Evergreen Memorial Historic Cemetery
PO Box 20544 • Riverside, California 92516 • (951) 522-6462
www.evergreen-cemetery.info

FOUNDERS' DAY FRONT ROW FIREWORKS
July 4, 2017 - Tuesday - 5:00 p.m. to 9:30 p.m.

ARTS & CRAFTS, FOOD VENDOR & BUSINESS VENDOR APPLICATION

The Founder's Day Front Row Fireworks event is being held at the Evergreen Memorial Historic Cemetery, located at 14th & Pine Streets, Riverside, CA. 92501. This event is held to raise funds to maintain our historic cemetery and all of our profit goes back to keeping our cemetery maintained. Please read rules & regulations on this application.

Date: Tuesday, July 4, 2017 5:00pm to 9:30pm. The fireworks show, which is provided by the City of Riverside, will begin at 9:00pm. This event ends at the conclusion of said show.

Exhibitors must open for business at time of the event.

Business Name _____ Contact Person _____

Address _____ City _____ State ____ Zip _____

Phone (Day) _____ Cell Phone _____

Email _____ Seller's Permit No. _____

Describe all items you plan to sell at your booth:

_____

_____

_____

SELECT CATEGORY: ___ Arts & Crafts ___ Business ___ Special Interest ___ Non-Profit ___ Food

How did you hear about us? _____

APPLICATION CHECKLIST –

Incomplete submissions will not be accepted and fees must be paid in full — No Exceptions.

1. Completed Application.
   - If you are a new vendor, please attach photos or samples of your item(s) & your booth set-up. (Pictures and/or samples will not be returned.)
   - Space fee in full. See price lists for amounts.
   - Application deadline is May 1, 2017.
2. **By June 6, 2017 you need to provide**:
   - **Proof of Insurance per attached document. Or we will provide it for you for a fee of $45.**
   - **City of Riverside Business License.** If you don't have one we can get you one for that day for an additional fee of $10.
   - **Food Booths: Health Permit from the County of Riverside.** If you don't have one we can add you to a group permit. Cost TBD per vendors applying, plus an additional $10 administrative fee.

Booth Fees: (Non-Profit Organizations = No Charge)

10' x 10' Space $225.00
This includes 4 wristbands for you & your employees. If you have additional employees or members of your

group you must purchased additional wristbands.

10’ x 20’ Space $350.00
This includes 6 wristbands for you & your employees. If you have additional employees or members of your group you must purchased additional wristbands.

Vendor must provide your own power source unless other means have been approved by the committee. NO Generators Available.

No refunds or cancellations after June 15 2017.

Please see below for Food Booth additional requirements.

Fire Extinguisher: Concession stands or vendors with cooking operations that include **deep fat fryers shall provide a Class K wet chemical extinguisher. A minimum 2A:10BC fire extinguisher must be shown upon arrival. It must be in working order and within date.**

Health Permit from the County of Riverside: If you do not have a health permit from the County of Riverside you can be added to a one time community event permit. The cost will be split between the vendors applying. Cost range from $70 - $ 90., actual cost TBD per vendors applying, plus an additional $10 administrative fee.

POLICIES and PROCEDURES

Appearance and Aesthetics: Evergreen Memorial Historic Cemetery Founders’ Day Front Row Fireworks is a family themed event celebrating the birth of our nation and and our founding cemetery’s heritage – also featuring tours, kids activities and a front row seat to our city’s annual fireworks show shot off from the top of nearby Mt. Rubidoux.

FLAME RETARDANT: All flammable materials and decorations must be flamed proofed according to regulatory agencies

Vendors will be evaluated based on their appearance, service, signage, cleanliness, etc. Evaluations will be referred to for future vendor selection.

