



NOVEMBER 10 & 11



**41st Annual Mission Inn Run
&
Clark's Nutrition Health Fair
& Fitness Expo
November 10-11, 2018
Vendor and Exhibitor
Application**

Interested in participating in Riverside's signature running event as a vendor or exhibitor? The Clark's Nutrition Health Fair & Fitness Expo attracts over 65 vendors and 15,000 people – and it provides the perfect platform to market YOUR organization! Please complete this application in full and return by **October 12, 2018** to:
runinfo@missioninnmuseum.org

Mission Inn Museum, c/o Danielle Trynoski,
3696 Main Street, Riverside, CA 92501.

Vendor and Exhibitor Application

41st Annual Mission Inn Run, November 10-11, 2018

Please read this application packet in its entirety, including the Terms and Conditions. Refer to the Sponsorship Packet for information on Vendor Sponsor opportunities in addition to other sponsorship opportunities.

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General Information about the Clark's Nutrition Health Fair & Fitness Expo

The Mission Inn Run is a signature Riverside event, one of the oldest family fitness events in southern California, and the only running event to occur in downtown Riverside. It draws crowds of over 15,000 participants, spectators, shoppers, and business owners throughout the two days of the Health Fair & Fitness Expo. All proceeds support the nonprofit Mission Inn Foundation and Museum. Through its interpretive tours, award-winning educational outreach programs, museum exhibitions, and community activities, the **Mission Inn Foundation** preserves, promotes, and interprets the National Historic Landmark Mission Inn Hotel & Spa including the history of Riverside and the Inland Empire. Learn more at www.MissionInnMuseum.org.

The Clark's Nutrition Health Fair & Fitness Expo is located in downtown Riverside on Main Street between 6th and Mission Inn Avenue; and on 6th Street between Market Street and the Mission Inn Hotel & Spa and runs concurrently with the Mission Inn Run. Booth fees include both days of the event. On Sunday, additional booth spaces are available on Main Street between 6th Street and 5th Street in **the Grove Community Church's Kids Fitness Festival** and on Mission Inn Avenue in the **Finish Line Festival** around the intersection of Mission Inn Avenue and Main Street.

Vendors and exhibitors are provided with one table and two chairs and a 10x10' booth space. Food vendors are provided with two tables and two chairs in a 10x20' booth space. **Booth fees include both days of the event.** Most booth spaces are located on the Main Street pedestrian mall and are not directly accessible by vehicle. Vendors/exhibitors should bring a handtruck, cart or dolly to help in-load materials. Event takes place rain or shine – see complete Terms and Conditions for more details.

**All vendor/exhibitor applications must be complete by
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Terms and Conditions

The Mission Inn Foundation thanks you for your interest in participating at the 41st Annual Mission Inn Run. The Mission Inn Foundation and Clark's Nutrition® does reserve the right to refuse anyone's participation at this event and does not guarantee your success at this event. The Mission Inn Run and Clark's Nutrition® Health Fair & Fitness Expo takes place rain or shine; and there will be no refunds if you don't like the weather.

By signing the attached Application, you hereinafter are referred to as an "Exhibitor" or "Vendor" and agree to comply with the following Terms and Conditions. Violations of these Terms and Conditions can be cause for removal from the Event grounds without refund.

When we receive your application, required documents, and payment, your materials will be reviewed by event staff and the City of Riverside. Once your application is approved, you will be notified of your acceptance as a Vendor or Exhibitor.

1. All paid booth fees are non-refundable unless a written notice of cancellation is received by October 12, 2018. No refunds will be given after the October 12, 2018.
2. All vendors participating in the Clark's Nutrition Health Fair & Fitness Expo are required to be operational by 12:00 p.m. on Saturday, November 10, 2018 and 5:30 a.m. on Sunday, November 11, 2018. You are also required to vacate the event grounds by 5:30 p.m. on Saturday, November 10, 2018 and 2:00 p.m. on Sunday, November 11, 2018. All violators may be excluded from future participation. **YOU MUST REMAIN OPEN UNTIL EVENT CLOSES. In the event of required city or county fire or ABC inspection, all vendor booths must be set up by times above - no exceptions.**
3. All vendors participating in the Finish Line Festival are required to be operational by 5:30 a.m. on Sunday, November 11, 2018. You are also required to vacate the event grounds by 2:00 p.m. on Sunday, November 11, 2018. All violators may be excluded from future participation. **YOU MUST REMAIN OPEN UNTIL THE EVENT CLOSES AT 1:00 P.M.**
4. Under no circumstances will vehicles be allowed in or out privileges to the event grounds during the event. Runners begin showing up for Registration on Race Day (Sunday, November 11, 2018) around 6:00 a.m. During the Event, you will need to use a cart, dolly or wagon to in-load and to replenish any of your supplies. Volunteers may be available to assist however Event makes no guarantee of their availability or assignment. Adjacent parking is not guaranteed for vendors.

