



Information • Rules • Application (Revised 1/27/12)
Event Application

Office Use Only:
Booth \$ _____,
City license \$ _____
Entered into Database _____

PURPOSE AND GOALS

All purpose of all EVENTS operated by the “Banning Cultural Alliance” hereafter referred to as “The Alliance” is to promote local businesses and bring people to downtown Banning.

LAST YEAR’S STATS

- 2011 Art Hop guest attendance was +5000
- 2 stages for entertainment
- 60+ artists and vendors
- 3 art galleries
- A flock of chalk artists

MISSION STATEMENT

To provide education about, and support for art and culture to create a healthy community through the arts.

ACTIVITY CLASSIFICATION

THE ALLIANCE RESERVES THE RIGHT TO LIMIT PARTICIPATION IN ANY EVENT FOR ANY CLASSIFICATION, TYPE OF MERCHANDISE, OR SERVICE IN ITS SOLE DISCRETIONS SO AS TO PROVIDE THE PRODUCT/SERVICE MIX DESIRED FOR THE ENTIRE EVENT.

Direct Sales: Direct sales may be conducted by organization members, nonprofit organizations and other licensed individuals and businesses upon approval by the Alliance. Sales shall be limited to those items specified on the approved application.

Fundraising by and for Nonprofit Organizations: Organizations wishing to raise funds during any Alliance EVENT shall have a not-for-profit status. Verification of non-profit identification number is required and shall be provided with the application. In addition, all moneys generated by sales or solicitations, excluding direct material costs, shall go to the nonprofit group. The Alliance may request a full accounting of funds raised and use of said funds.

Distribution of Information: All groups or individuals wishing to disseminate information, circulate petitions, or promote political, religious, or personal beliefs are required to submit a signed application which clearly states the intended activity. Said applicant will be responsible for picking up any litter generated by the distribution of hand-outs. Bull horns, loudspeakers, and other means of sound amplification shall not be used. Participants may not harass, follow, or intimidate EVENT visitors. There shall be no posting of handbills on trees, buildings, or vehicles.

Food Concessionaires: Concessionaires wishing to sell food items shall contact the Riverside Department of Environmental Health Services prior to submitting an application. Food concessionaires shall submit copies of appropriate Health Department permits upon approval of their application. It is the responsibility of individual food concessionaires to learn, and adhere to, all Health Department regulations and standards. Food Concessionaires shall place a minimum of **one trash receptacle outside their booth** for customer use. Food Concessionaires will be responsible for emptying said containers as necessary during the event. In addition, Food Concessionaires shall place a drop cloth on the ground within the booth area and in any other cooking area where food or grease may leave residue. Food vendors must remove and take all grease, food remnants, and trash from their booth and the EVENT upon dismantling. Leaving trash next to existing trash receptacles is not permitted. If this becomes a problem, food concessionaire fees will be raised to pay for the extra expenses incurred and said violator may be prohibited from returning to future events.

Fire Extinguishers: Each Food Concessionaire will need to provide their own fire extinguisher.

PERMITS AND DOCUMENTATION

Participants shall comply with all city, county and state permit requirements. It is the responsibility of the vendor to be aware of all permit requirements and, upon approval, pay any fees associated with the issuance of these permits. The following permits shall be on premises during this EVENT:

- City of Banning Business License (see last page of application, send to the Alliance)
- Riverside County Health Permit (for food vendors only)

Booklet: <http://www.rivcoeh.org/opencms/system/galleries/download/Environmental-Health/DEH/TempEventsFinal.pdf>

- Sellers permit: <http://www.boe.ca.gov/pdf/boe400spa.pdf>



WEATHER INFORMATION

The Rain/Wind Policy will be determined by the forecasts on the Weather Channel's website, www.weather.com, 5 hours before the official start time of said event. Should the forecast predict a 60% chance of rain during the EVENT, the EVENT will be postponed till the following week. Vendors can look up the site themselves to find out if the EVENT will be open by accessing the website at www.weather.com, entering 92220 in the zip code field, and then clicking on the "Hour By Hour Forecast".

