

The Medieval Rodeo by the Imperial Knights Production Company
Benefitting
Queen of Hearts Therapeutic Riding Center, Inc.
Vendor Application/Contract
October 26, 2019, 5:00pm-9:00pm, George Ingalls Equestrian Center, Norco, CA
Set-Up Open 2pm-4pm; Tear Down 9pm-10pm

Dear Perspective Vendor:

Thank you for your interest in participating in the 3rd Annual Medieval Rodeo benefitting Queen of Hearts Therapeutic Riding Center, Inc. The Medieval Rodeo is a full contact jousting competition with sword fights, medieval rodeo antics, a bull riding demonstration and more. By becoming a vendor and sponsor of the Medieval Rodeo, you will help veterans and other adults and children with disabilities. Queen of Hearts Therapeutic Riding Center, Inc. is uniquely certified to support and aid a wide range of physical and mental needs and your support will help make this happen!

We are offering limited outdoor vendor space next to the event arena. Vendors need to have a completed application package returned with a non-refundable 50% deposit. To insure their spot, applications are taken on a first come, first serve basis. Incomplete vendor applications will be returned. We do not give exclusives, but we will do our best to limit duplicates of food and other vendor items to promote a successful experience.

The Imperial Knights Production Company and Queen of Hearts Therapeutic Riding Center, Inc. reserve the right to refuse anyone's participation at this event and does not guarantee your success at this event. The Medieval Rodeo takes place rain or shine; and there will be no refunds if you don't like the weather.

Enclosed you will find the Vendor application/Contract with terms and conditions, rules and regulations, and special instructions. **PLEASE READ THIS MATERIAL CAREFULLY AND SUBMIT YOUR COMPLETED APPLICATION ALONG WITH:**

- **Proof of \$1M GENERAL LIABILITY INSURANCE with \$2M Aggregate**
- **Proof of \$1M PRODUCT LIABILITY INSURANCE**
- **Proof of appropriate ADDITIONAL INSURED ENDORSEMENT per attached insurance requirements**
- **A copy of your RESALE PERMIT,**
- **A copy of your Board of Equalization (BOE) form to show you can sell in Norco, and**
- **Your DEPOSIT.**

Due to health permit reasons applications for food vendors will not be accepted after October 1, 2019. Checks will be accepted until October 5, 2019. After this date, CASH, Cashier's Check and/or MONEY ORDER WILL ONLY BE ACCEPTED.

The identity of our vendors and sponsors reflect on the event's reputation therefore; the Medieval Rodeo promoters reserve the sole and exclusive right to accept or reject applications. Our goal is to provide our vendors and sponsors with a wholesome environment while promoting a family fun atmosphere.

We hope to see you soon!

Sincerely,

Robin Kilcoyne of Queen of Hearts Therapeutic Riding Center, Inc.
Andrea and Thomas Montgomery of The Imperial Knights Production Company

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KEEP FOR YOUR RECORDS

Open Vendor Hours: Saturday, October 26, 2019: 5:00pm to 9:00pm

FAILURE TO COMPLY WITH RULES & REGULATIONS WILL RESULT IN YOUR REMOVAL FROM THE MEDIEVAL RODEO

Vendor packets will be distributed at check-in. Vendor will receive vendor ID's, and two parking passes upon arrival. These passes and ID's are to be used for the duration of the event – additional parking passes can be purchased. Vendors and their employees must wear badges at all times while on Event Center grounds. We attempt to email each vendor to verify acceptance but we cannot guarantee it. If your check has been cashed, you have been accepted.

Please make sure rkilcoyne@queenofheartsranch.com is added to your address book to prevent emails being sent to "Spam".

All vehicles must be removed from the Vendor no later than 4:00pm. **Inspections begin at roughly 4pm.**

Booth setup and removal: Vendors may set up booths on: Saturday, October 26, 2019 from 2pm to 4pm.

All Vendors must be ready for Fire and Health Inspection by 4pm on October 26, 2019. Food Vendors, to be fully operational, including having freezers/refers to temp. Retail Vendors must have "Skeleton" of booth (canopy, lights, electrical) ready by this time. No exceptions. **This is a City of Norco Rule that will be strictly enforced. It does not matter what time the Health Department or Fire Department say they will show up.** Vendor will STAY in assigned location unless otherwise directed to move. If vendor does move, vendor will be removed immediately from Event Grounds without refund.

Teardown: Must be complete by Saturday October 26, 2019, by 10:00pm.

