



Holiday Fair

Sunday, December 3rd, 2017

Citrus State Park Holiday Fair

Vendor Application



Estimated
300-800
Attendees



Citrus Park Holiday Fair Vendor Application
(Please read entirely)

ALL VENDORS ARE ENCOURAGED TO DECORATE IN FESTIVE CHRISTMAS THEME

WHEN IS THE CITRUS PARK HOLIDAY FAIR:

- **Sunday, December 3rd, 2017** Citrus State Park, 9400 Dufferin Avenue, Riverside, CA 92503.
- Hours of Operation: 10:00am to 4:00pm - No Exceptions
- Application for booth space at the Citrus Park Holiday Fair must be reviewed and accepted by CCEM Inc.

WHAT DO VENDORS GET WITH THEIR PAID BOOTH SPACE?

- All Booth Spaces are 10' x 10'
- CCEM Inc. Will supply your booth with a table and 2 chairs.
- All vendors will receive one parking pass.
- Applicants may have up to 4 spaces. Spaces **MUST** be adjacent to each other forming one booth.
- All vendors are **required to provide their own linen for their table.** See last page for requirements.

IS POWER AVAILABLE FOR VENDORS?

- **No power is guaranteed. All vendors must be prepared to provide any needed power for their booth.**

WHAT DO VENDORS NEED TO PROVIDE?

- **All vendors** selling products or services of any kind will be required to submit proof of liability insurance with your application by November 17th, 2017.
- Your liability insurance must name "CCEM Inc. It's officers, Employees and Agents" as additionally insured. 3840 Lemon St. Riverside, CA 92501.

PLEASE SELECT YOUR BOOTH

PLEASE SUBMIT PROMPTLY. *Booths available on a first come first served basis.*

Please indicate the number of booths requested. **MAKE CHECKS PAYABLE TO CCEM INC.**

_____ 10 x 10 Booth - \$250

- **ACCEPTABLE FORMS OF PAYMENT: CHECK, CARD, OR CASH**
- **PLEASE MAKE ALL CHECKS MADE PAYABLE TO CCEM INC.**
- **This application will not be given consideration without accompanying checks.**
- **To pay by credit card, please fill out attached credit card authorization form. All cards are subject to a 2% fee.**
- **Return application, proof of insurance, media release and all checks to the contact information below.**

VENDOR INSTRUCTIONS

1. All vendors must remain in operation for the entire duration of the Holiday Fair and cannot tear down until the end of the event. NO EXCEPTIONS
2. All vendors must submit photos of what products you plan to sell, as well as a description of what your booth will look like.
3. Space locations will be selected by vendors upon payment. No booths will be reserved without payment. This is on a first-come, first-serve basis.
4. Once this application is approved by CCEM Inc. the space fees paid will not be refunded.
5. The Holiday Fair will go on, rain or shine. In event of rain, vendors are responsible for providing their own EZ-UPS or tenting.
6. Vendors that do not adhere to these requirements will be asked to leave with NO REFUND.

THE FINE PRINT - VENDOR IDENTIFICATION AGREEMENT

This indemnification agreement ("Agreement") between the _____ ("Vendor") and CCEM Inc.

on behalf of Citrus State Park is effective as of (DATE) _____, 2017.

This will acknowledge that the Vendor's participation in a booth at the Holiday Fair to take place at Citrus Park 9400 Dufferin Ave. Riverside, CA 92503, including any adjoining or related facilities or premises, (the "Event") scheduled for December 3rd, 2017.

Sponsor agrees to defend and indemnify event venue, facility or premises owners and each of their own respective companies, affiliated companies, and their respective officers, directors, agents and employees and shall hold them harmless against any damage, claims, suits, actions, liabilities, loss, costs and expenses ("Claims"), including reasonable attorneys' fees, arising out of, or alleged to have arisen in any way from its participation in the Event (including, but not limited to, the acts or omissions by Vendor, its employees, agents, participants, volunteers or contractors related to their participation in the conduct of the Event). The foregoing indemnification, however, shall not apply to the extent the foregoing Claims are caused by the gross negligence or willful misconduct of CCEM Inc., its employees or agents. Vendor agrees to give prompt written notice to CCEM Inc. of any such claims. CCEM Inc.'s delay in furnishing notice of any such Claims to vendor shall not discharge Vendor from the indemnification obligation hereunder, except to the extent such delay results in actual prejudice to Vendor. Vendor shall undertake and conduct the defense of any claims so brought with counsel of its choice. This Paragraph shall survive the expiration of earlier termination of this Agreement.

This agreement shall be governed by the laws of the State of California, county of Riverside. Nothing herein contained herein shall be construed to place the parties in the relationship of partners, joint ventures, agents or whatsoever, except to the extent herein provided.

IN WITNESS WHEREOF, the undersigned has executed this Indemnification Agreement on the date set forth below.

CCEM Inc. on behalf of Citrus State Park

(Signature)

(Print Name and Title)

(Date)

The undersigned agrees to abide by the official rules and regulations of the Citrus State Park Holiday Fair.

DEADLINE FOR APPLICATIONS AND PAYMENT:

November 17, 2017

(Please write clearly)

ALL VENDORS ARE ENCOURAGED TO DECORATE IN FESTIVE CHRISTMAS THEME

Company _____

Name _____ Phone _____

Address _____

City, State, Zip _____

Email _____

Signed: _____ **Date:** _____

Please return your completed application to CCEM Inc:

- Email to: marketingloft84@gmail.com
- Mail to: Loft 84 3840 Lemon St. Riverside, CA 92501 Attn: Citrus Holiday Fair

Event Coordinator: Xuan Routt
3840 Lemon St. Riverside, CA 92501
Phone: (951) 536-6206 | Email: marketingloft84@gmail.com

FREQUENTY ASKED QUESTIONS:

Do I have to sell Christmas/Holiday themed items?

- No, but being this is a holiday fair, most of the guests will be there to purchase holiday items and gifts.

Can I keep a vehicle at my booth?

- No.

How much should I prep for?

- Use your best judgement, we estimate 300 - 800 attendees.

BOOTH SET-UP MAP

**PROMOTIONAL FLYER TO
SHOW**

CCEM Inc.

3840 Lemon St. Riverside, Ca 92501

“Credit Card Authorization”

Visa MasterCard Discover Amex

Credit Card Number: _____

Expiration Date: ____/____ 3-Digit Code: _____

Total Amount of Payment: \$ _____

Name as it Appears on Card: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ - _____ - _____

Name of Event: _____

Date of Event: _____

Location of Event: _____

Credit Card Holder Signature: _____ Date: _____

Taken & Processed By: _____ Date: _____

Special Instructions: _____
