

Norco Mounted Posse 2017 PRCA Rodeo

Maria Fregoso (909) 232-4486 – mariafregoso@hotmail.com

Veronica Verduzco (951) 675-7508

1261 6th Street Ste 8 - Norco, CA 92860 - Rodeo@norcoposse.com

RETAIL VENDOR INFORMATION PACKAGE - **KEEP FOR YOUR RECORDS**

	THURSDAY 8/17	FRIDAY 8/18	SATURDAY 8/19	SUNDAY 8/20
GATES OPEN	****	5:00pm	5:00pm	3:00pm
RODEO STARTS	****	7:30pm	7:30pm	3:30pm
VENDOR SETUP	10:00am to 6:00pm	9:00am to 1:00pm		

INPECTIONS WILL BE HELD ON FRIDAY SOMETIMEAFTER 11AM - EXACT TIME TO FOLLOW

2017 BOOTH FEES

RETAIL/DISPLAY VENDORS	DISCOUNT IF RECEIVED BY 3/30/3017	RECEIVED AFTER 3/30/2017	
12 X 12	\$300.00	\$325.00	<p>VENDORS REQUIRING LARGER THAN 12 X 20 PLEASE CONTACT VENDOR COORDINATOR FOR PRICING AND AVAILABILITY</p> <p>Non-profit subject to approval</p>
12 X 15	\$325.00	\$350.00	
12 X 20	\$400.00	\$425.00	
NON-PROFIT	12 x 12	\$100.00	

All vendors must pay a \$25 fire inspection fee

We prefer to have all forms emailed if possible. Please email the following information to Rodeo@norcoposse.com and mail your check or money order. We do not accept credit cards or PayPal for vendor applications. All payments after August 1st must be cash or money order unless approved by vendor chair.

- APPLICATION & PRODUCT FORM (page 5 and 6)
- REQUIRED INSURANCE (see page 3) **PLEASE READ THOUGHLY!!!**
- RESALE PERMIT (see page 3)

Make your check payable to **NORCO MOUNTED POSSE PRCA RODEO**

and mail to - 1261 6th Street Ste 8 - Norco, CA 92860

application is not complete until check is received.

You can mail your check and completed application (all of the above forms.) ***MAKE SURE YOU ADD Suite 8 TO THE ADDRESS to insure we receive your check.***

Acceptance is at the sole discretion of the Norco Mounted Posse. Past participation is not a guarantee of acceptance. Past vendors who send in their completed applications and payment by April 1, 2017 will receive priority consideration. There is a \$45 fee for returned checks. If you have any questions call one of the numbers above and not the Posse general number, thank you.

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Rules & Regulations - KEEP FOR YOUR RECORDS

In signing your application, you are agreeing to adhere to the following

VENDOR BOOTH POLICY

- The Norco Mounted Posse may inspect vendors at any time. The NMP reserves the right to shut down any booth for non-compliance with any applicable law(s), operating outside of their requested and approved function(s), or operating in a disrespectful, immoral or unethical manner toward any patron, official, competitor, vendor, city employee or any other attendee of the event. The event goes on rain or shine - no refunds - no exceptions.
- Booths must be set up, manned and ready for inspection on Friday. You will be notified of the inspection time when we get closer to the event. You must confine your operation to inside your assigned space. Nothing may be placed in the aisles. No loud music or hawking is allowed.
- All booths must have visibly displayed the name, address and phone number of the booth owner, the vendor's return policy and resale permit.
- Booths must be cleared nightly of all trash, cooking oils and debris following each performance. **Please leave your booth area the way you received it. If it is not left clean, you may not be asked to return next year.**
- A MAXIMUM of four people (including children) will be given vendor passes for retail booths. Additional passes may be granted for larger operations. The grounds must be cleared of all vehicles, no later than the listed times. Security will perform a daily sweep at this time and you will need to remain in the vendor area until the gates are opened. Vehicles will be allowed back on the grounds after the performance when security feels it is safe. **Please do not confront security.**
- Vendors requiring electricity will need to provide an extension cord at least 100 feet long. Pigtales are also required. Limited amounts of power are supplied for all booths. Special power requirements (220v) must be discussed with the vendor chair in advance and may require additional \$\$\$. Halogen Lights must be approved by vendor chair.
- **NO OUTSIDE ALCOHOL BEVERAGES ARE ALLOWED INSIDE VENDOR BOOTHS AT ANY TIME.**
- All **booths** must comply with the City of Norco Fire Department Guidelines and supply the appropriate fire extinguisher(s) for their booth.
- Vendor agrees to see that their booth is staffed, open and operational 30 minutes before the gates open and during all operational hours of the Rodeo. Vendors opening late or closing before the end of the performance will be expelled with no refund.
- You may only sell the items listed on your vendor product form that has been approved by the committee. We will contact you if there are items on your list that you may not sell.
- All canopies must be adequately secured at all times. We can have high winds.

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VENDOR RESALE PERMIT - KEEP FOR YOUR RECORDS

Resale permits are required for any sales, per the City of Norco, a copy of this permit needs to be included in this application and will need to be displayed in your booth. **In addition, sellers not based in the City of Norco will need to add - City of Norco 3737 Crestview, Norco CA 92860 as a sub-location to your Board of Equalization account.**

Here is a link <http://www.boe.ca.gov/electsrv/esrvcont.htm>

INSURANCE REQUIREMENTS

Please forward this information to your Insurance Company and submit required information with application*.