Vendors may pay with cash, money order, or checks made payable to the Alliance. There is a \$35 charge for all returned checks.

SPACE ALLOCATION

Space lines are marked in chalk on the curb and space numbers are located in the center of the space, designating the space width. Standard space size is approximately 12' x 12'. Participants must stay within their assigned spaces. The sidewalks, streets, planters and fire lanes must remain clear at all times. Boxes and storage items will not be allowed in the view of the public. Vendors must present an attractive display including the use of table covers and drapes. Drapes must be hemmed and long enough to cover any items stored underneath. Spaces are assigned in the sole discretion of the Alliance. The Alliance shall review all space assignments on a regular basis. The Alliance reserves the right to relocate vendors and/or reassign spaces in its sole discretion. Activities no longer deemed appropriate, or that do not coincide with this EVENT goals shall be discontinued at the Alliance's sole discretion. Corner spaces are available on a limited basis.

STREET CLOSURE, SET UP AND DISMANTLING

This information will be sent in your welcome package, due to this application covering many events. Generally, set up time starts 2 hours before the event opens.

FIRE LANES

Fire lanes must be maintained during set up, operation and dismantling. Vehicles must be able to proceed down the center of the street at all times. Only "people" events shall be permitted in the fire lanes. No tables, risers or other equipment is allowed without express written permission by the Fire Department and/or EVENT Committee. Participants shall be aware of code requirements and comply; offenders shall be cited.

*ELECTRICAL REQUIREMENTS

Specific guidelines have been established for Electrical use at this EVENT. Standard Vendors are restricted to a maximum of 75 watts (1 normal light bulb) and food vendors are limited to 5 amps. Please check your appliances for exact amounts. **In the past we have been without power, please have a backup plan just in case.**

EQUIPMENT REQUIREMENTS

The Organization is under no obligation to provide power, water or any other equipment to participants. Power bars and extension cords shall be secured by

vendors and conform to city requirements. An applicant needing specific services must make these needs known on the application.

GENERAL RULES

1. All applications must contain the name, address, phone number, seller permit number and signature of permit holder. The application shall also acknowledge the organization's liability for damages.

2. The City of Banning and/or the Alliance are not responsible for theft or damages to property belonging to persons participating in this EVENT; nor does the above named assume any responsibility for items left unattended during this EVENT activities.

3. No person participating in this EVENT shall state, imply or otherwise suggest that the City of Banning and/or the Alliance sponsors or supports the views of his/her organization.

4. Booths must be staffed at all times, and participants in this EVENT shall be appropriately dressed and conduct themselves with proper decorum.

5. At the sole discretion of the Alliance, participants may not sell merchandise of adult nature, alcohol or drug paraphernalia. Neither may any merchandise be sold that may imply, suggest or support this type of activity. If said items are found at any booth, the participant will be asked in the sole discretion of the Alliance to either remove said items from public view or to pack up all items and leave the event

6. No person shall deface or otherwise abuse buildings, plants or other facilities. Vendors are not permitted to set-up merchandise, booth materials, etc. on sidewalks or in planters.

7. All participants shall reimburse the Alliance for any costs incurred relating directly to their activity. This includes damage to: landscaping, street fixtures, electrical outlets, etc.



8. All participants shall keep their area clean during the activity, and leave the space and surrounding area clean afterward. Vendors are required to take all waste caused by or relating to their activity with them. If additional garbage collection, street sweeping or other clean up is required, vendor fees will be increased to cover all costs.

9. Animals are not allowed in the food area or vendor booths during this EVENT without being approved in advance by the Alliance in its discretion.

10. Excessive noise from sound systems, musical performances and other audio equipment is prohibited. Vendors and entertainers using audio equipment shall ensure that noise levels created by their activity do not interfere with the activities of other participants. Any violations or complaints will be handled by the Alliance in its sole discretion and participants will be required to adjust volume levels as directed by the Alliance in its sole discretion or the participant will be required to leave the event.

