
STAGECOACH DAYS 2017
PO BOX 604, BANNING, CA 92220
STAGECOACHDAYS.NET
SEPTEMBER 8- 10
VENDOR APPLICATION

VENDOR NAME _____
Contact Person _____
Address _____
City _____ State _____ Zip _____
Phone _____ Cell _____
Email _____ CDL# _____

- **VENDOR TYPE:** Check one: Merchandise Food Hand out material
Item to be sold:

Main Menu Items: (FOOD VENDORS ONLY)

- Food vendors will only be allowed to sell main menu items listed above, and approved by the vendor committee.

- To make it more profitable for the food vendors, only two (2) food vendors will be allowed to sell the same menu items. There is no limit on who can sell side menu items (ie: chips, fries, drinks, etc.) There is no limit to the number of merchandise items, or hand out material (non-selling) vendors.

- Food vendors, please fill out and submit with this application, the enclosed Co. of Riverside Operators Agreement form. (See separate page)

- The Stagecoach Days Association reserves the right to determine if merchandise to be sold by a vendor is appropriate for our event.

- Political material, promotions, fliers, posters, campaign material, etc. of any kind are not allowed to be distributed at park during Stagecoach Days Celebration.

<u>Space</u>	<u>Merchandise Fees</u>	<u>Non Profit (501c3 MUST ACCOMPANY APP)</u>
10x10	\$150	\$85
10x20	\$250	\$140
10x30	\$300	\$200

Food Vendor Fees

10x10	\$200
10x20	\$300
10x30	\$400

- If you have a special request regarding a specific space you wish to be assigned to, please add your request to this application, and while we can't guarantee the request will be granted, we will make every effort to accommodate your needs.
- All space fees include access to water and electricity. However, you may be required to use an extension cord or garden hose.

➤ **All vendors need to bring a copy of insurance.**

➤ **Refundable cleaning deposit \$75.00.** All vendors will get the refund at the end of the event on the last day by The Stagecoach Day vendor committee.

The refund will only be given if:

1. The space is left clean and free of any trash.
2. THE VENDOR STAYS TO THE END OF THE EVENT.

NO EXCEPTIONS. ANY VENDOR LEAVING BEFORE END OF EVENT WILL FOREFIT DEPOSIT.

- There are trash receptacles throughout the vendor area for your convenience.

➤ **Vendors must send a current copy of their liability policy certificate.**

Additionally, insured, must state: "The Banning Stagecoach Day's Association, including but not limited to any of its governing board members, officers, members and volunteers, and the City of Banning."

➤ **Banning Business License \$16.00**

The City of Banning requires that; any vendor selling is required to have a Banning Business License (information on separate page) or copy of current Banning Business License. Please enclose your payment and form with this application, and it will be forwarded to the city. **There is a \$50.00 health permit for the City of Banning.**

- The County Health Inspector will be on site to check each food vendor for compliance with the county regulations. Anyone not passing inspector guidelines will not be permitted to participate, will be asked to leave, and will not be refunded any money already paid (**No exceptions**).

- Payment of fees can be made by cash, personal check, money order, cashier's check, or credit card (MasterCard or Visa only).

Personal checks will not be accepted after August 1, 2017. (**No exceptions**). **Please send one check with all fees included. This also includes the \$75.00 deposit fee.**

Vendor spaces are limited and on a first come first serve basis. The application received completely filled out and accompanied by ALL appropriate forms and fees will be considered first. Incomplete applications will be considered pending (no space assigned) until completed.

All vendor vehicles must leave vendor area prior, to opening of event. Parking is available in main parking area.

Each vendor will be given four (4) wrist bands that serve as vendor gate passes. Wrist bands **MUST** be worn at all times. Any additional wrist bands needed will be charged \$5.00 each. Any person wanting to leave and return to the park, for any reason, is required to be wearing a wrist band, or will be required to pay, to re-enter the park through the main entrance gates.

- **Vendor gate will be open on Friday, September 8th 2017, at 7:00am**, and you will be greeted by a member of the vendor committee.
- **You will receive a packet and be directed to your assigned space.**
- **Vendors are required to be set up no later than 3:30pm.** (Park opens to the public at 4:00pm)

There will be security during and after the close of the park each day of the event. However, it is wise that all vendor merchandise be secured for safety purposes.

Banning is known to have windy weather and it can start unexpectedly. Please be sure that your booth, tables, and merchandise are secured to avoid losing or damaging items.

Stagecoach Days Association assumes no liability for lost, stolen, or damage to any structure or merchandise brought in to the park by vendors.

All vendors are requested to have their own fire extinguisher.

We have set these rules and procedures in place to ensure the safety and security of all involved in our event. We are looking forward to sharing a fun and lively event for all. We thank you in advance for your participation in helping us celebrate Banning's heritage, and in making our event something special for our community. **Please include all fees into one check. This includes the \$75.00 deposit fee.**

➤ **AGREEMENT:**

I have read, understand, and accept the terms of these rules including those for set-up and tear down. I understand that any violation of these rules will ensure my removal from the premises and event with no refund.

VENDOR NAME: _____

CONTACT #: _____

SIGNATURE: _____

DATE: _____

If there are questions/concerns, please contact vendor committee.

Ashley Lockwood
Vendor Committee
951-282-9855
banningstagecoachdaysvendor@yahoo.com

Driving directions to the home of Stagecoach Days:

I10 freeway to Banning / Exit 22nd St. / South on 22nd St. / South 22nd St. ends at Dysart Park Vendor gate.

VENDOR CHECKLIST ~Please Attach This Page to Application~

- ___ Completed application and space fee
- ___ Banning business License Application and fee
- ___ \$50 blanket health permit fee (food vendor)
- ___ \$75 refundable deposit
- ___ County of riverside Operators Agreement form (food vendors)
- ___ 501c3, if applicable

➤ **Send all items listed above to:**

Stagecoach Days
 c/o Vendor Committee
 P.O. Box 604
 Banning, CA 92220

Vendor Application Order	Merchandise	501c3	Food Vendor
10x10 Space	\$150.00	\$85.00	\$200.00
10x20 Space	\$250.00	\$140.00	\$300.00
10x30 Space	\$300.00	\$200.00	\$400.00
Cleaning Deposit	\$75.00	\$75.00	\$75.00
Banning Business License	\$16.00	\$16.00	\$16.00
Health Permit (Food Only)		\$50.00	\$50.00

TOTAL _____

CASH CHECK MONEY ORDER CREDIT CARD

****Make all checks payable to Stagecoach Days Association****

Please contact Ashley for arrangements to pay by cash or credit card