



Rancho Cordova July 4th Festival

July 3-4, 2009

Vendor Information & Policies

This booklet has been assembled to provide you with as much information as possible to assist you in filing your application with us and to make the festival a profitable and enjoyable experience. Please keep in mind that the policies and regulations in this booklet have been established throughout the 25 years of staging this event, with suggestions from many of the vendors who have been involved over the years and under the direction of the Rancho Cordova 4th of July Committee. By signing your application for a space at this event, you acknowledge that you have read and agree to abide by the policies set forth in this booklet.

Event Dates and Activities

Thursday, July 2 –

Vendor move-in 12:00 noon – 6:00 pm, Carnival

Friday, July 3 – noon until 11:00 pm

Vendors, kids' zone and stage, Fishing in the City, Guitar Hero competition, bingo, beer garden, and carnival. This year's headliner entertainment will feature special guests *Pablo Cruise!* Fireworks show to follow concert.

Saturday, July 4 – 9:00 am parade; event noon until 11:00 pm

Home town parade, vendors, kids' zone and stage, Guitar Hero competition, bingo, beer garden, carnival, and special musical entertainment provided by *Double Funk Crunch!* Fireworks show to follow concert.

Important Vendor Schedule

Thursday, July 2

Noon to 6:00 pm Vendor move-in/set-up

Friday, July 3

8:00 am to noon Vendor move-in
11:00 am to noon Health & Fire inspections
12:00 noon to 11:00 pm Vendor booths open

Saturday, July 4

10:00 am Hometown parade*
Noon to 11:00 pm Vendor booths open
11:00 pm Vendor move-out (optional)

Sunday, July 5

8:00 am – 12:00 noon Vendor move-out (all booths)

***Special note to vendors – Please be aware that Coloma Drive will be closed to all vehicle traffic on Saturday, July 4, beginning at 9:00 am to accommodate the Hometown Parade. Coloma will re-open to traffic at 12:00 noon. Please plan to arrive at the park prior to 9:00 am or you will have to wait until 12:00 noon – no exceptions.**

The Rancho Cordova 4th of July Festival is open to all food and craft vendors. We do have a limit on multiple vendors with the same kind of food, drinks and items for sale. Selection will be based on a first-come, first-served basis. Also, we will make every attempt to not place “like” vendors next to each other.

General Contract & Vendor Policies

1. The Rancho Cordova 4th of July Committee does not guarantee vendor sales.
2. Attendance is projected and the Rancho Cordova 4th of July Committee does not present projected attendance as actual – it is an estimate only, based on last year’s attendance, planned promotions and other various factors.
3. Space request is upon space availability only. First-come, first-served. The Rancho Cordova 4th of July Committee reserves the right to move vendors’ space(s) due to varying conditions each year. Space requests will be considered but are NOT guaranteed.
4. Booth rental is for dates specified. We do not grant single day rentals.
5. All pertinent fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety shall be strictly obeyed.
6. The Rancho Cordova 4th of July Committee will prohibit the installation and operation of any exhibits not meeting the Rancho Cordova 4th of July Committee approval and in its sole discretion may prohibit the conduct of any activity whatsoever which it deems detrimental and not in the best interest of the Festival. Vendor agrees to stipulation that all booth workers be tastefully dressed.
7. Vendors are required to have any and all business licenses/permits that are needed for operation at the festival. Vendors are responsible for submitting their own resale taxes.
8. Rental Period: From vendor set-up time as documented in Confirmation Letter of acceptance to 11:00 pm on July 4, 2009.
9. Vendors can sell only from their rented booth space. We do not allow walking on the grounds selling merchandise.
10. Vendors are required to find a garbage can at the end of the event and dispose of booth garbage properly. Vendors are responsible for cleaning up their areas at the end of the event.
11. Vendor agrees not to take down booth, and/or drive vehicle into festival area, which includes all entrance areas and driveways, before the end of the festival. Vendors may start tearing down their booths no earlier than the specified, which is the ending hour of the event (11:00 p.m. on July 4, 2009). Vehicles will not be allowed onto the event area until all patrons have cleared the area. Vendors closing early will not be invited back. Vendor also agrees to park their vehicle in designated "Exhibitor/Vendor Parking Areas" only. Vehicles not parked in designated area are subject to towing and removal from premises.
12. Vendors may not leave, place, or distribute fliers or leaflets at unattended locations.
13. No off-site (outside of rented space area) banners, A-frames, signs or signage allowed anywhere on festival grounds or festival entrances without prior approval.
14. The vendor shall comply with and instruct his/her staff, employees and agents to comply with the vendor policies and the requirements of the vendor space rental agreement. Failure to comply or instruct staff, employees, and/or agents to comply with the General Contract and Vendor Policies shall be grounds to terminate the exhibit/vendor from the event.
15. Noise amplification equipment is not allowed unless approved by the Rancho Cordova 4th of July Committee in advance.
16. Electricity: Exhibit fees come with a FREE standard electrical hook up. Single outlet power cord extensions to your booth are your responsibility. Additional electrical requirements and/or outlets, cords, devices may incur additional cost.
17. Every vendor MUST complete the electrical requirement application form if you need power. Although lighting is provided for those attending the festival, each vendor should provide their own lighting for their booth or exhibit space.
18. Cancellations: If there is a need to cancel your festival appearance, vendors need to call the Rancho Cordova July 4th office at (916) 408-1704. Due to the nature of this event, no refunds or credits will be issued unless it is an emergency situation. The Rancho Cordova 4th of July Committee will have final approval of any refunds.
19. The Rancho Cordova 4th of July Festival will be held regardless of the weather: rain, shine or extreme heat.
20. All applicants will automatically be placed on mailing list for the following year.

