



Farmers Market/ Swap Meet ARCO TRAVEL ZONE CENTER

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Farmers Market / Swap Meet
ARCO TRAVEL ZONE CENTER
VENDOR APPLICATION

BUSINESS NAME _____
 CONTACT PERSON _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 TELEPHONE (DAY) _____ (CELL#) _____
 FAX EMAIL _____
 SELLER'S PERMIT NO. _____

Description of ALL items you wish to sell at your booth (be specific): Please NOTE: All items must be **APPROVED** prior to selling said items.

TERMS: Weekdays - 7am - 4pm \$50.00 per Display/per Day/*
Weekends (2-3 Days) - 7am - 4pm \$60.00 per Display/per Day*
***Additional charge to power displays \$10.00 per Display/Per Day**

1.	6.	FOR OFFICE USE ONLY:
2.	7.	
3.	8.	
4.	9.	
5.	10.	

VENDOR CATEGORIES

Arts & Crafts
 Food Includes

Farmer
 Prepackaged Food

I have read and agree to comply with all Policies and Procedures for the ARCO Travel Zone Center that has been provided to me. I understand that non-compliance will result in my expulsion from the Market / Swap Meet and non-participation in future events.

ARCO Travel Zone Center policies are subject to change without notice. Please consult our website located at www.travelzonecenter.com for a current listing of Market Policies and Procedures.

I agree to defend, indemnify and hold harmless the ARCO Travel Zone Center as well as their agents, employees, assigns, from and against all injuries, whether personal or real, claims, damages, losses, judgment, liabilities, expenses, and other costs including litigation costs and attorney's fees arising out of, resulting from or in connection with any negligent act or omission by myself or my employees and agents in providing services and/or good at the event, ARCO Travel Zone Center.

I certify that I am the responsible person referred to in the Policies and Procedures, and that I am authorized to 1) execute on behalf of the business and 2) accept all legal liability on behalf of the business.

Print Name _____

Signature _____

Date _____

Initial _____

**ARCO Travel Zone Center
Market Policies and Procedures**

MISSION STATEMENT

It is the goal of ARCO Travel Zone Center (TRAVEL ZONE) to schedule a variety of activities which promote a wholesome, family atmosphere appealing to the residents and visitors of the city of Perris and the Mead Valley Community. TRAVEL ZONE's purpose is to provide an enjoyable event in which the entire community will feel welcomed to participate.

LOCATION

ARCO Travel Zone Center Farmers Market will take place at 23261 Cajalco Expressway Perris Ca 92571 at our facility. Both indoor and outdoor displays are available.

DAYS AND HOURS OF OPERATION

Monday thru Sunday - 7am - 4pm (Vendor setup is from 6am to 7am only - **NO EXCEPTIONS!!**)

BOOTH/KIOSK/SPACE RENTAL PAYMENTS

Space rental payments will be collected daily and are due to Travel Zone's Management at the time of vendor's arrival. **Only Cash, and Debit/Credit Card payments will be accepted - NO EXCEPTIONS!!**

VENDOR ACTIVITY CLASSIFICATIONS AND ELIGIBLE PARTICIPANTS

FARMERS PRODUCE, ETC.

Pertaining to the sale of fruits, vegetables, herbs, flowers, etc., all farmers must have a current certificate listing by name the exact products to be sold.

FOOD SALES

Vendors wishing to sell food items intended for consumption by customers at the market must be in compliance with the Riverside County Department of Environmental Health Services and the Riverside County Fire Department prior to submitting an application. It is the responsibility of each food vendor to learn and adhere to all regulations and standards in accordance with the above entities' requirements.

All food vendors MUST place a drop cloth on the ground within the booth area and in any outlying areas used by the vendor. This also includes anywhere that food or grease may leave residue. Each food vendors **must remove all grease, food remnants, boxes, and trash** from the vendor area.

ABSOLUTELY NOTHING WILL BE LEFT IN ANY TRASH CANS, OR ON MARKET PREMISES. FAILURE TO COMPLETELY HAUL AWAY ALL ITEMS AND/OR LEAVING DIRTY WATER, GREASE, AND SPILLS ON THE GROUNDS WILL RESULT IN EXTRA FINES BEING IMPOSED IMMEDIATELY. THESE IMPOSED FINES ARE IN ACCORDANCE WITH MANAGEMENT'S POLICY, AND ARE ADDED TO THE FEES TRAVEL ZONE'S MANAGEMENT CHARGES FOR THE CLEANUP.