11. Participants involved in the selling or transfer of items for sale during this EVENT, will not transfer or permit for resale, items that do not bear the registered trademark of trademarked items, without the written approval of the registering agency and its companies, for which items are protected under the trademark act under the copyright codes set forth with the Department of Commerce. If said items are found at any booth, the participant will be asked in the sole discretion of the Alliance to either remove said items from public view or to pack up all items and leave the event

12. Vendors shall not interfere, verbally or physically, with the activities of other event participants. All questions and/or complaints should be directed to the Alliance. The Alliance shall respond appropriately. All decisions of the Alliance are final.

13. Vendors are not allowed to sell "irregulars, seconds, or used" merchandise. Designations of said categories shall be decided in the sole discretion of the Alliance.

14. Booth display requirements within vendor's area must include: all tables be covered by table clothes and table drapes of the same material and color; NO selling out of storage boxes; all storage boxes are to be covered by the table drapes; signs must be of professional quality (NOT hand written) and NO flashing, blinking or strobe lights may be used.

15. SUBLETTING - Booth spaces shall not be assigned or sublet to others without a prior approved application naming all booth participants.

16. All participants shall comply with all of the above rules. Noncompliance, including offensive conduct, may result in immediate revocation of this EVENT privileges and forfeiture of fees. The Alliance reserves the right to refuse participation to any applicant. The Alliance shall not discriminate on the basis of race, religion, creed, color, sex or national origin.

17. **Smoking is not permitted** by vendors in booths at any time.

18. Should ownership of a business participating in EVENT be transferred to a new owner, the new owner must complete a new EVENT application. At its sole discretion, the Alliance will review the application for approval/denial. Retaining the same space assignment and/or participation in the EVENT is not guaranteed.

19. Any EVENT participant that is denied access, reprimanded, or questions any decision made by the Alliance has recourse by submitting written request for reconsideration to the Alliance Board of Directors. The Alliance Board of Directors has final jurisdiction over all EVENT activities and decisions. Until said hearing by the Board, the decisions reached at the event by Alliance personnel will be final.

20. EVENT rules are subject to change without notice.

~ Michelle Williams
Event Coordinator
Banning Cultural Alliance
P.O. Box 385
Banning, CA 92220
(951) 922-4911 Office
(951) 922-3919 Fax
(951) 538-3735 text only please
BCAevents@gmail.com

<http://banningculturalalliance.org/>

Please Note:
Banning can be windy, please bring weights or 2 gal water jugs to hold down your EZ-up



All events are put on by the Banning Cultural Alliance; please circle the booth type you'd like to participate in.



(May 7, 2011) Art Hop_~ San Gorgonio & Ramsey Street, Banning 92220

Category	Standard 12x12 Outside	Blanket Health Permit	Early Bird Special Return by 3/1/2012
Artist	\$45.00		\$25.00
Non-Profit	\$46.00		\$26.00
Non-Sales (Information Booth Only)	\$47.00		\$27.00
Regular Vendor (Sales)	\$50.00		\$30.00
Food trucks or cart	\$100.00	N/A	N/A

NOTE: Please write your name on your power cords, tables, and chairs, so we can find you if items are left.

All fees must be paid in advance to participate. If your payment is not received on time and an RSVP has been made, we will charge your credit card two weeks before event for which you applied. In the event that a waiting list has been established & payment is not made, vendors shall lose their current space assignments, and shall be placed at the bottom of the master vendor list.

The Alliance recognizes the fact that situations may arise which prevents participation. Vendors should inform EVENT staff 24 hours in advance if they are unable to attend EVENT. The Alliance will refund your fee, if a suitable vendor can be found to take your spot.

Credit Card Information:

Name: _____ Master Card or Visa
Card # _____ exp date: _____ SID Number on the back ____ Zip code _____

DO NOT SEND CC information in e-mail form.

I approve \$ _____ to be run for cc.
