

## VENDOR INFORMATION PACKET

*Thank you for your interest in becoming a vendor at the 33<sup>rd</sup> Annual Mission Inn Run!* The Mission Inn Run is one of Riverside's premier signature events, hosting over 3,000 participants and an on-site audience of 10,000. Courses range from **5K, 10K, Half-Marathon, Kids Run** ... and momentum is building for a future full marathon event. This year's Mission Inn Run will offer two forums for the participants and guests to visit:



### Health & Fitness Expo

Saturday, November 13<sup>th</sup> from 1P to 5P and

Sunday, November 14<sup>th</sup> from 6A to 12 Noon (**RACE DAY**)

Raincross Square (outdoors) at the Riverside Convention Center

- Registration and Package Pick-Up
- Vendor/Exhibition Booths
- Demonstrations and Fitness Presentations, including Bench Press Contest
- Special Appearance by Gold Medalist and World Champion Nourredine Morceli



### Finish Line Festival

Sunday, November 14<sup>th</sup> from 6A to 12 Noon (**RACE DAY**)

Main Street Pedestrian Mall between Mission Inn Blvd. and 5<sup>th</sup> Streets

- Finish Line / Awards Stage
- Food Vendors
- Micro Brewery Garden
- Live Music

We are certain one of these arenas will offer a wonderful opportunity to showcase your business, organization or product. *Please feel free to contact the Hospitality Committee for more information:*

**Virginia Fesunoff – Event Director**

(951) 781-8241

**Judy Cunningham – Asst. Event Dir.**

(714) 920-3372

**Shelby Worthington – Expo Coordinator**

(951) 522-8217

# TERMS & CONDITIONS

## For all **FOOD** Vendors

*The Mission Inn Foundation thanks you for your interest in participating at the 33<sup>rd</sup> Annual Mission Inn Run.* The Mission Inn Foundation does reserve the right to refuse anyone participation at this event and does not guarantee your success at this event. The Mission Inn Run takes place rain or shine; there will be no refunds if you don't like the weather.

When we receive your Application, signed Terms & Conditions, and Payment, you will receive your booth assignment and vehicle access pass.

By signing the attached application, you hereinafter are referred to as an "Exhibitor" or "Vendor" and agree to comply with the following terms and conditions. Violations of these terms and conditions can be cause for removal from the Event Grounds without refund.

1. All paid booth fees are non-refundable unless a written notice of cancellation is received by **October 15, 2010**. (No refunds will be given after the October 15, 2010 deadline.)
2. All vendors participating in the **Health & Fitness Expo** are required to be operational by 1:00 p.m. on Saturday, November 13, 2010 and 6:00 a.m. on Sunday, November 14, 2010. You are also required to vacate the event grounds by 5:00 p.m. on Saturday, November 13, 2010 and 12:00 p.m. on Sunday, November 14, 2010. All violators may be excluded from future participation. **YOU MUST REMAIN OPEN ON BOTH EVENT DAYS UNTIL EVENT CLOSINGS.**
3. All vendors participating in the **Finish Line Festival** are required to be operational by 6:00 a.m. on Sunday, November 14, 2010. You are also required to vacate the event grounds by 12:00 p.m. on Sunday, November 14, 2010. All violators may be excluded from future participation. **YOU MUST REMAIN OPEN UNTIL THE EVENT CLOSES AT 12:00 P.M.**
4. Under no circumstances will vehicles be allowed in or out privileges to the event grounds during the event. Runners begin showing up for Registration on Race Day (Sunday, November 14, 2010) around 6:00 a.m. During the Event, you will need to use a dolly or wagon to replenish any of your supplies.
5. Your booth area will be inspected after the Event. If your booth is not found in the same condition as it was given, including but not limited to trash, damages and missing equipment, you will be held liable for a \$100 cleaning fee.
6. All business must be conducted within your designated space. Any display or distribution of any items outside your designated space is strictly prohibited. All violators will be removed from the Event.
7. Booths are to be used only for the purpose stated on the application. Only items listed on the application and approved by the Mission Inn Foundation are to be sold or distributed.

8. Except by written consent by the Mission Inn Foundation management, you cannot sublet or share my booth space with an unauthorized person(s) or company(ies).
9. You must occupy the booth assigned to your organization. No booth changes will be made on site.
10. You grant the right to use photographs of the exhibit to the Mission Inn Foundation for its own purposes.
11. Distribution of any materials or solicitation of any type while moving through the Event, unless prior approval was given by the Mission Inn Foundation, is strictly prohibited.
12. All vendors must have **liability insurance**. A copy of Insurance must be provided with your application. You will need to name the City of Riverside and the Mission Inn Foundation as additionally insured. .
13. To qualify for **non-profit booth** rates, the Vendor must be in possession of an IRS State of California letter of non-profit determination under section 501c3of the Internal Revenue Code. A copy of your Letter of Determination must be submitted with your application. For-profit businesses do not qualify even if all or part of the proceeds will be designated to a qualified non-profit organization. If you have any questions, please call our office.
14. Glass containers are not allowed on the Event Grounds, including beverage containers. All violators will be removed from the Event grounds.
15. Potentially offensive material will not be permitted to be sold, distributed or displayed. Do not hesitate to call our office should you have any questions.
16. I, myself and my company and representatives, agree to hold the Mission Inn Run and Mission Inn Foundation, the City of Riverside, and their owners, agents, employees, sponsors, and affiliates harmless from any claims from, or due to, the acts of myself, my agents and/or my employees, and/or for any loss and/or injury to people and/or property of any nature.
17. In the event that, due to war, fire, strike, government regulation, public catastrophe, severe weather, or other cause, the Mission Inn Run or any part thereof is prevented from being held, the Mission Inn Run shall determine the proportionate share of unused funds, or offer free booth space at the next Mission Inn Run, either will not be subject to challenge.
18. I, for myself, my company and representatives, assume responsibility for loss, theft, or destruction of goods, or for personal injuries to myself, my agents, my employees, my representatives or my visitors and will hold harmless the Mission Inn Run and Mission Inn Foundation and affiliates from any and all liability in connection with any and all of the above.
19. All applications must be mailed no later than **October 1, 2010**. Confirmation packages will be mailed by November 1, 2010 and will include your assigned booth space and vehicle access pass.