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5. Your booth area will be inspected after the Event. If your booth is not found in the same condition as it was given, including but not limited to trash, damages and missing equipment, you will be held liable for a \$100 cleaning fee.
6. Event staff may attach a fire extinguisher to your canopy/table/vendor space before the said inspection. The extinguishers will be collected upon close of the event daily. Do not take the fire extinguisher. Should the fire extinguisher be missing by the end of the event, a replacement fee of \$250 may be passed on the vendor occupying the specific space.
7. All business must be conducted within your designated space. Any display or distribution of any items outside your designated space is strictly prohibited. All violators will be removed from the Event.
8. Booths are to be used only for the purpose stated on the application. Only items listed on the application and approved by the Mission Inn Foundation and Clark's Nutrition® are to be sold or distributed.
9. Except by written consent by the Mission Inn Foundation management, you cannot sublet or share your booth space with an unauthorized person(s) or company/ies.
10. You must occupy the booth assigned. No booth changes will be made on site.
11. You grant the right to use photographs of the booth exhibit, display, and your person/staff to the Mission Inn Foundation for its own purposes including and not limited to marketing, promotion, and distribution.
12. **All vendors and food vendors must provide a correct certificate of liability insurance (Info-only Exhibitors are not required to provide). A copy of this event-specific COI must be provided with your Application. You will need to name "The City of Riverside, Its Officers, Employees, And Agents; The Mission Inn Foundation, Its Officers, Employees, And Agents; Clark's Nutrition, Its Officers, Employees, And Agents" as additionally insured and include this statement on the COI Endorsement Page per City of Riverside Special Event Requirements. See examples (provided for reference at www.MissionInnMuseum.org/mission-inn-run) for correct format, liability limits, and wording. Your application is not complete until your COI is approved by Event staff and the City of Riverside.**
13. To qualify for nonprofit booth rates, the Vendor or Exhibitor must be in possession of an IRS/State of California letter of nonprofit determination under section 501C of the Internal Revenue Code. A copy of your Letter of Determination must be submitted with your Application. For-profit businesses do not qualify even if all or part of the proceeds will be designated to a qualified nonprofit organization. If you have any questions, please call 951-781-8241.

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14. All vendors are responsible for all appropriate taxes and fees due to the State of California. All For-Profit vendors must submit a copy of their resale number with their application. The Mission Inn Foundation is required to submit a list of all participating vendors to the State Board of Equalization.
15. All prices must be legible and posted in a conspicuous place.
16. If you do not have a business license for the City of Riverside, the Mission Inn Foundation will purchase a temporary license to allow your operation during the Event. This license must be arranged in advance and will cost \$10.00. Please request this license in the appropriate sections of the Application. If you have a City of Riverside Business License, please provide the number in the appropriate section.
17. Glass containers are not allowed on the Event Grounds, including beverage containers. All violators will be removed from the Event grounds.
18. Potentially offensive material will not be permitted to be sold, distributed or displayed. Do not hesitate to call our office at 951-781-8241 should you have any questions about selecting appropriate material for this family-friendly, community event.
19. The Mission Inn Foundation does not recommend leaving any booth materials overnight in the Health Fair & Fitness Expo venue. The Mission Inn Foundation will not be held liable for any damage or losses sustained to unsupervised property left on-site.
20. I, myself and my company and representatives, agree to hold the City of Riverside, the Mission Inn Foundation and Clark's Nutrition®, and their owners, agents, employees, sponsors, and affiliates harmless from any claims from, or due to, the acts of myself, my agents and/or my employees, and/or for any loss and/or injury to people and/or property of any nature.
21. In the event that, due to war, fire, strike, government regulation, public catastrophe, severe weather, or other cause, the Mission Inn Run or Clark's Nutrition® Health Fair any part thereof is prevented from being held responsible, the Mission Inn Foundation shall determine the proportionate share of unused funds, or offer free booth space at the next Mission Inn Run, either will not be subject to challenge.
22. I, for myself, my company and representatives, assume responsibility for loss, theft, or destruction of goods, or for personal injuries to myself, my agents, my employees, my representatives or my visitors and will hold harmless the City of Riverside, the Mission Inn Foundation and Clark's Nutrition® from any and all liability in connection with any and all of the above.
23. Vendor/Exhibitor understands that applications must be received no later than October 12, 2018 or a late fee of \$50.00 may apply. Confirmation packages will be emailed by November 7, 2018 and will include your assigned booth space and day-of contact information.

