26th Annual RIVERSIDE DICKENS FESTIVAL
London Marketplace Application
February 23 & 24, 2019 - 10am to 5pm

The Riverside Dickens Festival will return to its new permanent home on Main Street between University Avenue and 11th Street. This location features a large covered area, and a portion of the Main Street Mall. It will feature vendors, a tavern and continuous entertainment. There will be vendor space on the Mall area. Dates are fixed at the last full weekend in February.

The Riverside Dickens Festival is funded in part by the City of Riverside and the Riverside Arts Council. Each year it attracts thousands of new and return visitors. Many of the guests come in costume. This well attended, seasoned event continues to show strong growth and attendance.

Come and join the celebration of the life and times of Charles Dickens. Born February 7, 1812 and reared in Victorian England, he started his career as a writer of fiction short stories and essays in 1833. He is most famous for his works that include the *Pickwick Papers, Oliver Twist, Great Expectations, A Tale of Two Cities* and his memorable work *A Christmas Carol.* **The featured book for 2019 will be *David Copperfield*. Exciting activities and events for all ages are planned. Plays, street performers, food, educational workshops, musical performances and exhibits are just a few of the events planned.**

Admission to the London Marketplace is free and features artisans, shops and entertainment of the time. The Riverside Dickens Festival is host to many other paid events as part of the Festival. Contact the Riverside Dickens Festival for information and tickets on all their wonderful performances at www.dickensfest.com or 951-781-3168.

Remember this is a themed event. You must have an appropriate product, costume and booth decorations that reflect the Dickens era approximately 1812 through 1877 England. New entertainment and new players keep the Festival fresh and exciting.

Riverside Dickens Festival
951-781-3168
info@dickensfest.com
www.dickensfest.com

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Located on Main Street Mall between University Avenue and 11th Street

APPLICATION

Contact Name _____

Booth Name _____

Resale # _____

(Resale # including leading letters, as it appears on your BOE Permit with corresponding address.)

Address_____City _____State ____ Zip_____

Phone (Day)_____ Fax _____ Evening or Cell _____

Email _____

Type of Products and/or crafts _____

The completed Jury form must be attached

The following items must be included or acknowledged: **Initial**

1. Product Jury Form Attached . . . . . _____
2. Diagram of Booth attached . . . . . _____
3. Booth must be open during all hours of the Festival and must have an appropriately costumed person present at all open hours of the Festival . . . . . _____
8. Nonrefundable Application fee of $25 must be included . . . . . _____
   (If accepted will be applied to Registration Fee. If not accepted Application Fee is forfeited.)
   - Make payment by check, money order, credit card (MasterCard, Visa or Discover) or PayPal at www.dickensfest.com.
   - Make checks or money orders payable to: Riverside Dickens Festival, PO Box 113, Riverside, CA 92502
   - Fee for returned checks is $25.00
   - For payment by credit card please provide the following:

Credit Card # _____ *Exp Date* _____ *CCV*_____

Signature of Card Holder _____ *Phone #* _____

Billing address & Zip Code for credit card _____

Application fee $25.00 - No Refunds if Application is not accepted.

