



# City of Rialto

California

Dear Community Member & Merchandise Vendor,

You are invited to participate in the Children's Safety Fair on Saturday, April 11, 2015 from 11:00 a.m. to 3:00 p.m. The event will emphasize child safety with car seat safety checks by appointment. The event will take place at the Rialto Racquet and Fitness Center at 1243 South Riverside Avenue. Thanks to businesses and community members like you, the event has been successful in the past and we hope to produce the same results again this year. The event will include a variety of safety demonstrations, children's activities, and will be fun for the entire family!

If you are interested in hosting an information booth for this year's event, please fill out the enclosed "Children's Safety Fair Booth Application." If you would like to pass out information and giveaways promoting your business, you will need to specifically state what material or information you will be distributing.

All merchandise vendors are required to have a City of Rialto Special Event Permit. The fee for this one-day permit is \$5.00. An Events Vendor Application will be provided to merchandise vendors who completed and returned the attached booth application; incomplete applications will not be accepted. Cash is the only form of payment accepted for the \$5.00 special events permit. **(Information booths DO NOT need a one-day special event permit.)**

Set-up time for the event is from 9:30 a.m. to 10:30 a.m., and breakdown begins at 3:00 p.m. Vendors are asked not to takedown and leave prior to 3:00 p.m. All vendor spaces will be outside. Hurry and register as SPACE IS LIMITED and applications are approved on a first come, first serve basis. **Deadline for registration is Thursday, March 26, 2015.**

If you would like to schedule an appointment for your car seat safety check please call (909) 820-8025. A Police Department representative will contact you to schedule your appointment. For event specific information please call (909) 421-4949. Offices are open Monday through Thursday 7:00am to 6:00pm. Thank you for your participation.

Sincerely,

*Alejandra Gonzalez*

Alejandra Gonzalez  
Recreation and Community Services





Children's Safety Fair  
Saturday, April 11, 2015  
11:00 A.M. - 3:00 P.M.



## Participant Information

### General Information

Thank you for your participation in this year's Children's Safety Fair, we look forward to a great event. The following is general information for hosting your booth at the Children's Safety Fair event. The event is open to any non-profit groups, informational booths and merchandise vendors.

- **Non-profit and information booths are free. Merchandise vendor booth fee is \$25.00 in addition to a \$5.00 Special Event permit fee.**
- **The Special Event permit fee of \$5.00 must be paid in CASH ONLY.**
- **Please understand these are two separate charges.**
- The event will be held outside at the Rialto Racquet and Fitness Center and Tom Sawyer Pool located at the corner of Riverside Ave. and San Bernardino Ave. (1243 South Riverside Ave.)
- Booth spaces will be assigned upon check in on the event date.
- **Each booth is required to provide own tables, chairs, canopies, etc. They will NOT be provided.**
- Booth spaces are **10' x 10'**. If you need more than one space please indicate so on the application.

### Registration Information

Complete and submit the following paperwork no later than **March 26, 2015, by 5:00pm.**

- **The Children's Safety Fair Booth Application must be completed in order to secure a spot.**

Please Deliver to:      Attn: Alejandra Gonzalez  
214 N. Palm Ave.  
Rialto, CA 92376

OR EMAIL OR FAX  
agonzalez@rialtoca.gov  
(909) 877-9962

### Set-Up and Takedown

- Set-up time will begin at 9:30a.m. and conclude at 10:30 a.m. Takedown will begin at 3:00 p.m. Participants may enter the designated area during specified set-up and takedown times **ONLY** for loading and unloading. Booth participants are required to remain at the event until 3:00 p.m.

### Rules & Guidelines

- **All Participants are responsible for supplying their own equipment such as tables, chairs, canopies, extension cords, etc.**
- The City of Rialto has the right to approve and disapprove all vendor requests at its sole discretion.
- The City of Rialto is not responsible for theft or damage to property belonging to persons participating in the event.
- All participants are required to keep their booth space in a clean, safe and sanitary manner during the event and must leave the space and surrounding area clean at the conclusion of the event.
- **Alcoholic beverages, adult material or drug paraphernalia of any kind may not be sold or consumed at the event.**
- *All participants shall comply with the above listed Rules and Guidelines. Non-compliance, including offensive conduct or language, may result in immediate revocation of City event privileges and forfeiture of all fees. The City of Rialto reserves the right to refuse participation to any participant. The City shall not discriminate on the basis of race, religion, creed, color, sexual orientation and national origin.*



Children's Safety Fair  
 Saturday, April 11, 2015  
 11:00 A.M. - 3:00 P.M.



## Booth Application

Name of Organization/ Business: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**IF SELLING MERCHANDISE A PERMIT IS NEEDED**

PERMITS: The following Permits must be submitted for approval:

1. State Board of Equalization Re-Sale Number: \_\_\_\_\_  
 (To obtain a re-sale number, contact the State Board of Equalization agency at (909) 680-6400.)

**VENDOR SPACES:**

Will your booth require access to electricity? Please indicate:  Yes or  No  
 Power is limited. You may need to provide your own generator. Please describe your power needs:

\_\_\_\_\_

**Please list any give-aways, literature, or assessments you will be offering to the public:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please give a brief description of any demonstrations your organization will be setting up for display:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Application Deadline: 3/26/2015 5:00pm**

**MAIL or DELIVER to:**

Alejandra Gonzalez  
 214 N. Palm Avenue Rialto, CA 92376

**OR FAX TO:** (909) 877-9962

**OR EMAIL:** [agonzalez@rialtoca.gov](mailto:agonzalez@rialtoca.gov)

Each booth is required to provide own tables, chairs, canopies, etc. They will NOT be provided.

<b>OFFICE USE ONLY</b>	
DATE RECEIVED:	_____
RECEIVED BY:	_____
<b>PERMITS:</b>	
RIALTO BUSINESS LICENSE:	YES NO
STATE BOARD RE-SALE #	YES NO