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Application

Company Name

Contact Name

Address

E-mail

Phone #1

Phone #2

Purpose of Booth?

Processing transactions?

☐ Yes

☐ No

Items to be distributed/sold

☐ **Vendor** (sporting equipment sales, clothing sales, packaged food products, etc.)

☐ **Food Vendor** (selling or distributing food prepared on-site)

☐ **Exhibitor** (Distributing information, promoting give-aways, etc.)

☐ I have a City of Riverside Business License #

☐ I do not have a City of Riverside Business License and will be purchasing a temporary license in order to process transactions legally at this event.

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Vendor/Exhibitor Fees and Required Documents

Vendor = retail sales, processing transactions

Food Vendor = consumable sales, processing transactions

Exhibitor = Information distribution only, no transactions

✓	Item	Includes?	Fee	Quantity	Subtotal
<input type="checkbox"/>	Vendor Sponsor	Name and Logo on flyers & t-shirts, 10x10' booth space, Sat & Sun, 1 table, 2 chairs	\$500.00		
<input type="checkbox"/>	Vendor Booth	10x10' booth space, Sat & Sun, 1 table, 2 chairs	\$200.00		
<input type="checkbox"/>	Food Vendor Booth	10x20' booth space, Sat & Sun, 2 tables, 2 chairs	\$350.00		
<input type="checkbox"/>	Exhibitor Booth (for-profit business, information only)	10x10' booth space, Sat & Sun, 1 table, 2 chairs	\$100.00		
<input type="checkbox"/>	Exhibitor Booth (nonprofit) <i>*add \$30.00 if processing transactions of any kind</i>	10x10' booth space, Sat & Sun, 1 table, 2 chairs	\$50.00		
<input type="checkbox"/>	Temporary Riverside Business License <i>*See Terms and Conditions</i>	If in possession of valid City of Riverside Business License, please submit in lieu of purchasing temporary License.	\$10.00		
<input type="checkbox"/>	Request Electricity		\$50.00		
<input type="checkbox"/>	Late Application Fee (Oct. 12-Nov. 5)		\$50.00		
TOTAL					

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Required Documents ✓		Office Use			
		Rec'd?	OK?	Returned?	Final OK?
	Completed & signed Application				
	Nonprofit proof of status				
	State Resale Number				
	City of Riverside Business License				
	Certificate of Insurance and Endorsement <i>See Terms and Conditions for required coverage and wording</i>				
	Food Vendors: copy of Food Handlers Card for on-site servers				
	Food Vendors: Copy of Health Safety Rating Card				
	Payment				

Payment Information

- ☐ Check Enclosed
☐ Invoice Me
☐ In-Kind Donation (please contact runinfo@missioninnmuseum.org to arrange)
☐ Credit Card

- ☐ I would like to make a donation for the Finish Line Festival opportunity drawings. Please contact me.

Number
 Expiration

CVC Code
 Billing Zip Code (Required)

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Applicant(s) hereby certifies that she/he has read this application in its entirety, understands its contents, and will comply with all Terms and Conditions. Applicant further understands that failure to comply with the Terms and Conditions may result in early termination of this LICENSE TO OCCUPY.

Print Name

Signature

Date

Business/Organization

Title

Phone or E-mail

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