



SUMMER SERIES 2018 - VENDOR APPLICATION

Wednesday 5:00 PM – 9:00 PM

Event Location: 224 N. Euclid Avenue, Ontario, CA 91762

FULL PAYMENT MUST BE SUBMITTED WITH APPLICATION [ ] First come, First serve Basis [ ] Due Date Tuesday, May 2, 2018

BUSINESS NAME: CONTACT NAME: ADDRESS: CITY: STATE: ZIP CODE: EMAIL: PHONE NO.: FAX NO.: CELL NO.:

DESCRIPTION OF WHAT YOU WILL BE SELLING AND/OR EXHIBITING IN BOOTH: Please provide a photo of your booth layout or merchandise and submit with this application. Vendors may sell only those goods listed on this application.

(Attach additional pages if more room is needed)

MERCH / CRAFT / RETAIL / PRE-PACK FOOD: 10' x 10' Booth Space = \$40 Per day Setup: Booth Cart Other \$200 = SUMMER SERIES : 1ST SERIES: (5-Wks) (Weekly - Every Wednesday's) MAY - 30 / JUNE - 6, 13, 20, 27 \$200 = SUMMER SERIES : 2ND SERIES: (5-Wks) (Weekly - Every Wednesday's) JULY - 11, 18, 25 AUG 1, & 8 Special \$350 when paying for all (10) events by May 2, 2018 Booth Information: Booth price includes power. Each vendor will be required to supply their own canopy (Must be White Canopy), table, chairs, lights, extension cords, etc... White Canopies Only - No Exceptions RESALE NUMBER: Permit No: All vendors must have a California Board of Equalization Resale Permit (if selling taxable goods) displayed in your booth. If you do not have a valid sellers permit, please contact the California State Board of Equalization at (951) 680-6416. You may apply for a resale number at 3737 Main Street, #1000, Riverside, CA 92501-3395. All Operators/Vendors are required to file a sub-location on your sellers permit for each event outside of your normal business. This is typically a dash (-) after your resale number. Use 224 N. Euclid Avenue - Ontario Town Square. This can be done through the number and address above at no charge. Doing so helps ensure that the city or county event you are participating in receives the local sales tax it is due. By doing this it would eliminate the need for you to complete the Local Tax Allocation for Temporary Sales Locations and Certain Auctioneers form (BOE-530-B).

FOOD BOOTH: 10' x 10' Booth Space = \$65 Per day Setup: Booth Trailer Food Truck Cart w/BBQ Grill \$325 = SUMMER SERIES : 1ST SERIES: (5-Wks) (Weekly - Every Wednesday's) MAY - 30 / JUNE - 6, 13, 20, 27 \$325 = SUMMER SERIES : 2ND SERIES: (5-Wks) (Weekly - Every Wednesday's) JULY - 11, 18, 25 AUG 1, & 8 Special \$600 when paying for all (10) events by May 2, 2018 Booth Information: Booth price includes power. Each vendor will provide their own enclosed booth, Class-K fire extinguisher, 3-compartment sink, water hose, lights, extension cords, etc... White canopy is not required for Food Booths. TRAILERS / FOOD TRUCKS: If trailer hitch does not detach, you must include trailer hitch as part of your space needs Total dimensions of trailer/truck ft. long x ft. wide. (Please unhook trailer) Do you work out of the trailer/truck? YES NO If yes, which side? Passenger Side Driver Side Back End HEALTH PERMIT: All vendors are required to have a SB County - Dept. of Public Health Permit, please provide Permit No: PR or pull a Temporary Health Permit from the County and provide it to us prior to being accepted. I am Veterans Exempt and have my DD214 filed with Public Health (No Charge)

How long does it take to setup your booth/display?

PAYMENT: Make Application Check Payable To: SMG Mail to: Ontario Town Square Summer Series - Vendors 2000 E. Convention Center Way, Ontario, CA 91764 or Email: Lgrove@ontarioccc.org APPLICATION FEE: (Includes Space & Power) =

INSURANCE: All vendors, exhibitors, and food must maintain current general liability insurance in an amount not less than \$1,000,000.00, covering the vendor's activities at Town Square Market Night naming separately as additionally insured parties:

Additional Insured parties must be named: 1. City of Ontario 2. SMG/Ontario Convention Center NOTE: Please make sure to put the Name of the Event: Ontario Town Square Summer Series, the Dates covering your booth: March - July AND Event Location: 224 N. Euclid Avenue, Ontario, CA 91762 in the Description of Operations. Additional insured parties can be listed on one insurance page; you do not need a page for each. Proof of the maintenance of such insurance will be provided to the event prior to acceptance

Certificate Holder: Ontario Convention Center & SMG., c/o Lisa Grove 2000 E. Convention Center Way, Ontario, CA 91764 Fax or Email the Certificate To: Ontario Town Square - Summer Series / Fax: 909-937-3070 / Email: Lgrove@ontariocvb.org

SIGNATURE: DATE: (BY THEIR EXECUTION HEREIN, THE VENDOR AGREES TO BE BOUND BY ALL OF THE RULES AND REGULATIONS, INCLUDING INSURANCE WAIVER)

CANCELLATIONS: There are No Refunds; All risk of cancellation or early termination of the event for reasons outside of the control of the Summer Series is borne solely by the vendor. In the event of any such cancellation or early termination, no part of the vendor's fee will be refunded.

If you are unable to attend for a week, you must let us know Monday by 5:00 p.m. or you may lose your location the next scheduled event.

HOURS OF OPERATION: Wednesday's 5:00 p.m. - 9:00 p.m. Vendors are to operate during the entire event.

Wednesday Summer Series will be RAIN OR SHINE - You will be notified if there is any unforeseen reason for cancellation.