HANDMADE ARTS AND CRAFTS

Artists and Crafters shall be permitted to only display and sell original items they have personally created. **In order to be considered eligible to sell items under the 'Arts and Crafts category, the applicant (*not employees or designees*), must have hand-made 75% of the items to be sold. Workstation/booth display pictures may be required.**

GENERAL INFORMATION TO ALL VENDORS

POLICIES & PROCEDURES - TRAVEL ZONE's Management has the discretion to review and revise the policies at will. Please consult the website for a current list of TRAVEL ZONE Policies & Procedures. Website address is www.travelzonecenter.com

APPLICATION SUBMISSION & APPROVAL - ARCO Travel Zone Center will make every attempt to process an application as soon as possible. Processing time is saved by fully completing the application, and attaching all supporting pictures and/or documents requested. Merchandise for sale must be viewed and approved by TRAVEL ZONE's Management before the application is accepted for vendor consideration. Optionally, in order to assist TRAVEL ZONE'S management with finding a location that best fits their needs, vendors should send a photo of a fully displayed booth. Applicants will receive notification of the status of their application within 1-2 business days. No applicant may participate in the event without prior notification of approval. Fees must be submitted with application and will be deposited upon approval.

NOTE: Only items listed on approved application may be sold. Vendors wishing to sell additional items or make changes must file a written addendum with TRAVEL ZONE management at least seven (7) days prior to date they wish to add, change, and/or market said merchandise. Upon management's approval written addendum, vendor may stock the approved items in their booth for sale. Periodic "spot checks" will be made to insure that all vendors are in compliance with their approved application.

ATTENDANCE

You are responsible for occupying your space each week. If you have an engagement elsewhere, you are advised to have someone cover your shift just as in any other business or storefront. While emergencies arise, be advised that credits will not be rolled over.

RAIN POLICY

- TRAVEL ZONE Farmers Market **will not** be canceled if there is a forecast for only "a chance of rain".
- If for any other reason it is determined the Farmers Market will not open on a particular day, an email will be sent to the address listed on the application within 24 hours of the day it was determined the Market will not be open. The vendor is responsible to call and verify when the market will re-open.

ABSENCE DUE TO EMERGENCY OR ILLNESS – a courtesy message should be left at 714-715-1685 so we can then inform your customers to come the following week to shop at your booth.

BOOTH CRITERIA / SETUP & DISMANTLING

SPACE ASSIGNMENT/ LOCATION - Spaces may be adjusted to fit specific displays by request and availability. Vendors will be informed of their space assignment upon arrival. Participants must stay within their assigned spaces and out of emergency access lanes at all times. Management reserves the right to relocate vendors and/or reassign spaces at TRAVEL ZONE Management discretion. Activities no longer deemed appropriate, or that do not coincide with TRAVEL ZONE goals shall be discontinued.

LOAD IN - Vendors are allowed to set-up one hour prior to the Market's start time.

DUE TO PUBLIC SAFETY CONCERNS- NO VEHICLES WILL BE ALLOWED INTO THE VENUE AFTER 7AM. Booth and product must be carted or walked in after 7am. Late arrivals are not

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guaranteed access and may forfeit any fees and payments made to Travel Zone. Late arrivals must contact TRAVEL ZONE's Management prior to proceeding to their space.

PRESENTATION / DISPLAY - Boxes and storage items shall not be allowed in view of the public. Vendors must present an attractive display, including the use of table drapes, using the same color and material. Drapes must be hemmed, and long enough to cover any items stored underneath your table display case. Spaces and the surrounding area must be kept clean during and after the event. Non-compliance may result in disqualification and forfeiture of any fees paid. When any booth covering or canopy is used, it must be an *E-Z up* type canopy in clean, working condition. All canopies **MUST** have tie-downs to secure their canopy. All signs must be professionally or computer printed, coordinating with booth's overall display. No handwritten, weathered, tattered or otherwise aesthetically uncoordinated signs are allowed.