*Additionally for Food Vendors:*

20. All vendors are responsible for all appropriate taxes and fees due to the State of California. All For-Profit vendors **must submit a copy of their resale number with their application**. The Mission Inn Foundation is required to submit a list of all participating vendors to the State Board of Equalization.
21. All prices must be legible and posted on a conspicuous place.
22. **If you do not have a business license for the City of Riverside, you must purchase one.** This license must be acquired before the Event and may be obtained by calling City Hall info line or (951) 826-5311. The Business License fee is on a per day booth basis. Contact the City Permits Department for more information.
23. The Mission Inn Foundation will obtain a blanket health permit from the County of Riverside Health Department for the day of the Event.
24. All food vendors must comply with all applicable Riverside County Health Department guidelines and regulations.
25. The Mission Inn Foundation will not refund any booth fees nor be held liable for any losses incurred in the event your food booth is forced to shut down due to the lack of the proper permits.
26. Riverside County Health Department regulations require that all food be prepared on the festival grounds unless you possess a special food catering license issued through the City of Riverside.
27. All cooking and electrical appliances must conform to the Uniform Fire Code of the City of Riverside Fire Department.
28. All food vendors using heat and/or open flames must provide the following:
  - a. Fans for smoke control;
  - b. Fireproof containers for the disposal of ashes;
  - c. One fire extinguisher, type A or B, mounted in a conspicuous place
29. All containers of butane or fuel must be secured in a safe area.
30. **All food vendors must provide all water needed for cooking.** Sink water is NON POTABLE; using such water for cooking or consumption can and will result in your booth being closed by the health department. All food vendors are responsible for providing appropriate cleaning materials.
31. The use of microwave ovens is strictly prohibited.
32. All food items must be stored within your allotted booth and off the ground.
33. All food waste must be disposed of in the large dumpsters provided . Disposal of food waste in the standard trash receptacles on the Event grounds is strictly prohibited.
34. It is the responsibility of the food vendor to control all drainage and/or condensation. You will be held liable for any damage done to the Event grounds.

35. There will be a limited number of “same kind” food vendors. All vendors must submit a list of primary food items.

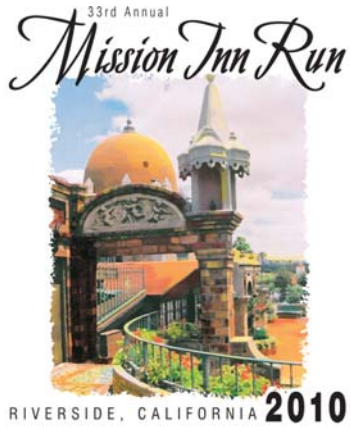
PLEASE SIGN AND RETURN WITH YOUR APPLICATION.

Application hereby certifies that she/he has read this application in its entirety, understands its contents, and will comply with all terms and conditions. Applicant further understands that failure to comply with the terms and conditions may result in early termination of this LICENSE TO OCCUPY.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_



# Vendor Application

*33rd Annual*

# *Mission Inn Run*

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

Describe purpose of booth and items to be distributed and/sold:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of Payment

Credit Card

Cashier's Check or Money Order  
made payable to Mission Inn Foundation

Visa

MasterCard

Discover

American Express

\_\_\_\_\_

\_\_\_\_\_  
Credit Card # Exp. date

\_\_\_\_\_  
Signature

| <i>Booths/Tables</i>  | <i>Amount</i>                          |    |
|---|--|----|
| <input type="checkbox"/> <b>Regular Booth</b><br><small>(Includes 1 table and 2 chairs)</small>   | \$ 100.00                              | \$ |
| <input type="checkbox"/> <b>Additional \$ 100 for Product Sales</b>   | \$ 100.00                              | \$ |
| <input type="checkbox"/> <b>Food Vendor</b><br><small>(Includes 1 table and 2 chairs)</small>   | \$ 250.00                              | \$ |
| <input type="checkbox"/> <b>Health Fair - NON-PROFITS ONLY</b>  | \$ 25.00                               | \$ |
| <input type="checkbox"/> <b>Request Electricitiy</b>  | \$ 50.00                               | \$ |
| <b>Check List:</b><br><input type="checkbox"/> Completed and signed Application<br><input type="checkbox"/> If Non-Profit: copy of IRS letter<br><input type="checkbox"/> If For-Profit: copy of resale number<br><input type="checkbox"/> Payment<br><input type="checkbox"/> Certificate of Insurance naming City of Riverside and Mission Inn Foundation as additional insureds.<br><input type="checkbox"/> Signed Terms & Conditions | Subtotal: _____<br><br>Total: \$ _____ |    |
| <b>Mail / Email to:</b> Mission Inn Foundation/Mission Inn Run<br>3696 Main St.<br>Riverside, CA 92501<br>Phone 951-781-8241<br>Fax 951-341-6574<br><a href="mailto:run@missioninnmuseum.com">run@missioninnmuseum.com</a>  |  |    |