Cleanup: Vendor agrees to maintain a clean and presentable booth. Vendor is responsible for the removal of ALL materials, litter, garbage including boxes and signs and any other disposable garbage in containers provided by the Medieval Rodeo for that purpose. Boxes are to be broken down and fit into disposal containers. Vendors may not dispose of any hazardous material or burn any objects on City property.

Security: Security is not provided for individuals. There will be security present around the clock throughout the Event Center. The Medieval Rodeo is not responsible for loss of any kind. Vendor agrees to obtain any and all additional insurance deemed necessary to cover potential losses.

Vendor is responsible for his or her own setup. The Medieval Rodeo supplies space & power only. **NOTHING MAY BE PLACED IN THE AISLE.**

Medieval Rodeo Schedule: Vendor agrees to see that their booth is staffed and open during **all** operational hours of the Event. Vendor must be ready to sell at the time Gates Open at 5:00pm. Noncompliance will result in the Vendor booth being removed immediately.

Vendor specifically agrees to abide by all applicable ordinances and statutes pertaining to vendor during event. This include any and all statutes and ordinances of the State of California, County of Riverside or other governmental agency pertinent to the Vendor's participation in the Medieval Rodeo, including but not limited to, those affecting health, sanitation, fire safety and sales tax regulations.

All booths must have a visibly displayed, readable sign using 2" letters with the name, address and phone number of the vendor space owner and the vendor's return policy must be displayed.

Hours of Operation

All vendors must stop sales no later than 15 minutes after closing time. Food Vendors must stop cooking 15 minutes prior to the closing each night to let grills cool down. Security will conduct a "sweep" to remove all persons from the Event Center Grounds at 10:30pm. Absolutely no tail gating (parties) is allowed before, during or after Medieval Rodeo hours in or around Vendor Space.

Merchandise cannot be moved through grounds until the Medieval Rodeo is closed.

Power will be supplied; however, Vendors must supply their own extension cords, adapters and/or quiet generators if needed. Adapters for power may be available for rent from George Ingalls Equestrian Center on a first come first serve basis for \$25.00/event.

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Date: _____

Vendor Name: _____

Contact Name: _____

Address _____ City _____ State _____ Zip _____

Phone (Day) _____ Fax _____ Evening or Cell _____

Emergency Phone Number _____

Email Address: _____

Type of Products and/or crafts _____

The following items must be included with application or acknowledged: Initial

- | | |
|--|--|
| 1. Complete Product List (attached) | |
| 2. Current California Seller's permit with Point of Sale for the George Ingalls Equestrian Event Center, 3737 Crestview Dr., Norco, CA 92860 or a 410D for exempt status. (attached) | |
| 3. Proof of \$1M General Liability with a \$2M Aggregate insurance (attached) | |
| 4. Certificate of Additional Insured with endorsement or payment for insurance (attached) | |
| 4. No FIRES and all vendor space must have a currently tagged 2-A:10-B:C fire extinguisher. | |
| 5. Food Booths must have a type K fire extinguisher | |
| 6. Copy of Food Vendors' current Health Dept. Permit (attached) | |
| 7. Rules and Regulations – read and agreed to – keep for your record | |
| 8. Vendor space must be open and staffed during all open hours of the Medieval Rodeo | |
| 9. All Vehicles must be removed no later than 4:00 p.m. | |
| 10. TRASH: Vendors must provide their own trash disposal system (cannot use provided trash receptacles for Affair goers) | |
| 11. Payment for booth space (attached) | |
| 12. Applications received after October 5, 2018 must be paid by cash, bank check or money order. | |
| 13. NO DOGS OR OTHER PETS | |
| 14. Power or Water request..... | |

Directions to George Ingalls Equestrian Center: From 15 freeway, exit 6th Street and proceed east. Continue up 6th Street approximately three miles. George Ingalls Equestrian Center is at the top 6th Street at the end on the right.

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For Use by IK/QoH Only:	PAID: _____	DATE: _____	AMOUNT: _____
	BOOTH SIZE/: _____		
	INSURANCE: _____		
	RESALE LICENSE: _____		
	SPECIAL NEEDS: _____		

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PRODUCT FORM

Vendor Name: _____

Contact & Email: _____

Item	Item

For additional items, use reverse side of page.

VENDOR FEES

12'x12' Space	Seller.....	\$150	_____
12'x12' Space	Non-profit Info Only (No Sales)	\$50	_____
Fire Inspection Fee	\$15	_____
Power Fee**	Type needed: _____	\$28	_____
GIEEC Vendor Fee	\$11	_____

TOTAL FEES

****PLEASE NOTE:** If you require 220V Power (anything larger than 20amp), you must indicate above.

*****FOOD VENDORS: PLEASE NOTE:** If you are a non-profit, or Veteran Exempt (with appropriate documentation from Health Permit Fees, you **MUST** submit proof **WITH** application.

