



CITY OF MENIFEE Vendor FAQs

1. Q: What are vendors required to bring?

A: Aside from your business items, vendors are responsible for providing their own tables, chairs, canopies, and power or lighting (when necessary). All items must be self-supporting with no nails or other hardware that will affect the venue location. All vendors are encouraged to make their space as appealing as possible to draw the public to their location.

2. Q: How are event booth spaces allocated?

A: All event booth spaces are granted on a first come, first serve basis for location on the day of the event. Pre-designated spaces are on a case-by-case basis depending on the type of vendor. Requests for special accommodations should be noted in the initial application. **Please note: requests made less than 10 business days prior to the event will not be considered.**

3. Q: Can I request a larger space the day of the event?

A: Vendors are only allotted the amount of space requested on the initial application. If you realize you need more space after your application is approved, please let us know and request an additional space as soon as possible, as last minute additions/accommodations will not be accepted.

4. Q: When do I need to have my booth set up by?

A: This varies for each event, you will receive an email stating set up/tear down times. Typical timeline is 1-2 hours prior to the event time (due to public safety and health department inspections).

5. Q: When can I tear down my booth?

A: Vendors can tear down at the conclusion of the event. Vendors ARE NOT permitted to remove their displays before the event is scheduled to conclude, unless authorized by event officials, but may not enter with a vehicle until 30 minutes (or longer depending on event logistics) after the event conclusion. Vendors who remove displays before the conclusion of the event will be reviewed for participation in future events. *Note: Unpreparedness for event volume (not having enough goods, food, supplies) does not constitute clearance for closing/leaving early.* You may close your booth but will be required to stay on event premises.

6. Q: What items can I sell at my booth?

A: Vendors are permitted to sell a wide variety of items from art, crafts, and clothing to tech items, beauty supplies, and home wares. List all items you plan to sell in your application to ensure a fair application process.

Please note: We approve vendors based on what items will be sold in order to have a wide variety and less competition between vendors. Goods or services for sale at the event that do not match the quality suggested on the application or which were not listed on the application as being offered for sale will NOT be permitted and will be removed at the expense of the vendor.

7. Q: Is anything not permitted to be sold/promoted at events?

A: The following are not permitted to be sold/promoted at events (or as part of giveaways):

1. Live animals (including fish, birds and reptiles).
2. Animal parts or items which are prohibited for sale by the Endangered Species Act.
3. Tobacco, nicotine or cannabis products (including vape pens, oils, etc.)
4. Weapons of any kind – including but not limited to: guns, ammunition, grenades and knives.
 - a. *This includes any toy guns/weapons which mimic the look of real weapons.*

See example:



5. Alcohol sales – unless an approved vendor who has met all requirements.

6. Please note this is not an all-encompassing list and other contraband/illegal items for sale will result in immediate dismissal from the event.

8. Q: Can I request a refund for an event if I cannot attend?

A: There are NO refunds of fees for cancellations made on behalf of the vendor. Once reservations are made (i.e. booth fee is paid) refunds will not be granted under any circumstances. Please note: once a vendor is “paid and confirmed” similar/same vendors are not approved in order to limit competition.

9. Q: What if I am running late for an event?

A: Vendors are required to be set up at specific times for each event. If you are unable to make the set up time, let event staff know **AS SOON AS POSSIBLE**. Staff will make accommodations as they can during the event day, but vendors will not be permitted to set up after the start of the event. There are no refunds for vendors who did not make it in during the designated load-in time.

10. Q: How do I dispose of trash at the event?

A: Trash receptacles (small trash cans throughout the event) are for **EVENT DEBRIS ONLY** – no cardboard boxes, large items permitted. Vendor trash can be disposed of in large waste bin (typically located adjacent to the event site.) – Absolutely no recyclables or oils are permitted in any event trash receptacles (including large waste bin) please haul these items out and dispose of properly.



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11. Q: What happens if an event gets cancelled?

A: In the rare case of an event cancellation, all vendors will receive an event vendor fee credit equal to the amount paid. **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.

12. Q: Where do I park?

A: Most times, vendor parking is within regular participant parking. In the case that there will be designated parking for vendors, information and passes will be sent in a pre-event email.

13. Q: Is re-entry allowed during set up?

A: Re-entry is allowed! We understand that things happen and you may forget an item. Please note, this is only permitted during the set up window. No vehicles will be permitted to access the event area after the set up window has closed.

14. Q: How are events promoted?

A: Most major events are promoted on the City of Meniffee’s social media channels, fliers throughout the community, our quarterly Meniffee Matters, and our city website. To help the event be successful, vendors are encouraged to share event fliers, invites, and information on the event. Downloadable posts will be sent via a pre-event email. We do not promote any individual vendors. To be a part of event promotions, please ask about Sponsorship Opportunities. Please do not modify promotional materials.

15. Q: Should I decorate my booth with the theme of the event?

A: Yes, we encourage all vendors to theme their booth with the event to create a great experience for participants!

16. Q: When I arrive will staff assist with my booth set up?

A: No, staff at events are designated for event set up. Please bring additional assistance if you need help to set up your booth/canopies/equipment.

Did we miss something?

Reach out to us!

(951) 723-3880 – Community Services Department Office

specialevents@cityofmeniffee.us – Email

29995 Evans Road, Meniffee CA 92586

Office Hours – Monday through Friday 8 AM to 5 PM