Signature of Booth Owner _____

Accepted by The Riverside Dickens Festival, Inc. _____ Date _____

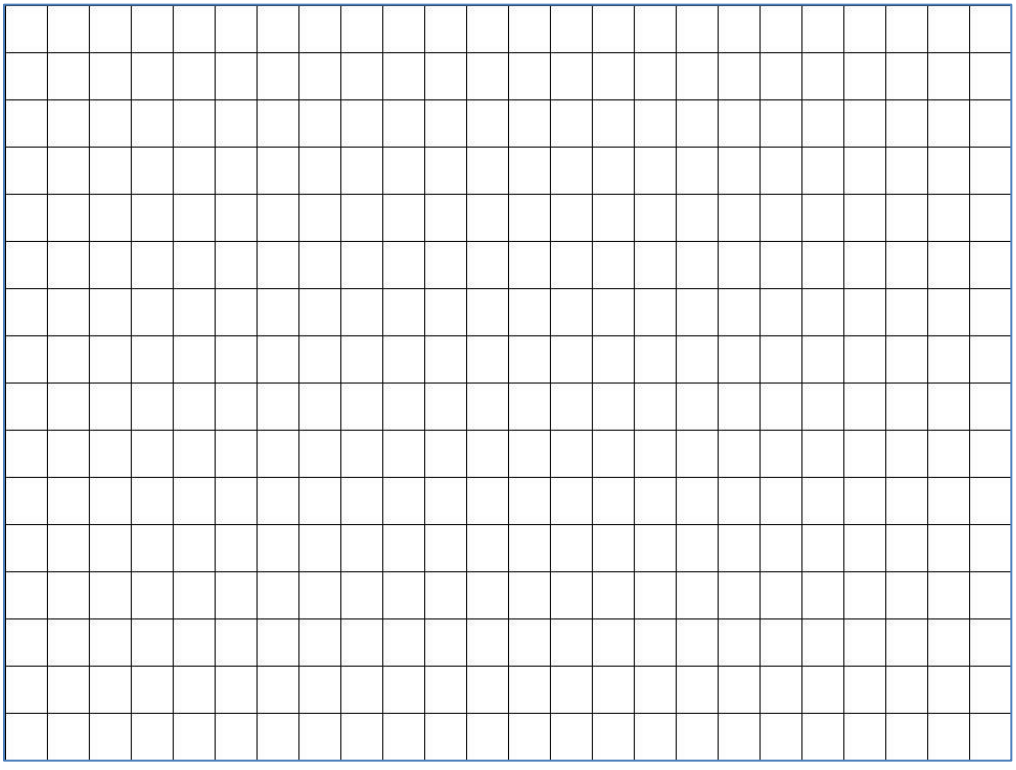
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BOOTH DISPLAY REQUIREMENTS

1. **Remember this is a themed event. You must have an appropriate product, costume and booth decorations that reflect the Dickens era approximately 1812 through 1877 England**.
2. EZ-UP or similar type of shade covers must be covered and decorated appropriate to the event. All non-period items in the booth must be covered.
3. All screws, nails, other materials and trash must be removed at tear down or you will be charged for clean-up. A dumpster is provided. No dumping of waste products in City drains, bag all waste and put in dumpster.
4. Booths will be on asphalt and on concrete.
5. Minimum booth space is 12'x12' perimeter; this includes poles, guide wires, display areas, backrooms, etc.
6. **All vendors and workers MUST be in appropriate costumes and character and booths must be staffed at all times during the festival. Booths must be open all scheduled hours of the Festival; 10am to 5pm.**
7. There is limited potable water at the site, bring your own drinking water. Electricity is available for some specialized booths.
8. NO TV's, radios or amplified music will be allowed in the booths without prior approval by the Festival.
9. Vendors are responsible for own booth set up, tear down, booth needs (i.e. chairs, tables, awnings) and all trash cleanup of their booth space.
10. **You MUST submit a photograph and sketch of your booth display and setup.** ***Returning vendors need not submit photos and setup diagram.***
11. All booths must have an approved, ***currently tagged*** **2**-A:10-B:C fire extinguisher and booth must be constructed of fire resistant materials.
12. FAILURE TO COMPLY WITH RULES AND REGULATIONS WILL RESULT IN CANCELLATION OF FESTIVAL PARTICIPATION WITH NO REFUND.

Draw a plan of your booth perimeter, include guide-ropes, racks, umbrellas, etc. setup outside the booth.

1 square = 1 foot



Street Side of Booth

Fees

$50 Registration plus

12x12 $300

12x24 $500

Plus
$12 City of Riverside Business License Fee

Call for information about electricity.