In the description of operations section your Insurance **MUST** read as follows:

Named as additional Insured to this policy “City of Norco and Norco Mounted Posse, their Officers and Directors”

Certificate Holders

**“City of Norco and Norco Mounted Posse
3737 Crestview Ave
Norco, Ca 92860”**

Additional Insured ENDORSEMENT MUST accompany the Certificate.
Endorsement MUST have the insured's name same POLICY NUMBER as the certificate. This form is usually a form #CG....

“Insured” and “Booth Name and/or Contact” must be the same, or “Booth Name and/or Contact” must appear in the Description of Operations.

If there are any questions or clarifications needed, please call Peggy @ 909 721-8848 or Patty Ireland @ City of Norco Parks and Recreation.

* If your current insurance expires before the date of the event, you will be required to supply an updated policy with the correct endorsements before setup.

City Of Norco-Fire Department Guidelines

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The following guidelines are provided by the Fire Department in Norco. ALL vendors must adhere to them. Failure to follow these guidelines will result in removal from event without refund.

- A Fire Department Permit is required (NMP will get permit).
- NO cooking under/inside tents
- All tents must be fire resistant
- Floor coverings, combustible decorative materials and effects, including sawdust, hay, woodchips, when used as floors or passageways, shall be composed of flame resistant material or shall be treated with flame retardant.
- At least One (1) 2A-10BC fire extinguisher shall be within 75' of all retail vendors

Cooking and Heating appliances:

- The total aggregate capacity of LPG cylinders or tanks in use shall not exceed sixth (60) gallons without a separate Fire Department permit
- Propane tanks must be in a location protected from vehicles and human traffic
- LPG tanks/cylinders should be no less than 5-10 feet from tent, canopies, booths, exit ways or possible source of ignition
- Deep fryers shall be a minimum of 5-10 feet from fabric sidewalls or other combustible material
- Gas cylinders or tanks shall be secured in place to prevent tipping over or damage with the pressure regulator directed away from tents, canopies, booths and exit ways
- Outside cooking by use of gas, solid or liquid fuel burning equipment shall not be conducted within 10-15 feet of a tent, canopy or booth
- Cooking by the solid use of fuel (wood, charcoal, etc.) shall provide an additional 2.5-gallon pressurized water extinguisher, 5-gallon bucket of water or a charged garden hose. NEVER dispose of solid fuels in a combustible container, trash container or other device
- One (1) 2A-10BC fire extinguisher per cooking booth.
- One (1) "K" Extinguisher is required for deep fryers or grease laden vapor appliances and must be current on its service
- All cooking trailers (including concession trailers) shall have a hood/duct system and a kitchen suppression system (services within last 6 months) that complies with UL300 requirements

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RETAIL/INFORMATIONAL/DISPLAY VENDOR APPLICATION

Company/Organization Name			
Contact Person		Email	
Phone Number ()		Cell Number ()	
Address			
City & State		Zip Code	

<i>Description of booth</i>			
<i>TENT</i>	<i>TRAILER</i>	<i>12 x 12</i>	<i>\$325.00</i>
<i>Front Dimension</i>	<i>Operator side</i>	<i>12 x 15</i>	<i>\$350.00</i>
		<i>12 x 20</i>	<i>\$425.00</i>
		<i>Other</i>	<i>call</i>
<i>Electrical Requirement</i>	<i>Electrical Requirement</i>	<i>Early Discount</i>	<i>\$25.00</i>
		<i>Fire Inspection</i>	<i>\$25.00</i>
		<i>Total \$</i>	<i>\$</i>

Please supply us the open side of your tent /operator side of your trailer

Please supply the number of electrical plugs and if you require more than standard wattage. 220v may be available for addl cost.

All vendors must fill out, sign and return the VENDOR PRODUCT FORM (page 6)

Applications will not be processed without full payment and all required forms. Booth areas are measured and marked. Please be sure you have chosen the correct size or additional charges will be incurred. **APPLICATIONS, INSURANCE POLICIES AND PAYMENT MUST BE RECEIVED NO LATER THAN July 31, 2017 TO INSURE YOUR VENDOR SPOT.**

Signature

Print Name

Date

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VENDOR PRODUCT FORM

All products to be sold from your booth must be listed

VENDOR RELEASE & HOLD HARMLESS AGREEMENT:

The Vendor hereby indemnifies and holds the Norco Mounted Posse, the City of Norco, its Agents, Employees, Members and Volunteers, harmless from any and all claims, including costs and attorney's fees resulting from, arising out of said Vendor's participation in this event. For the purposes of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures and product to their designated location, the setup and display of any such structure and product, and the dismantling and removal of all such items from the area provided by or through the Norco Mounted Posse, the City of Norco, its Agents, Employees, Members and Volunteers.

The Vendor hereby expressly assumes any risk of harm to the Vendor arising out of their participation and the participation of other vendors in the Norco Mounted Posse Rodeo, including but not limited to, any risk resulting from the particular location of the space designated to them by the Vendor Chairman. Unless expressed in writing there is no guarantee of space location or attendance to the event.

I have read, fully understand, and agree to abide by this agreement, the vendor booth policy and all other requirements deemed necessary by the committee.

Signature

Print Name

Date