

**2025 Riverside Dickens Festival
Caterers Letter of Agreement
February 22, 2025**

White Park 3936 Chestnut Street Riverside CA 92501

This Letter of Agreement must be completed and returned, along with your Booth Fee by **January 15, 2025**. If we do not have your fees and signed Letter of Agreement by the due date, you will no longer be eligible to vend at the 2025 Riverside Dickens Festival. Your space is not guaranteed after this date.

This Agreement is entered into by and between the Riverside Dickens Festival and

_____, who will be operating
(Print personal name(s) of Caterer(s))

(Print name of Festival Shop as you wish it to appear in the Program)

Caterer Information

Street Address:		
City:	State:	Zip:
Phone Home	Bus:	Cell:
CA Seller's Permit No. Including Letters:		
<i>Include address as it appears on your Seller's Permit.</i>		
Email:	Website:	

Booth Size Requested:		
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Payment Terms

	Amount	Total
	\$	
	\$	
202 5 Booth Fee is calculated by a Flat Fee There is no guarantee of personal backspace. <i>Please attach a drawn booth layout with descriptions, and it must include any backspace usage, and all health department specific features.</i>	\$100.00	\$100.00
<i>All Payments must be made payable to: Riverside Dickens Festival</i>	Total Due	

Fill out, sign and return Page 1 and 2 along with Payment. .

**Mail Payments to: Riverside Dickens Festival
P.O. Box 113 Riverside, CA 92502
Or PayPal at: www.dickensfest.com/vendor-fees/**

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Food Product Listing

	Item Description	Approval Status	Date
1.		Approved/Not Approved	
2.		Approved/Not Approved	
3.		Approved/Not Approved	
4.		Approved/Not Approved	
5.		Approved/Not Approved	
6.		Approved/Not Approved	
7.		Approved/Not Approved	
8.		Approved/Not Approved	
9.		Approved/Not Approved	
10.		Approved/Not Approved	

I understand and agree with all the conditions of this contract and furthermore certify that I agree to comply with all Festival Rules, Regulations, Conditions and Policies. I have read and understand the application process and agree to the terms and booth payment fees.

Signed _____ Date _____

Print Name _____

2025 Riverside Dickens Festival Caterers Letter of Agreement

By execution of this Letter of Agreement, Caterer agrees that:

Caterer desires to participate in the 2025 Riverside Dickens Festival. Riverside Dickens Festival has agreed to accept Caterer for the 2025 Festival. In addition, for the purpose of conducting business in conformance with this Agreement, the following terms and conditions will apply:

Riverside Dickens Festival Requirements for Caterer Participation:

1. Caterer's participation in the Festival is hereby relinquished if the signed Letter of Agreement and all fees/deposits due are not **received by January 15, 2025**.
2. If Caterer withdraws from the Festival within 30 days of Opening, Caterer forfeits any and all prepaid fees/deposits and the same shall be retained by Riverside Dickens Festival.
3. This one-time Agreement requires renewal by both Caterer and Riverside Dickens Festival each year. Riverside Dickens Festival has no obligation to renew this Agreement for future seasons. Riverside Dickens Festival reserves the right to terminate this Agreement and remove any participant from grounds for cause at any time.
4. Caterer must submit a Caterer Product Listing along with the signed Agreement. Product listing must specify existing approved Food items, as well as new items to be juried. Items not included on the Product Listing or that have not been approved may not be sold.
5. Caterer owns the booth and fixtures, but Riverside Dickens Festival owns the rights to the food products and reserves the right to reassign food products to other Caterers, if necessary.
6. Caterer must register all participants and staff working at booth. Riverside Dickens Festival must be notified of all terminations immediately.
7. Drug & Alcohol Policy - Caterer and their employees may **not** consume alcohol during show hours on the Festival site, nor distribute alcohol to anyone, whether a member of the public or a participant of the Festival.
8. Caterer agrees to the use of his/her name, photos, images, recorded voice or music by Riverside Dickens Festival, as well as its assignees and licensees in connection with the Festival and without inspection for any commercial or promotional uses for one hundred (100) years.
9. Caterer may not use any Riverside Dickens Festival trademarks, trade names or copyrights without express written permission.
10. Caterer must also provide current emergency contact number and information. This information, along with your booth number, booth name, address and phone number shall be securely attached to the front of the booth by opening day.
11. Caterer must use a Food Service Tent that is clearly labeled as Fire Proof. All components of tents/canopies/10x10 pop-ups, to include sides, screens or other materials, must bear a fire retardant certification seal of the State Fire Marshall (SFM) office. In addition, it is the caterer's responsibility to familiarize themselves with the requirements set forth by the Riverside Fire Department. Inability to open because of fire department issues are not grounds for a fee refund.
12. Caterer and their employees will comply with all rules and regulations set forth by Riverside Dickens Festival.

13. Caterer will Decorate within the theme of the Festival. Caterer will provide and use Professional looking Signage.
14. Caterer will Costume themselves and their workers within the Theme of the Festival.
15. Caterer will provide proof of **liability insurance** on or before **January 15, 2025** that shows **The Riverside Dickens Festival P.O. Box 113 Riverside CA 92502**
City of Riverside Attn: Risk Management 3900 Main St. Riverside CA 92522

their officers, directors, employees and/or agents are additionally insured. Add the city of Riverside heir officers, directors, employees and/or agents are additionally insured Liability limits are \$1,000,000 per incident and \$2,000,000 aggregate. Without insurance you will not be allowed to open. No refund of booth fees will be granted in this case. Please submit your insurance certificate to the Marketplace Coordinator, Riverside Dickens Festival by email info@dickensfest.com before January 15, 2025.
16. Caterer agrees to provide own Workers Compensation Insurance and take care of own hiring.
17. Caterer agrees to hold the Festival harmless from any liability whatsoever: for any claim for in-jury (including, but not limited to bodily injury, property damage, fire, theft, explosion, damage incurred by the act of Nature), and for any loss sustained by Caterer or any person working for Caterer while participating in the Festival. This obligation to Caterer shall survive the termination or expiration of this Agreement, to defend, indemnify, and hold harmless Riverside Dickens Festival and its officers, directors, agents, and employees from all claims, demands, losses or liabilities, including but not limited to attorney's fees and litigation costs and expenses, for any injury or damage to anyone (including family, friends, guests, agents, volunteers or employees of Caterer) arising from Caterer's preparation for, travel to and from, attendance at and participation in the Festival, whether authorized by this agreement or not.
18. Caterer will be held responsible for any damages incurred by himself, his workers or his guests. This includes but is not limited to booth construction, any property left on site, driving a vehicle on site and/or any damage that may occur as a result.
19. Oral agreements cannot supersede this agreement. Any modification of this agreement must be in writing and signed by both parties.
20. Caterer agrees to comply with all terms and conditions of this agreement and the rules, regulations and policies of the Festival, and with all applicable federal, state, and local laws relating to payment of taxes.
21. We reserve the right to deny sale of items that have not been listed on the application. Any exhibitor/booth owner with exposed items not listed on the application may be asked to remove them or leave the Festival without a refund.
22. This Festival is a "rain or shine event". The producers will not be held liable for refunds or any other liabilities whatsoever for the disruption of the Festival due to reasons of enclosure in which the Festival is to be produced, before or during the Festival, destroyed by fire or other calamity, or by any act of God (including but not limited to weather), public enemy, strikes, statutes, terrorists, ordinances or any other cause. Producer reserves the right to alter the booth lay-out plan at any time.