Name (WESTERN DAYS), and Deadline/Hours. Includes pricing for 10x10 and 10x20 booths and power costs.

Table with 3 columns: Booth Size/Price, Vendor Type (Food Vendors), and Requirements. Includes pricing for 10x10 and 10x20 food vendor booths.

TOTAL:
Must provide own shade/canopies, tables and chairs

**OLD TOWN TEMECULA EVENTS 2012**

**SECURITY:**

Vendor is advised that while security is on site, product left over night is at Vendor's Risk. The event organizer and City of Temecula are not responsible for lost, stolen or damaged inventory or property left overnight.

**Fees are due with application no less than TWO WEEKS PRIOR TO THE EVENT. Please make cashier's checks payable to: CITY OF TEMECULA.**

**ELECTRICITY:**

A limited amount of electricity is available for \$30 per booth. This is for standard electrical requirements only. Food vendors requiring higher voltage must be self-contained.

**TAXES:**

State Franchise tax number must be on your application. Vendors are responsible for collecting and reporting tax.

**NON-PROFIT VENDORS**

Please include a copy of your "501" letter with your application.

**HEALTH PERMITS**

Food vendors are responsible for obtaining vendor cart health permits, which must be posted in their booth. Food vendors must have a certified fire extinguisher within their booth space hand washing equipment as prescribed by the Riverside County Environmental Health Department. All canopies used by food vendors must be fire proof. All Riverside County Health Department requirements must be met. Vendors without proper permits will not be allowed to set up.

**CONFIRMATIONS AND REFUNDS**

Confirmations and booth location will be mailed or faxed within 1 week PRIOR TO THE EVENT. To receive your confirmation by mail, please include a self-addressed stamped envelope. Confirmation will be by EMAIL and/or FAX. To receive by e-mail, please provide your e-mail address. No refunds due to inclement weather or acts of nature occurring during the event. Should events be cancelled prior to the opening of the event, due to inclement weather, vendors will receive refunds by mail within 30 days of the event. The Management Company and City of Temecula reserve the right to refuse applications due to duplication, space availability and/or appropriateness of vendor for the event. Please call if you have questions (951) 678-1456.

**ACCEPTANCE:** We will notify you by email and/or fax when your application has been accepted. Please provide us with a FAX # or email address to send you directions and booth location. (This is sent one week before the event so fax and/or emails are critical!)

**SEND VENDOR APPLICATIONS**

**MELODY'S AD WORKS, INC.  
21705 COMO ST.  
WILDOMAR, CA 92595**

**SEND COPY OF APPLICATION, INSURANCE CERTIFICATES OR PACKETS AND CHECK TO:**

**KATHI SYERS  
CITY OF TEMECULA  
COMMUNITY SERVICES DEPARTMENT  
41000 MAIN STREET  
TEMECULA, CA 92590**

FAX (951) 694-6499 OR MELODY AT (951) 678-5467

**PRODUCTS SOLD OR MADE:** We strive to make each event a quality event for our vendors and Old Town Temecula events. This limits the product lines and vendor spaces allowed at each event. Your acceptance is based upon your providing NON-COMPETITIVE PRODUCTS with other vendors and/or Old Town Temecula merchants. Please list ALL ITEMS you will be selling or making for this event. Any product not listed on this application will NOT BE ALLOWED at the event and will be REMOVED AT THE EXPENSE OF THE VENDOR.

**NO JEWELRY.** ONLY ONE VENDOR PER CATEGORY is accepted. \_\_\_\_\_

**OLD TOWN TEMECULA EVENTS 2012**

MORE PRODUCT DESCRIPTION

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Please attach a photo of your booth

**ALL MONEY ORDERS OR CASHIER'S CHECKS, APPLICATIONS AND PROOF OF INSURANCE MUST BE SUPPLIED TO THE CITY OF TEMECULA 2 (TWO) WEEKS PRIOR TO EACH EVENT OR YOU WILL NOT BE ALLOWED TO SET UP. THERE ARE NO EXCEPTIONS!**

**I understand the terms of acceptance, and rules for set-up, tear down. I also understand that should I violate any of the rules I will be removed from the event with no refund.**

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Vendor signature

Print Name

Date