

2025 Riverside Dickens Festival Vendor Letter of Agreement February 22, 2025

White Park 3936 Chestnut Street Riverside CA 92501

This Letter of Agreement must be completed and returned, and your Booth Fee by **January 15th, 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 Vendor(s))

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

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

Payment Terms

| | Amount | Total |
|---|------------------------|------------------------|
| | | |
| | | |
| 2024 Booth Fee | 12X12 \$100 | 12X24 \$200 |
| <i>All Payments must be made payable to: Riverside Dickens Festival</i> | | Total Due |

Sign and return this page along with payment.

Mail Payments to: Riverside Dickens Festival

P.O. Box 113 Riverside, CA 92502

Or PayPal at: www.dickensfest.com/vendor-fees/

I understand and agree with all the conditions of this contract and furthermore certify that I agree stand the application process and agree to the terms and booth payment fees.

Signed _____ Date _____

Print Name _____

2025 Riverside Dickens Festival Vendor Letter of Agreement

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

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

Riverside Dickens Festival Requirements for Booth Participation:

1. Vendor's participation in the Festival is hereby relinquished if the signed Letter of Agreement and all fees/deposits due are not received by **January 15th, 2025**.
2. If Vendor withdraws from the Festival within 30 days of Opening, Vendor 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 Vendor 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. New Vendors must submit a Product List and Description along with the signed Agreement.
5. Drug & Alcohol Policy - Vendor 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.
6. Vendor 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 with- out inspection for any commercial or promotional uses for one hundred (100) years.
7. Vendor may not use any Riverside Dickens Festival trademarks, trade names or copyrights with- out express written permission.
8. Vendor 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.
9. Vendor must use a 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. Further, booth owner must provide a current, working 10ABC fire extinguisher.
10. Vendor and their employees will comply with all rules and regulations set forth by Riverside Dickens Festival.

11. Vendor will provide proof of **liability insurance** on or before **January 15, 2025** that shows The Riverside Dickens Festival & city of Riverside is listed as additionally insured. Must be displayed on the policy as follows:

Riverside Dickens Festival P.O. Box 113 Riverside, CA 92502
City of Riverside Attn: Risk Management 3900 Main St. Riverside CA 92522

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**.

12. Vendor agrees to provide own Workers Compensation Insurance and take care of own hiring.
13. Vendor agrees to hold the Festival harmless from any liability whatsoever: for any claim for injury (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 Vendor or any person working for Vendor while participating in the Festival. This obligation to Vendor 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 Vendor) arising from Vendor's preparation for, travel to and from, attendance at and participation in the Festival, whether authorized by this agreement or not.
14. Vendor 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.
15. Oral agreements cannot supersede this agreement. Any modification of this agreement must be in writing and signed by both parties.
16. Vendor 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.
17. 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 layout plan at any time.