



# Hesperia Recreation and Park District Rodeo

## A FAMILY TRADITION SINCE 1948 *2008 Vendor Application*

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### Hesperia Recreation & Park District Rodeo General Information and Vendor Rules

Hesperia Recreation and Park District cordially invites clubs, groups, organizations, businesses and vendors to participate at our Hesperia Recreation and Park Rodeo event. The Rodeo will be held June 6 & 7, 2008. **The event will be located at the Val Shearer Equestrian Center at Lime Street Park.** Thousands of people are expected to attend this annual event.

**PROFIT BOOTH:** Includes businesses and vendors with sales, promotional or carnival game booths. Anyone who does not have a 501.C3 (nonprofit) status falls within this group.

- A. All sales vendors must have a valid State of California resale permit. If you do not have a resale permit or feel you are exempt, contact the State Board of Equalization at (951) 680-6400. Vendors who are exempt must provide Hesperia Recreation and Park District with the following information on or before April 15th at 4:00 p.m.
- Name
  - Address
  - Driver's license number
  - Reason for exemption, including product type

**Note:** Failure to comply with the above requirements will result in loss of your vendor status and you will not be allowed to participate as a vendor. Approval of all applicants will be subject to the approval of the California State Board of Equalization.

- B. Food booths (cooking or hot appliances) must be roped off and closely guarded. Please review the enclosed list of requirements from the Hesperia Fire Department. This is to ensure there is no duplication of food items. Please call (909) 386-8400 if you have any questions regarding Fire Department requirements. The County of San Bernardino Health Department will be at the event inspecting food booths. All food vendors will be required to show a food service permit at check-in on the day of the event. Vendors with an invalid food service permit will not be allowed to setup. Please call (760) 243-3773 if you have any questions regarding Health Department requirements.

- C. Limited spaces with 15 amp electricity are available. No generators will be allowed unless approved by the District.

**NONPROFIT BOOTH:** Clubs, groups and organizations may sell club items, products, merchandise, retail sale items.

A. Nonprofit organizations must attach proof of nonprofit status to their application.

**NOTE:** Carnival booths must provide their own equipment and prizes for their activity. **There is no fee for nonprofit groups conducting a carnival activity or children's game. Proof of insurance may be required.** Sales vendors may be required to cease in selling items which are deemed by event staff to be a public nuisance.

#### **VENDOR APPLICATION PROCEDURES:**

1. Complete attached vendor application. Send payment and application to designated office.
2. Include copy of resale permit, food service permit, nonprofit status, comprehensive food menu list and 4"x6" photo of booth setup as well as a diagram of your booth layout and a complete list of items to be sold.
3. All applicants must sign and return enclosed District waiver.
4. Complete application check list:

<input type="checkbox"/> Application Complete	<input type="checkbox"/> Copy of Menu (Food Vendors)
<input type="checkbox"/> Resale Number	<input type="checkbox"/> Minimum size 4"x6" photo of booth set-up
<input type="checkbox"/> Health Department Approval (Food Vendors)	<input type="checkbox"/> Booth Diagram
<input type="checkbox"/> List of items to be sold	

#### **HESPERIA RECREATION AND PARK DISTRICT PROCEDURES:**

1. All applications are date and time stamped on a first come basis and will be reviewed and accepted in that order.
2. Incomplete applications will be placed on hold in a pending file until all required information is obtained.
3. Staff will notify vendor of any missing information.
4. Any individual, business, group or vendor who violates any of the above procedures/rules may be asked to leave. We appreciate your interest in this community event.
5. The date all required documents have been obtained will be the adjusted date of submission for processing purposes.
6. You will receive a letter of approval/confirmation or denial in a timely manner. Again, approval is contingent upon the completion of all required paperwork. All details for setup and breakdown will be sent with the acceptance letter.

Please direct any questions or concerns to Steve Hamm at (760) 244-5488.

## 2008 Hesperia Recreation and Park District Rodeo Booth Application

*Booth size is 10' by 10', limited spaces with electricity are available.*  
**APPLICATION DEADLINE: Friday, September 7, 2008 at 4:00 p.m. or until full.**  
*Late applications will be charged an additional \$20.00 per space.*  
*All applications are subject to approval.*

**NO REFUNDS!**

Bring forms and payment to the Hesperia Recreation and Park District Office,  
 16292 Lime Street, Hesperia, or mail to: P.O. Box 401055, Hesperia, CA 92340-1055.

For more information, call (760) 244-5488.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Resale #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Amount enclosed: \$ \_\_\_\_\_ Note: **BOOTH SIZE IS 10' BY 10'**

**Remember, if your booth is bigger than 10' by 10' then additional space fees will be charged.**

Check the appropriate box below:

- Profit Booth - **with electricity (One 15 amp outlet)** - \$100.00 per booth. Spaces are limited to a first come basis.
- Profit Booth - with **no** electricity - \$80.00 per booth.
- NonProfit Booth - \$60.00 per booth.
- NonProfit Carnival Activities - FREE

**\* No generators will be allowed, unless approved by the District.**

**Make check payable to H.A.R.D. NO REFUNDS! NO EXCEPTIONS!**

**Please be sure all items are present to ensure completion of application packet:**

- |  |  |
|--|--|
| <input type="checkbox"/> Application Complete                      | <input type="checkbox"/> Copy of Menu (Food Vendors)             |
| <input type="checkbox"/> Resale Number                             | <input type="checkbox"/> Minimum size 4"x6" photo of booth setup |
| <input type="checkbox"/> Health Department Approval (Food Vendors) | <input type="checkbox"/> Booth Diagram                           |
| <input type="checkbox"/> List of items to be sold                  |  |

**I verify that I have been given a copy of the rules and I agree to adhere to them.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Official Use Only</b>					
Paid:	<input type="checkbox"/> Check # _____	<input type="checkbox"/> Cash \$ _____	<input type="checkbox"/> No Payment Enclosed		
Received By: _____	Date: _____	Electricity:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Waiver: <input type="checkbox"/> Yes <input type="checkbox"/> No
Resale # Valid:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Health Prmt:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application Complete:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other _____	Date Returned: _____	
Application Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Ltr. Mailed On: _____	Booth Number: _____	
Refund Issued:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: _____	Amount: \$ _____	

Approved/Unapproved Items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_