

Vendor Application

Phineas Festival December 8, 2007 ★ 12:00-7:00pm

Banning Cultural Alliance • P.O.Box 385 • Banning • CA • 92220 • (951)922-0500

Booth spaces are reserved on a first-come, first-serve basis. Please return this form by **November 16, 2007**. To ensure that you receive your cleaning deposit refund promptly, we require two **(2) separate checks** when submitting application. One check is a \$20 cleaning deposit and the other is for the space rental. Please include a SELF-ADDRESSED STAMPED ENVELOPE. Both checks should be payable to, Banning Cultural Alliance. The cleaning deposit will be returned to you after the event, provided exhibitor's space is clean and set-up/take-down hours are observed.

Canopies, extension cords, tables & chairs will not be provided.

Vendor Space Request - NEW RATES FOR 2007

Please examine the following selections before completing your request. No-shows are non-refundable.

A	Standard Space:	A 12'x12" area. NO PROVISIONS.	\$50
B	Deluxe Space:	A 12'x12" area with electricity.	\$100
C	Premium Space:	Trailer space with electricity. <i>Please indicate size of trailer.</i> _____	\$150

***Please complete and return by November 16th. Make both checks payable to:
Banning Cultural Alliance.***

Name of Business or Service _____ Contact Name _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Website: _____

Seller's permit # _____ Type of business _____

	# Space Type	Description	Quantity	Price	Total
<i>Example</i>	<i>B</i>	<i>Deluxe</i>	<i>2</i>	<i>\$150</i>	<i>\$300</i>

*Don't forget to include a **separate \$20 check** and a **self-addressed, stamped envelope**. Thanks*

Applicant's Signature

Date

Vendor Application

DIRECTIONS

From Interstate 10 in the City of Banning, exit 8th Street and go North. Turn right on Ramsey. The Vendor Check-In will be on the right at the County of Riverside GAIN parking lot on the corner of Ramsey and Fourth. The address is: 63 South 4th Street. Banning, CA.

VENDOR CHECK-IN **Saturday, December 8, 2007 From 9:00AM-10:00AM**

When you arrive at the Vendor Check-In, you will need to sign-in. Please show your confirmation paper. You will be given instructions and shown where your selling booth/trailer is assigned and where you should park your vehicle.

SET-UP AND TAKE DOWN

Set-Up **From: 9:00AM to 11:30AM**

Vehicles will be allowed to pull up to assigned areas between the hours of 9:00AM to 10:00AM. The streets will be closed to traffic after 10:00AM. Vendor parking will be assigned. You will be notified of your location at Vendor Check-In.

Take-Down **From: 7:00PM to 9:00PM**

Once it has been determined to be safe by the City authorities, vendor vehicles will be allowed to pull up to their assigned areas between the hours of 7:00PM to 9:00PM. The streets will be reopened to traffic at 9:00PM. ALL VENDORS MUST VACATE BY 9:00PM.

TEMPORARY SELLERS PERMIT

Submit a copy of your Temporary Seller's Permit along with your Event Application. A Special Event Seller's Permit may be obtained free of charge through the following link or by going to the State Board of Equalization Office at the address' listed below:

Riverside	3737 Main Street, Suite 1000, 92501-3395	(951) 680-6400
Rancho Mirage	35-900 Bob Hope Drive, Suite 280, 92270-1768	(760) 770-4828

<http://www.boe.ca.gov/pdf/boe410d.pdf>

NOTE: If you are selling prepared food, please be sure to include a copy of your permit through the County of Riverside Department of Health.

INSURANCE

All vendors must maintain current general liability insurance in an amount not less than \$1,000,000.00, covering the vendor's activities at the Phineas Phestival and naming separately as additionally insured parties:

ADDITIONAL INSURED TO BE NAMED

1. The Liability Insurance must name the Banning Cultural Alliance as a holder of the certificate and must be valid through December 9, 2007.

2. City of Banning -Economic Development Agency

NOTE: Please make sure to put the name of the event along with the dates in the Description of Operations / Locations / Vehicles / Restrictions / Special Provisions Box:

Verbiage on the Certificate of Liability Insurance must read:

Additional Insured: "The Banning Cultural Alliance, The City of Banning and their agents, servants and employees as Additional Insured; but only "Insofar" as the operations under the Agreement are concerned." Certification Holder: "Banning Cultural Alliance."

3. If you do not have Liability Insurance you may contact one of the following agents listed below to obtain coverage at minimal expense.

Valerie Monroe, State Farm Insurance, (951) 922-3838

Dee Kinkey, Little & Walls Insurance, (951) 849-6738

Applicant Signature

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Date