

# Commercial Vendor Application

## Riverbank Cheese and Wine Exposition

### SATURDAY 10-7, SUNDAY 10-5

### OCTOBER 8 & 9, 2011

HOSTED BY  
THE  
RIVERBANK  
ROTARY CLUB

*Applicants are not confirmed until all documents, and full payment of all fees are received.*

**VENDOR INFORMATION – PLEASE FILL OUT COMPLETELY – PRINT OR TYPE**

Business Name:	Business Phone:
Contact Person:	Alternate Phone:
Address:	Fax:
City, State, Zip:	email:
California Resale License:	

**PRODUCTS**
                    
  **INFORMATION ONLY**
                    
  **NON-PROFIT**

**LIST ITEMS BELOW THAT YOU WISH TO SELL. All items are subject to approval.**


**BOOTH SPECIFICATIONS & FEES** You must buy enough space to fully accommodate your display, booth or rig when extended. Space is sold in 12 x 12 increments (Tenting is not included in this price).

**New vendors must include a photo** of your booth or email a photo to: [vendors@riverbankcheeseandwine.org](mailto:vendors@riverbankcheeseandwine.org)

	Commercial	Non-profit	Totals
Number of 12 x 12 spaces _____ x	\$465	\$235	\$ _____
<b><u>Additional Fees</u></b>			
End Booth (If Available) _____ x	\$100	\$100	\$ _____
Free Standing Intersection _____ x (limited number available)	\$200	\$200	\$ _____
Electricity (see item #8) _____	\$50	\$50	\$ _____
Security Deposit (see item #5) _____	\$50	\$50	\$ _____
_____ I have one on file from previous year			
Vendor Liability Insurance (see item #1) _____	\$100	\$100	\$ _____
<b>Total</b> (Minimum: 1/2 payment is due with your application)			\$ _____

**\*RIGS AND TRAILERS-DIMENSIONS \_\_\_\_\_ LONG X \_\_\_\_\_ WIDE WHEN OPENED AND EXTENDED.**



**PLEASE READ CAREFULLY:**

1. **CERTIFICATE OF INSURANCE** – Vendor must carry liability insurance of at least \$1,000,000. A certificate of insurance form naming the Riverbank Rotary Club, their officers, agents and employees as additionally insured **MUST** be issued by your insurance carrier. You can purchase insurance from the Event for \$100.
2. **ENFORCEMENT & PERMITS** – Decisions made by Riverbank Rotary Club are final. Vendors will comply with all laws and regulations. Vendor is responsible for obtaining necessary permits and licenses to operate and/or sell at this event. All permits, licenses and forms must be on display at the vendor's booth space.
3. **LIABILITY** – Vendor covenants that it will protect, hold harmless & indemnify the Event, Riverbank Rotary, the Committee, Riverbank Cheese and Wine Exposition, the City of Riverbank, Sponsors, and their officers, agents, and employees. The Event, Riverbank Rotary Club, the Committee, Riverbank Cheese and Wine Exposition, the City of Riverbank and Sponsors are not liable for lost, damaged or stolen vendor property.
4. **REFUNDS** – **There will be no refunds for rain or other act, either man-made or natural or if the space reservation is cancelled after September 1, 2011.** A \$100 fee will be withheld for all cancellations & \$50 for nonprofit organizations prior to September 1, 2011.
5. **DEPOSITS** – Security Deposits will be held until after the event to ensure spaces and city property are left in good condition. Deposits may be withheld at management's discretion for, but not limited to, failure to show, late arrival, early leaving, and violation of rules of the event, including unauthorized sales. Deposits will be rolled over to the next Exposition unless a refund is requested. A refund may be requested after the show (in writing ). **Refunds must be requested no later than December 1, 2011.**
6. **GENERAL RULES** – Approved Vendors will receive a packet with complete information approx. three weeks prior to the Exposition. Vendors must read and adhere to all regulations.
7. **COMPLETED APPLICATIONS** – A complete application and all fees including deposits, rentals, electrical etc. must be received no later than September 1, 2011. Applications are considered complete when all permits, payments and necessary documents are received. Vendors may not set up until the above conditions are met.
8. **ELECTRICITY NEEDED** – UP TO 15 AMPS & 1800 WATTS AVAILABLE, \$50
9. **ACCEPTANCE** – A limited number of vendors in any category will be accepted. Decisions are based on, but not limited to, history, appeal of booth, payment and paperwork received. **NO SUBLETTING OF BOOTH SPACE.**
10. **PROMOTIONAL ITEMS** –T-shirts and caps are sold at the Exposition. Vendors are not permitted to give away these items.
11. **GENERATOR: I WILL BE USING A GENERATOR** \_\_\_\_\_ **TYPE:** \_\_\_\_\_

