



CITY OF SAN JACINTO 4th of JULY CELEBRATION

The City Of San Jacinto invites you to join them in celebrating the 4th of July. Vendors and nonprofit organizations are invited to participate during the Celebration at the Estudillo Mansion from 5:00 p.m. to 10:00 p.m. on Friday, July 4th. To participate please complete the attached Vendor application. The fee is \$25.00 per booth. Nonprofit organizations may sponsor an information booth at no cost, however, an application must be submitted. Businesses will be required to obtain a current City of San Jacinto Business License. Organizations that host hobby and handcrafted booths or food booths selling no more than three times per year will only be required to file a Business License Application and pay a \$5.00 fee, in the Community Development Department. The fee is waived for non-profit organizations that provide a copy of their non-profit status paperwork. The fire codes pertaining to booth regulations and Health Department requirements for food booths are not attached but will need to be filled out prior to the Celebration. These forms are available on the City's website: www.ci.san-jacinto.ca.us, at the City's Community Development Offices or at the Vendor Meeting June 23.

It is the applicant's responsibility to obtain information for these food requirements. Vendors may contact the County Health Department at 951-766-2824 for information only. Do not file an individual permit.

THERE WILL BE LIMITS ON THE NUMBER OF VENDORS AND LIKE ITEMS SOLD. VENDORS WILL BE SELECTED ON A FIRST COME FIRST SERVE BASIS, AT THE DISCRETION OF THE CITY OF SAN JACINTO.

Booth space dimensions are 10' x 10'. Vendors requiring a larger area for their booth must pay for an additional area. Vendors are responsible for their own booth set-up (i.e. tables, chairs, etc). Each Agency/ Organization may obtain up to two booth spaces.

Early tear down will not be permitted and no personal pets are allowed on the mansion grounds.

Attached you will find the vendor registration form. We look forward to your participation in the 4th of July Celebration at the Estudillo Mansion. If you have any questions, please call 951-487-7330.

All vendors are required to attend the Vendor Meeting on Monday June 23, 2008 at 6:00 p.m. at the San Jacinto Community Center located at 625 S. Pico.



4TH OF JULY CELEBRATION VENDOR SITE REGULATIONS VENDOR COPY

1. The celebration is from 5:00 p.m. to 10:00 p.m. All vendors must be set up by no later than 2:00 p.m. and no earlier than 1:00 p.m. All sales will terminate at 10:00 p.m. Booths must be removed by 11:00 p.m.
2. Spaces will be assigned by the City of San Jacinto. Information packets which will include your booth location will be provided at the Mandatory Meeting on Monday, June 23, 2008 at 6:00 p.m. Parking locations will also be provided at the meeting.
3. All items sold must be new. No garage sale type items may be sold.
4. Electricity will not be available at the Celebration. Vendors are responsible for providing their own electrical power source including electrical outlets and power cords through the use of generators.
5. If you find you are unable to participate, please call to cancel your reservation at (951) 487-7330. No refunds will be given for cancelled reservations.
6. In case of natural disaster (rain, earthquake, etc) the City of San Jacinto will not be responsible for any inconvenience or loss to you, your group, or your organization that may be encountered due to cancellation of this event. In such case, NO refunds will be given. (NO EXCEPTIONS)
7. The City reserves the right to inspect items to be sold on site and may deem items not appropriate for sale. Vendors are **not** permitted to sell the following items:

No toy weapons of any kind, no cap guns, no string poppers or related products which simulate firecrackers, fireworks, or guns.
8. Agencies / Organizations may obtain up to two (2) spaces for this event. Non-profit organizations may have one information booth as part of the two vendor spaces.
9. Only non-profit organizations and sponsors will be permitted to have a booth where they may solely distribute information about their organization or commercial services.
10. Vending by strolling during the Celebration is not permitted. If vendors are found circulating among the crowd selling their wares, they are subject to closure during Celebration hours.
11. No music or amplification will be permitted. Distribution of flyers or business advertisement by food booth vendors and arts and craft vendors is not permitted.
12. Space location is at the discretion of the City of San Jacinto.
13. Vendors will be billed a \$50.00 cleaning fee if their booth area is not cleaned prior to leaving the site.



4TH OF JULY CELEBRATION VENDOR FIRE REQUIREMENTS VENDOR COPY

1. All concession stands utilized for cooking shall have a minimum of ten (10) feet clearance in all directions. (UFC 2504.3.2)
2. A 40 B:C Fire Extinguisher shall be provided where cooking is done with current State Fire Marshall tag affixed. (UFC 3208)
3. Each booth and / or vendor is responsible to provide a 2-A, 10-BC rated portable extinguisher with a current State Fire Marshall tag affixed.
4. Generators and other similar equipment shall be isolated from public contact. (UFC 2504.4)
5. Tents or canopies over 200 square feet and any tent or canopy to which cooking is being done shall be flame treated. A State Fire Marshall tag shall be affixed to the side of fabric or a copy of the flame certificate shall be presented to the Fire Department for approval.
6. Gas, solid, and liquid fuel burning equipment shall be vented to the outside air by means of a flue or vent approved for use with the type of equipment used and in such a manner that no portion of the tent, canopy or temporary membrane structure is within twelve (12) inches of the flue or vent. Vents for solid-flue burning shall be equipped with a spark arrestor and have openings no larger than ¼ inch wire mesh. (UFC 3217.2)
7. Cooking equipment located outside the tent or canopy shall be located a minimum of 30 feet away from structures. (UFC 3217.3)
8. Any flammable / combustible liquid or LP-Gas shall be located a minimum of 50 feet from any such structure. (UFC 3218)
9. Any extension cords used shall be commercial type and in good working condition. No damaged cords or multi-head cords will be allowed. (UFC 8506.2.2)
10. No smoking signs shall be clearly posted. (UFC 3208)

Fire Department staff will conduct a field inspection of each site at 2:00 p.m. Failure to comply with the above conditions will result in the closure of the stand during the Celebration.



