



VENDOR VILLAGE APPLICATION

April 13 & 14, 2024
(PLEASE PRINT OR TYPE)

ORGANIZATION: _____ CONTACT: _____

ADDRESS: _____ PHONE: (evenings/weekends) _____

CITY, STATE, ZIP: _____ E-MAIL ADDRESS: _____

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-packaged items is required at time of application.

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

_____ **Commercial or Non-profit Business Booth – \$200.00** -all commercial and non-profit business booths, product notwithstanding. If selling food, menu is required at time of application.

_____ **Kids Corner Booth – \$TBD** _____ selling goods _____ carnival games _____ crafts _____ information

_____ **Premium Event Sponsor Booth– Free**

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

Completed applications and attachments should be scanned as PDF and e-mailed to rbcxpo2023@gmail.com.

Once your application has been approved, you will be notified and provided instructions for submission of payment.

Questions regarding the Vendor Village can be directed to Bree Benson at 909-478-4360 or via email at rbcxpo2023@gmail.com.

Application Deadline is Friday, February 23, 2024, or until full. Please print or type application.

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: _____



VENDOR VILLAGE DETAILS

1. All exhibitors will be assigned a space by the Redlands Bicycle Classic Committee. Exhibitors are responsible for providing their own booths, equipment and any necessary items required for their concession. Your completed application AND payment must be received to secure your spot.
2. Duplication of products will be accepted on a limited basis. Decisions made by the 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 Vendor Village Coordinator. ***All submissions will be handled in order they are received, provided they are complete.***
3. Booth setup will take place on Friday, April 12, 2024, from 9:00 a.m. to 7:00 p.m.
Booths must be set up no later than 6:00 a.m. on Saturday, April 13, 2024. Due to safety concerns, all vehicles must be out of the Vendor Village area by 6:00 a.m.

Booths must be staffed as follows:

<i>Saturday, April 13, 2024</i>	<i>8:30 a.m. to 7:00 p.m</i>
<i>Sunday, April 14, 2024</i>	<i>8:30 a.m. to 5:00 p.m</i>

4. 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. **NO VEHICLES ARE ALLOWED IN THE VENDOR AREA BETWEEN 6:00 A.M. SATURDAY AND 5:30 P.M. SUNDAY.**
5. All exhibitors must provide a Certificate of Insurance (COI) for \$1million in general liability naming the Redlands Bicycle Classic, Inc. as an additional insured for the period of April 12, 2024, through April 14, 2024. *(Call your insurance agent for information regarding the COI).* The Vendor Village is held on the upper level of the City of Redlands parking structure, which is located on the southwest corner of Citrus Avenue and 6th Street.
Please email a copy of the COI to rbcxpo2023@gmail.com **by Friday, February 23, 2024.**
6. 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.
7. Exhibitors must have a City of Redlands Business license or Temporary Vendor License
8. No glass bottles are allowed. Drinks are to be served in cups or cans.