**I have read the regulations included with this application and agree to comply with the conditions set forth.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PAYMENT SCHEDULE: ½ of total fees with application, full payment due by September 1<sup>st</sup>.**

**Visa & MasterCard will be accepted.**

For security purposes do not write credit card numbers on this form.  
We will contact you after your application is received to collect this information.

Please Make Checks Payable to: **Riverbank Rotary Club**

***Mail Application & Payments to:***

**Riverbank Rotary Club, 6618 Third Street, Riverbank, CA 95367**



Email: [vendors@riverbankcheeseandwine.org](mailto:vendors@riverbankcheeseandwine.org)

Riverbank Rotary Club  
Cheese & Wine Exposition Headquarters  
6618 Third Street; Riverbank, CA 95367  
Tel: (209) 863-9600 Fax: (209) 863-9601

# EXPOSITION INFORMATION, RULES & POLICIES: Vendors MUST READ and initial each area

## ACCEPTANCE

- Application deadline is September 1, 2011, but we will be accepting applications until we fill up our booth spaces. Applications received after this date will be reviewed on a first-come, first-serve basis. Applicants are not automatically accepted. ½ payment is due along with application – with balance due in full on or before September 1, 2011 (*applications will not be reviewed without payment*). NO CHECKS AFTER 9/12/11.
- Acceptance is at the discretion of the Vendor Services Coordinator and is contingent upon product availability, payment, and receipt of all documents.
- The Riverbank Rotary will not accept any checks after September 1st. After September 1<sup>st</sup>, payment must be made in cash, by credit card (M/C or Visa), or a certified cashiers check. Failure to pay by this date will result in being put on a waiting list with the possibility of losing your booth space to someone else.
- Assignment of any available space through cancellation or no-show will be left to the discretion of the Vendor Services Coordinator.
- List all items you plan on displaying/selling in your booth on 1<sup>st</sup> page of application. All items must be approved.

Vendor Initials \_\_\_\_\_

## BOOTHS

- Booth Spaces are 12 x 12 and do not include a tent.
- You may rent a tent through us for an additional fee, \$175 for 10x10, \$250 for 20x10.
- End booths are limited and will be sold on a first come first serve basis.
- If set-up, rig or trailer is larger than 12 x 12 end-to-end, vendor will be required to pay for 2 spaces.
- The Expo reserves the right to control repetition of items being sold. Exclusivity is not guaranteed to any vendor.
- Whisper quiet generators are allowed. If your generator is deemed too loud, you will be required to purchase electricity from the event at a cost of \$50 for the weekend.

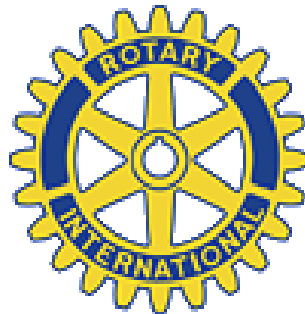
Vendor Initials \_\_\_\_\_

## INSURANCE/LIABILITY

- All vendors are required by the City of Riverbank to provide a Certificate of Insurance for \$1,000,000 to the Expo, naming the **Riverbank Rotary Club, their officers, agents and employees** as additionally insured **MUST** be issued by your insurance carrier. You may purchase this insurance from Event for \$100.
- An insurance certificate must be received no later than September 1, 2010.

## REFUNDS

- **There will be no refunds for rain or other act, either man-made or natural or if the space reservation is cancelled after September 1, 2011.** A \$100 fee will be withheld for all cancellations prior to September 1, 2011. \$50 for nonprofit organizations.



Riverbank Rotary Club  
2011 Riverbank Cheese & Wine Exposition