



APPLICATION FOR EXPOSITION, April 25 & 26, 2020
DEADLINE FOR APPLICATION — FRIDAY, MARCH 27, 2020
(PLEASE PRINT OR TYPE)

ORGANIZATION: _____ CONTACT: _____

ADDRESS: _____ PHONE: (evenings/weekends) _____

CITY, STATE, ZIP: _____ E-MAIL ADDRESS: _____

Booths are broken down into Non-profit Service groups and Commercial or Non-profit business groups. Any substitutions after submittal of the application must be presented in writing and approved by Redlands Bicycle Classic prior to exhibit dates. Fee listed is for a single 10 x 10 booth. Vendors will be charged for each 10 x 10 space they wish to occupy.

Please enter number of booths next to desired booth type:

_____ **Non-profit Service Groups/No food preparation - \$50.00** -must be representing the non-profit organization. Sales of pre-packaged food items only. List of pre-package items is required at time of application.

_____ **Non-profit Service Groups with food preparation - \$100.00** -must be representing the applying non-profit organization in the sale of food prepared on site. Menu is required at time of application.

_____ **Commercial or Non-profit Business Booth – \$250.00** -all commercial and non-profit business booths, product notwithstanding. **Menu is required for food vendors at time of application.**

_____ **Premium Event Sponsor Booth– Free**

Is access to water required (for vendors with food preparation only) YES _____ NO _____

Is electric required (limit of 20 amps per 10x10 booth)? YES _____ NO _____

Please list the items you will be selling (be specific):

Applicant agrees to hold harmless and indemnify the Redlands Bicycle Classic, Inc. of Redlands, California, from any and all liability for the injury to persons or property occurring as a result of this activity and agrees to be liable to said Redlands Bicycle Classic, Inc. for any and all damage which results from the activity of permittee or is caused by any participant in said activity.

Signature: _____

Date: _____

Title: _____

PLEASE MAKE CHECKS PAYABLE TO: “REDLANDS BICYCLE CLASSIC”. MAIL CHECK, COMPLETED APPLICATION, AND CERTIFICATE OF INSURANCE TO: Redlands Bicycle Classic EXPO, P.O. Box 7880, Redlands, CA 92375. Incomplete applications or applications not mailed to P.O. Box are not valid. For questions, contact Marlaine Bolger at (909) 227-7431 or american1976angel@gmail.com or John Miechowicz at (951) 235-1475 or johnmiechowicz@gmail.com.



EXPO Application Requirements:

Redlands Bicycle Classic EXPO
P.O. Box 7780
Redlands, CA 92375

EXPO Vendor Check List:

- ✓ Completed Signed Application
- ✓ Check made payable to: Redlands Bicycle Classic
- ✓ City of Redlands Business License or Temporary Vendor License
- ✓ Certificate of General Liability Insurance for \$1,000,000 Naming the *Redlands Bicycle Classic Inc. P.O. Box 7880, Redlands, CA 92375* as additional insured. The EXPO is held on the upper level of the City of Redlands parking structure, which is located on the southwest corner of Citrus Avenue and 6th Street
- ✓ All food vendors require a health permit from the County of San Bernardino

Please mail completed application/check list to: Redlands Bicycle Classic EXPO, PO Box 7880, Redlands CA 92375.

Signature: _____

Date: _____



EXPO DETAILS

1. All exhibitors will be assigned a space by the Redlands Bicycle Classic Expo Committee. Exhibitors are responsible for providing their own booths, equipment and any necessary items required for their concession. Your application AND payment must be received together to guarantee your spot.
2. Duplication of FOOD items will be accepted on a limited basis. In no event will more than two vendors be allowed to sell the same item. Decisions made by the Expo Committee will be final. If menus are not included with the application, that application will not be considered until a menu has been received by the EXPO Coordinator. ***ALL requests will be handled on a First-Come, First-Served basis (NO EXCEPTIONS).***
3. Booth setup will take place on Friday, April 24, 2020, from 9:00 a.m. to 7:00 p.m. **ALL booths must be set up no later than 6:00 a.m. on Saturday, April 25, 2020. Due to safety concerns, all vehicles must be out of the exhibit area by 6:00 a.m.** Booths must be manned as follows:

Saturday, April 25, 2020: 8:30 a.m. to 7:00 p.m.

Sunday, April 26, 2020: 8:30 a.m. to 5:00 p.m.

Tear down will begin at the end of race on Sunday (approximately 5 p.m.). Anyone tearing down early will be subject to a \$50.00 penalty fee. **NO VEHICLES ARE ALLOWED IN THE EXPO AREA BETWEEN 6:00 A.M. SATURDAY AND 5:30 P.M. SUNDAY.**

4. Participants must provide a Certificate of Insurance (COI) for general liability naming the Redlands Bicycle Classic, Inc. as an additional insured for the period covering April 25, 2020, through April 26, 2020. *(Call your insurance agent for information regarding the COI).* Please mail the certificate to **Redlands Bicycle Classic EXPO, PO Box 7880, Redlands, CA 92375.** Redlands Bicycle Classic does not provide insurance coverage. **Certificate of Liability Insurance must be submitted by Friday, March 27, 2020.**
5. All food vendors must have health permits at the time of the Redlands Bicycle Classic. Please contact the County of San Bernardino Environmental Health Services to obtain a permit (<http://www.sbcounty.gov/dehs/appspermits/appspermits.htm>). Please also check the website for updated requirements regarding sinks.
6. No glass bottles are allowed. Drinks are to be served in cups or cans.

Signature: _____

Date: _____