NO EXCEPTIONS!

Checks to be made payable to: Queen of Hearts Therapeutic Riding Center
\$35.00 Service charge will be charged for any returned checks for any reason.

1. All items sold at the Medieval Rodeo must be appropriate for a family-friendly event. The decision of The Medieval Rodeo promoters in all matters of appropriateness is final.
2. Under no circumstances at any time will the Medieval Rodeo permit selling of any projectiles (potato or marshmallow guns, etc.), explosives or laser pointer on City Premises. No Silly String, poppers, glitter or other products requiring special cleanup may be sold.
3. No food or beverages may be sold except by food vendors.
5. There will be a Health Department Inspection and Faire Department Inspection.
6. **FOOD VENDORS:** The Fire Department will be inspecting for fire rated canopies, and correct fire extinguishers for the product you are cooking.

HOLD HARMLESS

All vendor space operators, owners, employees, workers shall indemnify, defend and hold harmless the City of Norco and Imperial Knights Production Company and Queen of Hearts Therapeutic Riding Center, Inc., and any and all sponsors, their officers, employees, agents, volunteers from any and all loss, damage, or injury, to any person or property taking part in the Medieval Rodeo.

Signature of Vendor Space Owner/Manager

Date

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INSURANCE REQUIREMENTS

Please forward this information to your Insurance Company – and submit required information WITH application.

All Vendors' Food, Retail, Exhibitors, Stock Contractors, Clinicians, Demonstrations, Petting Zoos including but not limited to Entertainment MUST provide a minimum of 1M Dollar General Liability with a 2M Dollar Aggregate and a minimum 1M Dollar Product liability. Your policy may cover volunteers, please verify.

****If your correct insurance is not received WITH your application, your space will NOT be reserved and participation will not be guaranteed.**

Additional Insured ENDORSEMENT MUST accompany the Certificate! No Exceptions. Endorsement MUST also have proper POLICY NUMBER on it. Insurance MUST read as follows:

GENERAL LIABILITY

MUST list: "City of Norco" and be ENDORSED on a separate page equivalent to a CG2010 and "The Imperial Knights Production Company" and "Queen of Hearts Therapeutic Riding Center, Inc." as additional Insured to this policy" in the description of operations section.

ADDITIONAL INSURED ENDORSEMENT

City of Norco, and their respective Directors, Officers, elected officials, employees, agents, volunteers, City Council Members must be listed as Additional Insured and must be ENDORSED on a separate endorsement page that is provided with the Certificate of Insurance

- Listed addresses for Norco.
 - Venue: George Ingalls Equestrian Event Center Complex
 - Address: 3737 Crestview Dr. Norco CA 92860 (Not A Mailing Address)
 - City Hall Address: 2870 Clark Ave Norco CA 92860

ADDITIONAL INSURED ENDORSEMENT

- The Imperial Knights and its respective owners, agents, employees, and volunteers, must be listed as Additional Insured and must be ENDORSED on a separate endorsement page that is provided with the Certificate of Insurance.
- Listed address for Imperial Knights Production Company: 634 River Drive, Norco, CA 92860

ADDITIONAL INSURED ENDORSEMENT

- Queen of Hearts Therapeutic Riding Center, Inc. and its respective Directors, Officers, agents, and volunteers, must be listed as Additional Insured and must be ENDORSED on a separate endorsement page that is provided with the Certificate of Insurance.
- Listed address for Queen of Hearts Therapeutic Riding Center, Inc.: 6407 Dana Ave., Jurupa Valley, CA 91752

OTHER MANDATORY DOCUMENTS

- "Insured" and "Vendor Name and/or Contact" must be the same, or "Vendor Name and/or Contact" must appear in the Description of Operations.
- If you are a Food or Retail Vendor you must provide the insurance listed above and a current CA Sellers Permit with Point of Sale for the City of Norco. If you are a Food Vendor you must provide your Health Department Permit or proof of File with receipt from the Health Department.

Please email Certificates and Endorsements and other mandatory documents to rkilcoyne@queenofheartsranch.com ASAP.

- Please Note: There are **NO** Exceptions that will be made to the above insurance requirements.

If there are any questions or clarifications needed regarding event site requirements, please call:
Patty Ireland, GIEEC Manager: 951.270.5659 cell; 951.545.7885; pireland@ci.norco.ca.us .

Thank you!