The items below will not be considered for sale at the event:

1. Any type of gun.

2. Any type of knife.

3. Any product made from an endangered animal.

4. Anything pornographic and/or offensive.

5. Anything drug related.

Evergreen Memorial Historic Cemetery Founders’ Day Front Row Fireworks Committee reserves the right to determine whether an item is considered offensive or hasn’t met standards set by the committee, and will prohibit the sale/display of such items. You may be asked to remove item(s) from your booth if the items are as described above. If you do not follow enforcement’s request you will be asked to leave the premises immediately and all fees will be forfeited.

Space Allocation & Display Specifications: Spaces are ten feet square (10’ x 10’). Participants must stay within their assigned space(s) and out of emergency fire lanes at all times. The Management reserves the right to assign vendor booths in the best interest of the overall event design, theme, footprint and flow of traffic. Booths may not be moved by vendors at any time unless directed to do so by the Management. If a vendor does move without the consent of the Management, the vendor will be asked to leave the premises immediately and all fees will be forfeited.

Food booths must accommodate a safe cooking area which may require you to purchase an additional 10’ x 10’ booth space. Food trailers need to include trailer hitch within their entire footprint.

— APPLICATIONS MUST BE RECEIVED By May 1, 2017. —

Evergreen Memorial Historic Cemetery
Post Office Box 20544 ● Riverside CA 92516

"Evergreen Forever"

WAIVER

FOUNDERS' DAY FRONT ROW FIREWORKS

July 4, 2017 - Tuesday - 5:00 p.m. to 9:00 p.m.

(This waiver must be signed and returned.)

As a participant in the **Evergreen Memorial Historic Cemetery Founders' Day Front Row Fireworks 2017**, I hereby waive any and all claims for damages I may have against **Evergreen Memorial Historic Cemetery** and the City of Riverside, their authorized representatives or assigns and hold each and every one of them harmless for any and all injuries incurred in connection with said event.

Evergreen Memorial Historic Cemetery is not responsible for your equipment, materials, display, your loss of income, bodily injury or loss of life caused by fire, rain, windstorms, earthquakes, inclement weather or other Acts of God.

Because **Evergreen Memorial Historic Cemetery** expends substantial sums of money in preparation for the **Founders' Day Front Row Fireworks**, refunds of booth space fees will not be made in the event the **Founders' Day Front Row Fireworks** event is cancelled in whole or in part by such Acts of God.

I hereby give free use of my name and picture in any broadcast, telecast or print media of this event.

I acknowledge that I have read the above and do fully understand the restrictions and do hereby agree to abide by those rules that have been established by **Evergreen Memorial Historic Cemetery** for this event.

I also acknowledge and understand that if I am found in violation of any policies, rules and regulations made by **Evergreen Memorial Historic Cemetery**, my booth may be immediately closed down and I will no longer be invited to participate in any future **Evergreen Memorial Historic Cemetery** events, and no refund will be given.

(Please Print)

Name _____ Date _____

Signature _____

2017 Front Row Fireworks Vendor Check List **Vendor Name:** _____		
Vendor Space	Cost	Amount Due
_____ 10' x 10' Space	$225.00	
_____ 10' x 20' Space	$350.00	
City of Riverside Business License		
_____ I have my own. (Valid for July 4, 2017) Sent in _____		
_____ **I need one**	**$10.00**	
Health Permit from the County of Riverside		
_____ I have my own. (Valid for July 4, 2017) Sent in _____		
_____ **I need to be part of your bulk Health Permit**	**$70 -$90**	
Insurance Certificate		
_____ I have my own. (Valid for July 4, 2017) Sent in _____		
_____ **I need to be part of your bulk insurance**	**$45.00**	
Total Due		
Food Booths Must Have: **Fire Extinguisher:** Concession stands or vendors with cooking operations that include **deep fat fryers shall provide a Class K wet chemical extinguisher. A minimum 2A:10BC fire extinguisher must be shown upon arrival. It must be in working order and within date.**		

OFFICE USE ONLY				
Date	**Item**	**Amount Paid**	**Check #**	**Approved By**