**CITY OF SAN JACINTO 4th of JULY CELEBRATION
VENDOR REGISTRATION FORM**

The 2008 City of San Jacinto 4th of July Celebration will be held on Friday, July 4, 2008 at the Estudillo Mansion before and after the parade. Vendors are invited to participate in this event. Spaces will be assigned by the City of San Jacinto. Vendors are required to bring their own tables, chairs, coverings and awnings. Only space is provided for you to set up your booth. No electrical power or individual lighting is provided. This event will take place from 5:00 p.m. – 10:00 p.m. The city will provide general lighting that is appropriate for the grounds.

Return this registration form for the 4th of July Celebration to the City of San Jacinto, 595 S. San Jacinto Street, Bldg. A, by June 21, 2008. Please call (951) 487-7330 with any questions.

NAME: _____

DAY PHONE: _____ EVENING PHONE: _____

ADDRESS: _____

DESCRIPTION OF ITEMS FOR SALE: _____

AMOUNT OF BOOTH SPACE NEEDED _____ FT. (Each booth space will measure 10' x 10'. If more space is needed an additional booth space will be charged.)

VENDOR FEE: \$25.00 + \$5.00 One Day License Fee
Checks must have Driver's License Number and expiration date written on front. Make checks payable to the City of San Jacinto.

Food booths will require Environmental Health Department Clearance.



4TH OF JULY CELEBRATION VENDOR SITE REGULATIONS CITY COPY

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2. Spaces will be assigned by the City of San Jacinto. Information packets which will include your booth location will be provided at the Mandatory Meeting on Monday, June 23, 2008 at 6:00 p.m. Parking locations will also be provided at the meeting.
3. All items sold must be new. No garage sale type items may be sold.
4. Electricity will not be available at the Celebration. Vendors are responsible for providing their own electrical power source including electrical outlets and power cords through the use of generators.
5. If you find you are unable to participate, please call to cancel your reservation at (951) 487-7330. No refunds will be given for cancelled reservations.
6. In case of natural disaster (rain, earthquake, etc) the City of San Jacinto will not be responsible for any inconvenience or loss to you, your group, or your organization that may be encountered due to cancellation of this event. In such case, NO refunds will be given. (NO EXCEPTIONS)
7. The City reserves the right to inspect items to be sold on site and may deem items not appropriate for sale. Vendors are **not** permitted to sell the following items:

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8. Agencies / Organizations may obtain up to two (2) spaces for this event. Non-profit organizations may have one information booth as part of the two vendor spaces.
9. Only non-profit organizations and sponsors will be permitted to have a booth where they may solely distribute information about their organization or commercial services.
10. Vending by strolling during the Celebration is not permitted. If vendors are found circulating among the crowd selling their wares, they are subject to closure during Celebration hours.
11. No music or amplification will be permitted. Distribution of flyers or business advertisement by food booth vendors and arts and craft vendors is not permitted.
12. Space location is at the discretion of the City of San Jacinto.
13. Vendors will be billed a \$50.00 cleaning fee if their booth area is not cleaned prior to leaving the site.

I have carefully read, understand, and will abide by the above rules and regulations governing this event. I am aware that if my organization does not comply with these regulations, our booth may be closed during the Celebration hours.

Printed Name _____ Signature _____ Date _____
Title _____ Organization _____ Day Telephone _____
Evening Telephone _____ Address _____



**4TH OF JULY CELEBRATION VENDOR FIRE REQUIREMENTS
CITY COPY**

1. All concession stands utilized for cooking shall have a minimum of ten (10) feet clearance in all directions. (UFC 2504.3.2)
2. A 40 B:C Fire Extinguisher shall be provided where cooking is done with current State Fire Marshall tag affixed. (UFC 3208)
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6. Gas, solid, and liquid fuel burning equipment shall be vented to the outside air by means of a flue or vent approved for use with the type of equipment used and in such a manner that no portion of the tent, canopy or temporary membrane structure is within twelve (12) inches of the flue or vent. Vents for solid-flue burning shall be equipped with a spark arrestor and have openings no larger than ¼ inch wire mesh. (UFC 3217.2)
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9. Any extension cords used shall be commercial type and in good working condition. No damaged cords or multi-head cords will be allowed. (UFC 8506.2.2)
10. No smoking signs shall be clearly posted. (UFC 3208)

Fire Department staff will conduct a field inspection of each site at 2:00 p.m. Failure to comply with the above conditions will result in the closure of the stand during the Celebration.

I have carefully read and understand the FIRE REQUIREMENTS detailed above for the 4th of July Celebration. I am aware that if my organization does not comply with these Celebration FIRE REQUIREMENTS, my organization will not be permitted to participate in the Celebration and will be subject to closure during the Celebration hours.

Printed Name _____ Signature _____ Date _____
Title _____ Organization _____ Day Telephone _____
Evening Telephone _____ Address _____