DISMANTLING – All selling of merchandise will discontinue and vendors will begin dismantling and packing up promptly at the end of their business day. Vendors may not bring vehicles into the venue for loading until pedestrian safety is no longer in jeopardy.

VENDORS MUST EXERCISE THE GREATEST CAUTION AND CONCERN FOR PUBLIC SAFETY WHEN RE-ENTERING THE VENUE WITH VEHICLES. All vendors must vacate the venue no later than 1 hour after the end of their business day.

LAWS - All participants must comply with all applicable City, County and State laws.

LOSSES / DAMAGES

DAMAGE/VANDALISM - All applications must be complete with the signature of a responsible party. The signature acknowledges the applicant, individual, or organization's liability for damages. All participants shall reimburse TRAVEL ZONE for any costs incurred relating directly to their activity and any loss or damage that was caused as a result thereof. No person shall deface or otherwise abuse buildings, plants, parking lot or any other facilities on the premises.

RELEASE OF LIABILITY - All vendors and/or applicants hereby release from any liability arising from their activities and services provided to their customers and will indemnify Travel Zone, its owners, shareholders, assigns, attorneys, agents, successors and all affiliated organizations, employees and each and all of them from any and all contractual claims; any and all liabilities, any and all contractual causes of action; any and all contractual charges, any and all complaints and obligations; any and all contractual costs and losses, including any which are unknown, unforeseen, or unanticipated.

DAMAGES/THEFT – TRAVEL ZONE are not responsible for theft or damage to property and will be released from any liability arising from their activities and services provided to their customers and will indemnify Travel Zone, its owners, shareholders, assigns, attorneys, agents, successors and all affiliated organizations, employees and each and all of them from any and all contractual claims; any and all liabilities, any and all contractual causes of action; any and all contractual charges, any and all complaints and obligations; any and all contractual costs and losses, including any which are unknown, unforeseen, or unanticipated.

MARKET POLICIES AND PROCEDURES

POLICY CHANGES - ARCO Travel Zone's rules and regulations are subject to change without notice. Please consult our website located at www.CityofPerris.org for a current listing of TRAVEL ZONE Market Rules and Regulations.

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ADHERANCE TO MARKET POLICIES - All participants shall comply with all of the above policies. Non-compliance, including offensive conduct, may result in immediate revocation of and ejection from TRAVEL ZONE's event and premises. All participation and paid fees will be forfeited. TRAVEL ZONE reserves the right to refuse admittance, service; and terminate vendor/booth exhibitor/sponsor participation without notice and require entities whose admittance to the event is terminated to cease operations immediately and vacate location.

PROHIBITED CONDUCT/ACTIVITIES AT MARKET:

CONDUCT - Participants are expected to conduct themselves in a manner which shall not interfere with the goals and purposes of ARCO Travel Zone Center and shall not harass, follow or intimidate TRAVEL ZONE Market's visitors.

NOISE - Bullhorns, loud speakers or any other means of sound amplification are prohibited.

HARRASSMENT - Vendors shall not interfere, either verbally or physically, with the activities of other TRAVEL ZONE participants. All questions and/or complaints should be directed to TRAVEL ZONE management.

ASSOCIATION WITH TRAVEL ZONE - No persons participating in TRAVEL ZONE shall state, imply or otherwise suggest that TRAVEL ZONE sponsors or supports the views of any organization.

PROHIBITED ITEMS

PROHIBITED MERCHANDISE - Participants **may not sell merchandise of adult nature, alcohol or drug paraphernalia**. Merchandise sold should not imply, suggest or support any type of activity listed above. Should merchandise of this type be displayed, vendor will be asked to remove it immediately. If it continues to be displayed, vendor will immediately be suspended from the event with no refund of fees paid.

LICENSED/TRADEMARK ITEMS- Vendors selling or transferring of items for sale during this event known as ARCO Travel Zone Center 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. In the event that a vendor is caught selling illegal items, TRAVEL ZONE Management will not be held responsible for the actions of the vendor and the vendor will immediately be suspended from the event.

ALCOHOLIC BEVERAGES - Alcoholic beverages may not be sold or consumed during the event.

Exhibit of Displays / Kiosks