21. All food vendors are subject to fire and health and safety codes. Please review special Food Vendor information in this material. Health and Fire inspections will be conducted at approximately noon on July 3. Food vendors must pass both inspections. No refunds will be given for food vendors who fail to pass inspection and cannot sell their food or product.
22. Exhibitors must have displays ready at the opening of each day of the festival.
23. This festival is held in the community park. In order to maintain the beauty of the surroundings, it is imperative that vehicles are to be driven, unloaded and parked in designated areas only. Any vendor that fails to do so may forfeit their participation in the festival this year and in the future.
24. All acceptances to show valid only through written confirmation.
25. Sorry, we do not accept partial payments or “holds” for booth spaces. If a partial payment is sent in, your application will not be considered or processed.
26. There will be a \$25.00 service fee if your check does not clear the bank and is returned to the festival financial institution.
27. You must provide your own butane, propane or other heat/cooking source. The Sacramento Metropolitan Fire District Inspector must approve the use of all heat/cooking sources. Their inspection will be conducted the morning of July 3.
28. Water will be available. Please indicate on the enclosed application your water needs. Gray water and garbage disposal are the responsibility of the vendor.
29. Vendors must list all products being sold. This list must not deviate from actual on-site sales.

Check-in at the Festival

Hagan Park is located at 2197 Chase Drive in Rancho Cordova, California 95670. Vendor move-in and set-up will occur on Thursday, July 2, from noon until 6:00 pm. When you arrive at the park, you must show your vendor pass to be directed to vendor parking. After you park your vehicle, proceed to festival headquarters for check-in and location assignment.

Space Assignments & Location

Space assignments and locations are given to you upon arrival at festival headquarters. We do not provide that information until that time and do not make exceptions.

Parking & Admission Passes

Parking and admission passes will be sent to you in the mail. For each space rented, there will be two vendor passes which will give you admittance to the festival and will allow you to park in the vendor parking area. Should you require additional passes for your booth staff, you must make a formal request, listing the reasons for the increased passes. The festival committee will make the final determination if additional passes shall be granted.

Vehicles & Overnight Stay

Vendors will be allowed to bring their vehicles close to each booth for the purpose of unloading only. Food vendors and others that require the use of a trailer or vehicle for their display must indicate the size of the vehicle on the application and take this into consideration when renting booth space. All other vehicles we be allowed to unload/load but must be moved to the vendor parking area. It is imperative that vehicles are driven in designated areas ONLY. Vendors may not sleep in their vehicles, RV's or concessions in the park overnight unless permission is granted from the Rancho Cordova 4th of July Committee.

Security

Although security is provided and there will be a law enforcement presence throughout the festival, it is the responsibility of each vendor to secure all product, equipment and vehicles throughout the show and at the end of each night. The Rancho Cordova July 4th Committee, TEAM, Cordova Park and Recreation District or festival management are NOT responsible for lost, stolen or damaged product, merchandise, equipment or vehicles.

