



Upland Farmers Market @ Memorial Park

Network Entertainment
160 C Street
Upland, CA 91786
909.256.4171

April 2017

Vendors & Businesses:

We would like to thank you for your interest in the **NEW Upland Farmers Market @ Memorial Park.**

Our new and improved market is located at 1100 E. Foothill Blvd. in Upland, CA. Next to the YMCA. It will run from 5 pm - 9 pm each Tuesday evening from June 6 - Oct. 31 unless otherwise advised. The market will be held RAIN or SHINE. We will contact you by noon on Tuesday if there is an unforeseen reason for cancellation.

Set up time will be 3:30 - 4:30 p.m. Unload as quickly as possible then please park your vehicle in the designated vendor parking lot. All vehicles must be out of the market area by 4:30 p.m. If you are not in place by 4:30 p.m., your spot may be given to another vendor. We cannot hold locations for vendors who attend irregularly. If you are unable to attend for a week, you must let us know by Monday, 10:00 a.m. of that week so we can move your money to the following week. **If you do not advise us of your absence, you will lose the money for your space for that week and possibly your space in the market for good!** Clean-up time will start at 9:00 p.m. No cars in the market before this time!

All regular non-vendor spaces are 10 x 10. Food vendors require a minimum space of 10 x 20. We will also supply electricity for your space. You will need to bring a Canopy or EZ UP, tables, chairs, lighting, extension cords and power strip for your space.

All spaces must be paid prior to set up. We are asking for 1-2 weeks to be paid in advance. It is your responsibility to make sure your space is paid for at least the week ahead of the market night that it is due.

All vendors must submit with their application; with a detailed list of items they will be selling. Crafters may be asked to supply, with their application, pictures of items they will be selling. All applications must be completed and approved prior to your participating in the Market. Payment can be taken by: Cash, Check (made out to: **NETWORK ENTERTAINMENT.** Money Order, or Cashier's Check. Credit Cards will also be accepted.

All vendors must have a city of Upland Business license. If you do not have one, we can issue you a weekly license at a cost of \$20.00 per night. This license fee is due along with your space payment. If you have a yearly license from city hall we must have a copy of the current business license.

If you are a food vendor, to increase your sales, please supply tables and chairs for your customers. We will make sure you have an extra area around you to set up the tables and chairs. Please make sure that tables and chairs you supply are kept in good working and looking condition. Food vendors must also have insurance and supply a copy to Network Entertainment. All **San Bernardino County Health Permits** must be turned in with your paperwork. If you are an open flame vendor, you will need to purchase a special permit from the Upland Fire Department.

All applications must be completed and approved prior to your participating in the **Upland Farmers Market @ Memorial Park.** Enclosed is an exhibitor/vendor application along with a special event temporary business license application. **To ensure a space at the event, we encourage you to send in your application with payment ASAP.**

Sincerely,

Bobbie White
Farmer's Market
Asst. Market Manager
909-256-4171

2017 Vendor / Exhibitor Application

Upland Farmers Market@ Memorial Park
Network Entertainment
160 C Street
Upland, CA 91786

PAYMENT MUST BE SUBMITTED WITH APPLICATION

BUSINESS NAME: _____
CONTACT NAME: _____ PHONE (____) _____
ADDRESS: _____ FAX (____) _____
CITY: _____ STATE: _____ ZIP: _____ CELL (____) _____
EMAIL: _____

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. All Vendors must sell only those goods listed on this application.

VENDOR BOOTH: 10' x 10' Booth Space = \$45 Per Market

Setup: Booth Trailer Cart Other _____
Arts / Craft / Retail Merchandise

- \$180.00 = June 6, 13, 20, 27 (4 Weeks)
- \$135.00 = July 11, 18, 25 (3 Weeks)
- \$225.00 = Aug 1, 8, 15, 22, 29 (5 Weeks)
- \$180.00 = Sept. 5, 12, 19, 26 (4 Weeks)
- \$225.00 = October 3, 10, 17, 24, 31 (5 Weeks)

Non-Profit - 10' x 10' Booth Space = \$20 per Market

- \$100.00 = June 6, 13, 20, 27 (5 Weeks)
- \$60.00 = July 11, 18, 25 (3 Weeks)
- \$80.00 = Aug 1, 8, 22, 29 (4 Weeks)
- \$80.00 = Sept. 5, 12, 19, 26 (4 Weeks)
- \$100.00 = October 3, 10, 17, 24, 31 (5 Weeks)

Booth Information: Booth price includes power. Each vendor/exhibitor will be required to supply their own canopy, table, chairs, lights, extension cords, etc.

