



## **EXPO APPLICATION**

**April 15 & 16, 2023**

**(PLEASE PRINT OR TYPE)**

ORGANIZATION: \_\_\_\_\_ CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: (evenings/weekends) \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

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Booths are broken down into Non-profit Service groups and Commercial or Non-profit business groups. Any substitutions after submittal of the application must be presented in writing and approved by Redlands Bicycle Classic prior to exhibit dates. Fee listed is for a single 10 x 10 booth. Vendors will be charged for each 10 x 10 space they wish to occupy.

**Please enter number of booths next to desired booth type:**

\_\_\_\_\_ **Non-profit Service Groups/No food preparation -\$50.00** -must be representing the non-profit organization. Sales of pre-packaged food items only. List of pre-package items is required at time of application.

\_\_\_\_\_ **Non-profit Service Groups with food preparation -\$100.00** -must be representing the applying non-profit organization in the sale of food prepared on site. Menu is required at time of application.

\_\_\_\_\_ **Commercial or Non-profit Business Booth – \$150.00** -all commercial and non-profit business booths, product notwithstanding. **Menu is required for food vendors at time of application.**

\_\_\_\_\_ **Premium Event Sponsor Booth– Free**

Is access to water required (for vendors with food preparation only) YES \_\_\_\_\_ NO \_\_\_\_\_

Is electricity required (limit of 20 amps per 10x10 booth)? YES \_\_\_\_\_ NO \_\_\_\_\_

Please list the items you will be selling (be specific):

\_\_\_\_\_

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Applicant agrees to hold harmless and indemnify the Redlands Bicycle Classic, Inc. of Redlands, California, from any and all liability for the injury to persons or property occurring as a result of this activity and agrees to be liable to said Redlands Bicycle Classic, Inc. for any and all damage which results from the activity of permittee or is caused by any participant in said activity.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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Payment shall be made to Redlands Bicycle Classic, Inc. and mailed to the address below. Completed applications and attachments may be mailed or scanned as PDF and e-mailed to [rbcexpo2023@gmail.com](mailto:rbcexpo2023@gmail.com). Questions regarding the Expo can be directed to Bree Benson at 909-478-4360 or via email at [rbcexpo2023@gmail.com](mailto:rbcexpo2023@gmail.com).

***Application Deadline is Friday, February 24, 2023, or until full. Please print or type application.***



## ***EXPO Application Requirements:***

### EXPO Vendor Check List:

- ✓ Completed Signed Application
- ✓ Check made payable to: Redlands Bicycle Classic
- ✓ City of Redlands Business License or Temporary Vendor License
- ✓ Certificate of General Liability Insurance for \$1,000,000 Naming the *Redlands Bicycle Classic Inc. P.O. Box 7880, Redlands, CA 92375* as additional insured. The EXPO is held on the upper level of the City of Redlands parking structure, which is located on the southwest corner of Citrus Avenue and 6<sup>th</sup> Street
- ✓ All food vendors require a health permit from the County of San Bernardino

Please mail completed application/check list to:

Redlands Bicycle Classic EXPO  
P. O. Box 7880  
Redlands CA 92375

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

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



## ***EXPO DETAILS***

1. All exhibitors will be assigned a space by the Redlands Bicycle Classic Expo Committee. Exhibitors are responsible for providing their own booths, equipment and any necessary items required for their concession. Your application AND payment must be received in order to secure your spot.
2. Duplication of FOOD items will be accepted on a limited basis. In no event will more than two vendors be allowed to sell the same item. Decisions made by the Expo Committee will be final. If menus are not included with your application, the application will not be considered until a menu has been received by the EXPO Coordinator. ***ALL requests will be handled on a First-Come, First-Served basis (NO EXCEPTIONS).***
3. Booth setup will take place on Friday, April 14, 2023, from 9:00 a.m. to 7:00 p.m. **ALL booths must be set up no later than 6:00 a.m. on Saturday, April 15, 2023. Due to safety concerns, all vehicles must be out of the exhibit area by 6:00 a.m.** Booths must be manned as follows:

*Saturday, April 15, 2023: 8:30 a.m. to 7:00 p.m.*  
*Sunday, April 16, 2023: 8:30 a.m. to 5:00 p.m.*

Tear down will begin at the end of race on Sunday (approximately 5 p.m.). Anyone tearing down early will be subject to a \$50.00 penalty fee. **NO VEHICLES ARE ALLOWED IN THE EXPO AREA BETWEEN 6:00 A.M. SATURDAY AND 5:30 P.M. SUNDAY.**

4. Participants must provide a Certificate of Insurance (COI) for general liability naming the Redlands Bicycle Classic, Inc. as an additional insured for the period covering April 15, 2023, through April 16, 2023. *(Call your insurance agent for information regarding the COI).* Please mail the certificate to **Redlands Bicycle Classic EXPO, PO Box 7880, Redlands, CA 92375.** Redlands Bicycle Classic does not provide insurance coverage. **Certificate of Liability Insurance must be submitted by Friday, February 24, 2023.**
5. All food vendors must have health permits at the time of the Redlands Bicycle Classic. Please contact the County of San Bernardino Environmental Health Services to obtain a permit (<http://www.sbcounty.gov/dehs/appspermits/appspermits.htm>). Please also check the website for updated requirements regarding sinks.
6. No glass bottles are allowed. Drinks are to be served in cups or cans.

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

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