Important Information for Food Vendors

1. HEALTH PERMIT. PLEASE READ! - All food vendors are required to have a food facility health permit. For those that have their own 2009 multi-event health permit you will need to provide a copy with your application to exhibit at the Rancho Cordova 4th of July Festival. For those that do not have a 2009 multi-event permit you may obtain one through the County of Sacramento Environmental Health Department at www.emd.saccounty.net. The Rancho Cordova 4th of July Festival will no longer provide for sale temporary food facility permits (TFF's). Please note that failure to supply a copy of your health permit during your inspection on July 3 may result in forfeiture of booth space and loss of sales.

2. Food vendors must indicate on the Rancho Cordova 4th of July festival application whether they are a "Pre-packaged/Low Risk" vendor or a "Food Preparation/High Risk" vendor as described in the County of Sacramento Environmental Management Department guidelines. An explanation of the low risk and high risk permits are as follows:

"Pre-Packaged/Low Risk" would be issued to a vendor that sells any properly labeled, prepackaged, processed food from an approved facility. Examples include candy, canned sodas, canned and bottled foods, and ice cream bars. This permit may also be issued to a vendor who engages in low-risk food preparation of foods such as; snow cones/shaved ice, smoothies, hot dogs, espresso beverages, and pre-cooked/sliced pizza.

"Food Preparation/High Risk" would be issued to a vendor who engages in cooking, packaging, processing, assembling, or portioning of any potentially hazardous food. High-risk food preparation includes foods such as: hamburgers, tacos, meat sandwiches, and barbecue.

3. Food vendors must pass a Department of Health inspection and Fire Marshall Inspection in order to prepare and/or sell food at the festival.

4. All Vendors are required to collect and report California sales tax and maintain appropriate sellers permits. This is the responsibility of each vendor, NOT the Rancho Cordova 4th of July Committee, TEAM or festival management.

5. Sacramento Metropolitan Fire District requires all food vendors have a fire extinguisher, model year 2009, on-site during hours of operation.

6. All garbage must be bagged, tied and taken to the nearest garbage can. No garbage will be left behind or on the side of your booth during the festival.

7. The Health Department requires "food grade" type hose if connecting to water.

8. Although security is provided, it is the responsibility of each vendor to secure all product and equipment at the end of each night. The Rancho Cordova July 4th Committee, TEAM, Cordova Park and Recreation District or festival management are NOT responsible for lost, stolen or damaged product, merchandise, vehicles or equipment.

Additional Information for Crafts/Merchandise Vendors

1. All crafts/merchandise vendor booths are subject to the Fire Marshall rules.

2. No illegal merchandise, pets or products that may be construed or used as a weapon can be displayed or sold at the event.

3. Vendor is responsible for special permits.

Liability

The City of Rancho Cordova, the Rancho Cordova 4th of July Committee, TEAM, Cordova Park and Recreation District, or festival management assume no risk. By the acceptance of this agreement, the vendor expressly releases parties mentioned above of and from any and all liability for any damage, injury, or loss to any person or goods which may arise from the rental and occupation of said space by the vendor, and agrees to hold and save all parties mentioned herein harmless of any loss or damage.

It shall be the responsibility of the vendor to obtain at his/her expense, liability, fire and theft insurance to protect their business, employees, customers, merchandise, equipment and appliances.

Parties mentioned herein nor its members, volunteers and/or sponsors shall not be held liable for injury, death or other casualty occurring to the vendor, his employees, guests, family, visitors, agents, or other persons associated with the vendor.

Parties mentioned herein will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to reasons of the facility in which the show is to be produced, being before or during the show, destroyed by fire or other calamity, or by an act of God, public enemy, strikes, statutes, ordinances, or any legal authority, or any other cause beyond the parties mentioned herein control.

Vendor releases all parties mentioned herein from any and all claims, liability for loss, injury, death, theft, fire loss, smoke damage, water damage or other loss or destruction of damage to the vendors' property and agrees to indemnify and hold all parties listed herein, to include volunteers and/or sponsors harmless from such claims, including any and all costs and expenses including reasonable attorneys fees required in defense of the same.

Terms and Conditions

This general contract and vendor policies constitutes the entire contract between the parties, and replace any previous communications or agreements whether written or oral. No waivers, modifications or amendments shall be valid unless written upon, or attached hereto and shall be approved in writing by the Rancho Cordova 4th of July Committee. The laws of the State of California shall govern the construction, validity, and performance of this agreement.