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** or **NO**
If yes, which side? Passenger Side Driver Side Back End

PAYMENT: Make Application Check Payable to: **Network Entertainment**
Mail Application & All Paperwork To: **Network Entertainment, 160 C Street,**
Upland, CA 91786

FOOD BOOTH 10' x 20' Booth Space = \$70 Per Market

Setup: Booth Trailer Food Truck Cart w/BBQ Grill Farmer
ATTENTION FARMERS: Are you authorized to accept WIC Fruit & Vegetable Check (FVC)? YES ___ NO ___

- \$280.00 = June 6, 13, 20, 27 (4 Weeks)
- \$280.00 = July 11, 18, 25 (3 Weeks)
- \$350.00 = Aug 4, 11, 18, 25 (5 Weeks)
- \$280.00 = Sept. 5, 12, 19, 26 (4 Weeks)
- \$350.00 = October 3, 10, 17, 24, 31 (5 Weeks)

Booth Information: Booth price includes power. Vendors will provide their own enclosed booth, Class-K fire extinguisher, 3-compartment sink, water hose, lights, extension cords, etc.

HEALTH PERMIT:

All food 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**)

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. 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).

APPLICATION FEE: (Includes Space & Power) = \$ _____
UPLAND VENDOR FEE: \$20 x _____ = \$ _____
TOTAL = \$ _____

This Waiver must be read and signed before the application will be considered. No exceptions.

As a participant in the Marketplace I hereby waive any and all rights and claims for damages that may arise against Network Entertainment, the City of Upland, Their Agents, Representatives, And/or Assigns, and hold each and every one of them harmless for any and all injuries and/or damages suffered in connection with all market activities. I hereby give permission for the free use of my name and pictures in any broadcast, telecast and/or print media account of this event. I acknowledge I have read the above and fully understand the restrictions stated herein, and agree to abide by the Rules and Regulations established by the Market.

Please sign and date this application below indicating that you have read all of the rules and regulations for the market and agree to follow them.

SIGNATURE _____ DATE _____

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

HOURS OF OPERATION:

The Market is open from 5:00 p.m. - 9:00 p.m. Vendors/Exhibitors must be open and operating the entire Market hours, unless approved by organizers. Market will be held RAIN OR SHINE and will notify you if there is an unforeseen reason for cancellation.

SET UP:

Vendors/Exhibitors will be allowed onto the Market grounds to setup (1-1/2 to 2 hours) before the event opens. Vehicles can pull up in a parking space on the street and offload. We ask that you unload, remove your vehicle, and then set up your booth. All vehicles must be out of loading area by 4:30 p.m. Clean-up time begins at 9 pm. NO removal of your booth product in the market before 9:00 p.m. unless approved by the Market Manager.

BOOTH ASSIGNMENT:

Vendors will be placed according to when your application is received and as to not conflict with vendors with similar product. The Market Manager shall establish the method of determining space assignment. Market Manager has the right to relocate vendors according to the needs of the event. Vendors are not to exceed their booth space or conduct business or solicited outside assigned booth unless approved by organizer. Vendor will receive booth location and space number at the Market.

VENDOR RESPONSIBILITIES:

Vendors are responsible for their own sales taxes, licenses, permits and fees required for operation and will abide by all local, state and federal laws. Each vendor is responsible for keeping his or her own space clean, attractive, and staying within his or her designated area. Failure to maintain space upkeep and cleanliness may result in disciplinary action. Upon closing of the market, spaces are to be cleaned and swept by the vendor. Vendors are responsible for bringing their own equipment/utensils for clean-up. Trash is to be hauled away from the market site by the vendors. Vendors must supply their own sales equipment; tables, chairs, display racks, display signs, bags for customers and money for change. Use of electrical requires Market Manager approval.

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 the Market.

CANCELLATIONS:

There are no refunds; all risk of cancellation or early termination of the event for reasons outside of the control of the Market 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 will be unable to attend for a week, you must let us know Monday by 5:00 p.m. of the week you are signed up for. If you do not advise us of your absence, you may lose your location for the next scheduled Market.

SECURITY:

There will be security at the Market. However, as with any outdoor event, we strongly recommend that no goods or other valuable items be left at the booth space unattended at any time. The Market, Network Entertainment, nor the City of Upland is responsible for theft or damage to property belonging to persons participating in the Market nor do they assume any responsibility for items left unattended during the event.

ADVERTISING /PROMOTION:

By becoming a vendor of the Marketplace, vendor and/or guests agree to the usage of their company name and pictures for publicity, advertising, and commercial purposes (including but not limited to newspapers, magazines, radio, video and television, and internet) before, during and after the event and any activities connected with the event. Organizers and the Market reserve all advertising and commercial rights.

COMMENTS: