



# HALLOWEEN FESTIVAL

Wednesday, October 31, 2018  
5:00-8:00 p.m.

We are proud to announce the City of Colton Community Services Halloween Festival event! Festivities are set to take place on **Wednesday, October 31, 2018** at **Fleming Park** from **5:00 - 8:00 p.m.**

**VENDOR CONTACT: Melanie Sanchez, Recreation Specialist ● Phone: 909.370.5569 ● Email: [msanchez@coltonca.gov](mailto:msanchez@coltonca.gov)**

## GENERAL VENDOR (crafts/independent small business, farmers)

**FREE** w/ Valid Colton City Business License/Permit & Must provide own equipment and provide 'Trick or Treat' items for booth.

## NON-PROFIT VENDOR (501c3 documentation required)

**FREE** Must provide own equipment and provide 'Trick or Treat' items for booth.

## FOOD VENDOR (all prepared food and beverage, including pre-packaged, bottled, etc.)

**\$30** plus Valid Colton City Business License/Permit & County Permits

Applicants must be completely self-contained. Limited ELECTRICITY is available!

NOTE: City of Colton requires all vendors to hold a valid annual Colton business license (\$104 with a \$65 renewal credit) or purchase a One Day Business Permit (\$19 for each date). This is in addition to any event fees listed above or DEHS County fees.

- **NEW!** Please turn all appropriate permits and documentation (listed below) **with your application**.
- All **Food Vendor applications** must be received by **Friday, October 19**, to be considered for approval.
- All **other** applications will be taken through **Friday October 26, by 5:00 p.m.**
- Applicants **should not assume** their application is approved until receiving confirmation.
- **Once approved**, vendors may need to pay a fee and should pay fee by **Friday October 26, by 5:00 p.m.**(fee is only payable via cash, check or money order)
- **Day of Instructions** will be sent out via email along with directions the week before the event.

### **PERMITS AND DOCUMENTATION**

Applicants must comply with all City, County, and State permit requirements. Some permits cannot be obtained until the application is approved and must be presented by the date due above.

- **General/Food** vendors are required to have:
  - City of Colton Annual business licenses or One day permits (\$19) may be obtained after the application is approved, from the Business License Department at Colton City Hall, Monday – Thursday from 8:00 a.m. – 4:00 p.m. <http://www.ci.colton.ca.us/index.aspx?NID=308>
- **Food Vendors** are also responsible for obtaining the required permit from the San Bernardino County Department of Environmental Health Services, DEHS, 385 N. Arrowhead Ave., San Bernardino, CA 92415-0160, phone number is 909-798-8504.
- All approved applicants must provide a copy of valid auto insurance in order to load/unload onsite the day of the event.

### **EQUIPMENT REQUIREMENTS**

The Community Services Department **will not** provide any equipment to vendors, including tables, chairs or canopies. The City will provide electricity on a very limited basis. There is no water available at this site. Any use of generators must be pre-approved, and all power strips and extension cords used by vendors must be firmly fastened down to avoid danger to other vendors, staff and attendees.

### **SETUP AND DISMANTLING**

All applicants must unload and remove vehicles from the barricaded areas before the start of the event. Vendors may not block parking spaces or sidewalks at any time. Business entrances and private parking spaces may not be blocked at any time. To ensure pedestrian safety, vendors agree to stay for the duration of the entire event.

# RULES AND REGULATIONS

1. Applications must be complete, with signature of an authorized, responsible party. The signature acknowledges the applicant's liability for damages.
2. Participants must comply with all applicable City, County and State laws.
3. Spaces and the surrounding area must be kept clean during and after the event. Non-compliance may result in forfeiture of any fees paid and jeopardize future participation.
4. The City of Colton is not responsible for theft or damage to your property.
5. No persons participating shall state, imply or otherwise suggest that the City of Colton sponsors or supports the views of their organization.
6. Alcoholic beverages may not be sold. Participants shall always maintain professional dress, conduct and public decorum.
7. Participants shall not sell merchandise of an adult nature or alcohol and/or drug paraphernalia. Neither may any merchandise be sold that may imply, suggest or support this type of activity.
8. Food booth signs must match the name on the application.
9. No person shall deface or otherwise abuse buildings, plants or other facilities. All participants shall reimburse property owners and/or the City of Colton for any costs relating directly to their activity. This includes damage to landscaping, street fixtures, electrical outlets, churches, park facilities, storefronts, etc.
10. Community Services Department will locate and/or designate the vendor space assignments. Booths or area displays may not be moved at any time.
11. Vendors selling or transferring of items for sale during this event will not transfer or permit for resale, items that do not bear the registered trademark of trademarked items, without the written approval of the registering agency and its companies. In the event that a vendor is caught selling illegal items, the City of Colton will not be held responsible for the actions of the vendor. The vendor will immediately be suspended from the event and possibly from future events.
12. Special Event vendors are considered independent business operators and must have a valid Colton City business license.
13. Proper disposal of grease containers, cooking oil or raw garbage MUST be used. Any vendor disposing of grease or garbage at inappropriate locations will lose the ability to participate in future events.
14. Vendors shall not interfere, verbally or physically, with the activities of other SPECIAL EVENT participants. All questions and/or complaints should be directed to the City of Colton, 670 Colton Ave., Colton, CA 92324, 909-370-6153.
15. Participants shall comply with all of the above rules. Noncompliance, including offensive conduct, may result in immediate revocation of the right to participation in any future SPECIAL EVENT within the City of Colton. The City of Colton reserves the right to refuse participation to any applicant. Special Event rules and regulations are subject to change without notice.
16. The City has the right, without compensating the Vendor, to photograph Vendor, Vendor's booth and Vendor's products and to reproduce, release and utilize those photographs in publicity materials.
17. The City does not provide tables, chairs, easels, tents, canopies, sign stands, signs, rope, tape, table covers, or dollies; nor will the City be selling display materials.

Colton Community Services Department recognizes the fact that emergency situations do arise which may prevent participation. Vendors should inform staff 48 hours in advance if they are unable to use their allocated space. Failure to notify staff shall result in the loss of any paid fees. In the event of rain or other conditions deemed unsafe by the Colton Community Services Department, the event will be canceled and refunds of fees paid to the department will be issued.



# HALLOWEEN FESTIVAL 2018 VENDOR APPLICATION

SUBMIT TO MELANIE SANCHEZ AT [MSANCHEZ@COLTONCA.GOV](mailto:MSANCHEZ@COLTONCA.GOV)  
OR IN PERSON AT GONZALES COMMUNITY CENTER, 670 COLTON AVENUE, COLTON, CA 92324

Please read entire form carefully before signing. Incomplete forms will not be accepted.  
Submission of form does not guarantee approval or a place in the event.

**BUSINESS / ORGANIZATION NAME** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PRIMARY TELEPHONE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

Non-Profit use only: IRS 501c3 #: \_\_\_\_\_

TYPE OF VENDOR (Please mark the appropriate box)	Event Fee
<input type="checkbox"/> <b>General</b> (Information, crafts and/ or independent small business)	<input type="checkbox"/> \$0 ('Trick or Treat' items)
<input type="checkbox"/> <b>Non-Profit</b>	<input type="checkbox"/> \$0 ('Trick or Treat' items)
<input type="checkbox"/> <b>Food</b> (all prepared food and beverage sales, including pre-packaged, bottled, etc.)	<input type="checkbox"/> \$30

NOTE: City of Colton requires all vendors to have an annual business license (\$104 with a \$65 renewal credit) or purchase a One Day Business Permit (\$19 for each date). This is in addition to any event fees listed above or DEHS County fees.

Size/Dimensions of space needed (if larger than a 10 x 10) \_\_\_\_\_

Special Request i.e. I want to be in the Family Fun Zone, I want to be near my friend's booth, etc. NOTE: Electricity sources are very limited and are on a first requested- first assigned basis.

Items for sale (items not listed cannot be sold): \_\_\_\_\_

Describe the nature of your activity other than sales: \_\_\_\_\_

Do you want us to give out your phone number/email address for referrals?  Yes  No

I have read and agree to comply with all terms and conditions set forth in the Rules and Regulations for the City of Colton Special Event, listed above, as provided me on the back of this form and on the back of the information flyer; and that the City of Colton Community Services Department may suspend or terminate my privileges to participate in this event or future events in the event of non-compliance. I also agree to defend, indemnify and hold harmless the City of Colton, as well as their agents, employees, assignees, from and against all injuries, whether personal or real, claims, damages, losses, judgment, liabilities, expenses, and other costs including litigation and attorney's fees arising out of, resulting from or in connection with my participation in the City of Colton event. I certify that I am responsible for the activity and am authorized to 1) execute on behalf of the organization and 2) accept legal process on behalf of the organization.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**FOR OFFICE USE ONLY- Scan to Melanie & place original in her box.**

Date /Time Received \_\_\_\_\_ Receipt Number \_\_\_\_\_  Cash  Check Staff Initials: \_\_\_\_\_

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