

OLD TOWN TEMECULA VENDOR APPLICATION – 2010/11

This application must be completely filled out and payment submitted two weeks prior to the special event marked. Your vendor fee will include insurance through the City of Temecula for \$1 million. **Please contact Melody at (951) 678-1456 for more information.**

CERTIFICATES OF ADDITIONAL INSURED:

Vendors with their own general liability insurance may qualify for a reduced fee if you provide a certificate of additional insured for \$1 million naming the City of Temecula and Redevelopment Agency of Temecula, 43200 Business Park Drive, 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: _____

BOOTH SPACE (mark # of spaces needed) _____ 10'x10 \$150 per event. _____ 10x20 \$200 per event

ELECTRICITY? (\$30 per booth) 15 amp max _____

California State Franchise Tax # _____

EVENTS: (mark which event you wish to participate)

WESTERN DAYS May 15 & 16, 2010 (one ice/frozen drink vendor accepted)
STREET PAINTING FESTIVAL June 26 & 27, 2010 (no food vendors)

Must provide own shade/canopies, tables and chairs

HOURS: Event vendor hours are Saturday, 10 a.m. to 5 p.m., Sunday, 11 a.m. to 5 p.m. Vendor is advised that while security is on site, product left over night is at Vendor's Risk. The organization committee 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 will be mailed or faxed within 1 week of application receipt. To receive your confirmation by mail, please include a self-addressed stamped envelope. 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.

OLD TOWN TEMECULA EVENTS

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:

**CHRISTINE DAMKO
CITY OF TEMECULA
CITY MANAGERS OFFICE
43200 BUSINESS PARK DRIVE
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 FOOD VENDORS. NO JEWELRY. ONLY ONE VENDOR PER CATEGORY is accepted.

ACCEPTANCE: We will notify you by phone 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!) _____.

ALL MONEY ORDERS OR CASHIER'S CHECKS, APPLICATIONS AND PROOF OF INSURANCE MUST BE SUPPLIED TO THE CITY OF TEMECULA 2 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.

Vendor signature

Print Name

Date