Applications due: October 31, 2018

If accepted all fees due December 30, 2018

Total Due _____

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JURY FORM

Booth Name _____

Contact Name _____

		Are you maker?			Office Use	
Item	Description	Yes	No	Part	Yes	No

Items manufactured or partially manufactured by you will be given preference

ITEMS FOR SALE

1. Remember this is a themed event. You must have an appropriate product, costume and booth decorations that reflect the Dickens era approximately 1812 through 1877 England.
2. Priority will be given to artists/craftsman/merchants who specialize in limited products, perform demonstrations and best suit the theme of the event. **Even if you have previously attended this event you must Re-Jury.**
3. NO FLEA MARKET ITEMS OR DAYGLOW COLORED ITEMS WILL BE ACCEPTED**.**
4. Exhibitors must sell from booth space or the area around their booth unless other arrangements have been made with the Festival. (Please do interact with the visitors in and around your booth.)
5. ***Vendors must list all items to be sold at the Festival. All items will be juried and approved by the Festival. Items not on the list or not approved cannot be sold.***
6. Preference is given to artisans and handcrafters selling one or two items only.
7. THE DECISION OF THE FESTIVAL IN ALL MATTERS OF APPROPRIATENESS IS FINAL.

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Rules and Regulations/Terms and Conditions
KEEP FOR YOUR RECORDS

Setup & Teardown

1. Setup will begin on Friday evening at 6pm after the streets are closed.
2. All setup must be done by 9:30am Saturday opening day of the Event. VENDORS ARRIVING LATE and unprepared to open on time will not be permitted to sell - there are no exceptions.
3. Tear down - must be completed by Sunday evening and can start at the close of the Event.
4. There will be security on the street - you may leave your booth Friday and Saturday nights; it is suggested that you remove all valuables. The Festival is not responsible for any loss or theft.
5. You must remain open during the scheduled hours of the Festival, rain or shine. ***No early teardown.***

California Sales Tax Information, City of Riverside and Health Permit Information

1. You are required by California law to have a valid California Resellers Permit. If the State of California inspects the Festival and you do not have a proper Resellers Permit your booth will be shut down and removed immediately. The Riverside Dickens Festival is not responsible for obtaining your permit.
2. You are required to have a valid City of Riverside Business License.

General Rules & Regulations

1. No alcoholic beverages may be brought onto the site at any time.
3. Under no circumstances are controlled substances allowed on Festival site. Anyone with these substances in their possession on Festival site is subject to immediate expulsion and/or arrest.
4. Drunkenness or unruly behavior will result in immediate expulsion from Festival site.
5. Participants consent to the use of their names, pictures, images, recorded voice or music, and those of employees and agents by the Festival, its assignments and licenses in connection with Festival events and without inspection for such purposes and commercial or promotional usage.
6. All booth operators, owners, employees and workers shall indemnify, defend and hold harmless The Riverside Dickens Festival, Inc. and all sponsors, their officers, employees, agents and volunteers from any and all loss, damage, or injury, to any person or property taking part in the Festival.
7. All facilities, materials, supplies and equipment used by the participants that belong to the Festival or its agents must be left in a clean, safe, orderly, condition upon completion of the event. Failure to do so will result in a maintenance fee of $35.00/per man-hour. The participants may be required to reimburse the operators for any and all repairs/damages to any facility that occurs during the event which is caused by the direct action of a booth operator/owner and/or their agents. The participants are to notify the Festival operators if there is a problem with the facility, materials, or equipment before it is used.
8. The booth operators/owners agree to comply with all State, County and local ordinances and/or regulations.

The application along with the application fee must be mailed to: Riverside Dickens Festival, Inc., PO Box 113, Riverside, CA 92502-0113

Insurance: Shopkeepers are *not* covered by The Riverside Dickens Festival insurance. Vendors must provide required documentation of Liability Insurance by January 15, 2019. Shopkeepers are responsible for their own worker's compensation insurance and any other State and County required coverage.