



# CITY OF MENIFEE *Vendor Agreement*

Thank you for your interest in the City of Meniffee's Special Events! Vendors add unique value to each event, providing participants with an unforgettable experience whether it be one-of-a-kind goods, exclusive eats, fun activities and more!

The City of Meniffee strives to make each event a quality experience for both event vendors and the general public. To ensure this standard of quality is met, the City reserves the right to reject a vendor application on the basis of good/service quality or due to the possibility of the good/service provided duplicating other vendors already planned for the event. Approved vendors will offer quality, non-competitive goods or services at the event and all items for sale at the vendor booth **MUST** be listed on the application.

All vendors at the City of Meniffee's Special Events become unofficial representatives of the city and the event during event and directly affect the participant's perception and enjoyment of the event. Vendors are expected to adhere to the following standards throughout the event to ensure an enjoyable experience for everyone involved!

1. It is the responsibility of the vendor to plan their timing and arrival accordingly. Tardiness will not be accepted, vendors may not be permitted to participate and will not receive a refund.
2. Please be patient and listen to direction given by staff. We understand wait times can be long prior to loading, and staff do their best to load each vendor as quickly as possible. Staff may ask you not to park your vehicle in a specific area or to remove your vehicle from the loading area in order to ensure a smooth and quick set up.
3. Offensive language, aggression or verbal abuse of staff, fellow vendors or participants at the event will not be permitted and will result in dismissal from the event with no refund. If a participant is being abusive, loud or creating an unwelcoming environment, please contact event staff immediately to get the issue resolved.
4. No Smoking (including e-cigarettes + vapes) or consumption of alcohol is permitted within the event area, unless within a designated beer garden.
5. All vendors must leave their assigned area in a clean condition the same and/or better than first received. The city reserves the right to bill vendors after the event for excessive trash/debris or damage to turf/concrete/facilities due to negligence by the vendor.
6. The City of Meniffee does not guarantee a specific audience size or amount of sales/business at your booth during the event. By purchasing a booth, you take on the responsibility for sales of your items.



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7. **Events are not cancelled for rain or heat.** In the case of an extreme weather event cancellation (flooding, thunderstorms, excessive heat), there will be a reschedule date available at no cost to vendors.
8. The event area and parking lots are to be empty at the end of the event. Any personal belongings left behind are the responsibility of the vendor and the City of Meniffee is not liable for any stolen or damaged goods. No entry onto the event site by vehicle 30 minute after the conclusion of the event (or longer depending on event logistics).
9. All vendors are required to provide banner/signage to identify their booth.
10. All vendors will be required to review pre-event logistical materials and complete a short survey confirming these items have been reviewed (this will be emailed directly to all approved vendors).
11. Vendors are not permitted to advertise their products/promotional materials outside of their event booth space. Individuals discovered providing handouts/fliers/pamphlets outside of their booth area may be asked to leave.
12. Churches and religious organizations are welcome at City of Meniffee events, but all activities at the booth are to remain secular. We strive to create a welcoming environment for all participants at each event!
13. Vendors are required to adhere to all state, county and city regulations including but not limited to:
  - a. Having a valid sellers permit for California.
  - b. Having a City of Meniffee Business License.
  - c. Having a food handler permit/Riverside County Health PermitFailure to obtain these after submission and approval of application can result in dismissal from the event with no refund.
14. Please bring the proper amount of assistance needed to set up your booth. Event staff are not responsible for set up or tear down of your booth or equipment.
15. **No Shows/Cancellations:**

Vendors who do not show up for events or cancel at the last minute will have the status of their involvement in future events re-evaluated on an annual basis. Individuals/organizations who do not show up to an event without informing staff will be permitted to re-apply for the following years events, but may be removed from the current year's event line up.

Event officials have the right and will execute the right to ask any vendor to leave if they are not following the requests outlined in the vendor agreement or if they deem that vendors at the event have misrepresented their business on their application.