



NORCO HORSEWEEK 2023

Dear Perspective Concession/Food Vendor,

Thank you for your interest in the 2023 Norco Horseweek Rodeo and Bull Riding event. Please check out our website at www.norcohorseweek.com This is an annual three-day event held the 3rd week in April. The dates and times are as follows:

Friday April 21st (Gates open at 5:30 pm)
Saturday April 22nd Gates open at 4:00 pm)
Sunday April 23rd (Gates open at 2:30 pm)

It is with great pride that we proudly present this annual event in "Horse Town U.S.A." We are nestled below the base of Norco Hills located at 3737 Crestview is the city's premier equestrian center known as the George Ingalls Equestrian Event Center. This event is organized by a Non-Profit organization and is staffed entirely by local volunteers for many years. We truly hope your experience here in our town is a pleasant one and wish you the greatest success at our event.

We do not give exclusives, but we will do our best to limit duplicates of food and other vendor items in order to promote a successful experience.

Enclosed you will find the rules and regulations, Insurance requirements, Vendor Application & contract with terms and conditions. **PLEASE READ THIS MATERIAL CAREFULLY AND SUBMIT YOUR COMPLETED APPLICATION. COPY OF YOUR RESALE PERMIT (BOE) TO REFLECT THE VENUE ADDRESS OF 3737 CRESTVIEW, NORCO CA 92860, CITY OF NORCO BUSINESS LICENSE AND PAYMENT IN FULL. APPLICATION CAN BE EMAILED TO NORCOHORSEWEEKVENDOR@YAHOO.COM OR MAILED TO NORCO HORSEWEEK/VENDORS PO BOX 582 NORCO CA 92860.**

In order for your application to be considered the following **must** be included with your completed application:

1. **Payment in full** (Cashier check, MO or Credit card page 9 of the application to be completed.) made to Norco Horseweek Committee. Sorry no business or personal checks accepted. Credit card will not be processed until you have been accepted.
2. **California resale permit (BOE) or 410-D** with the booth/business name and venue address: 3737 Crestview Ave, Norco Ca 92860
3. **Liability insurance** naming "Norco Horseweek Committee and The City of Norco" as additional insured. Required general aggregate amount 2,000,000.00. Certificate must also show a dollar amount for product coverage.
4. **Additional insured endorsement.** This can be obtained from your insurance carrier. Also naming "Norco Horseweek Committee and The City of Norco", must also reflect the policy # and or business name.
5. **Completed Department of Environmental Health Operators Agreement form. Can be found at www.norcohorseweek.com or <https://rivcoeh.org/>**
6. **City of Norco Business license.** Which can be obtained on the city website <https://www.norco.ca.us/programs-services/permits-licenses>

The identity and service of our vendors and sponsors reflect on the event's reputation, therefore; the Norco Horseweek Committee reserves the sole and exclusive right to accept or reject any submitted application. Our goal is to provide our vendors and sponsors with a wholesome environment while promoting a family fun atmosphere. Don't miss out on an opportunity for space. Once your application and all required documentation has been received and reviewed, we will contact you via email and phone of your participation.

We look forward to your participation and thank you for choosing the Norco Horseweek Rodeo and Bull riding event to assist you in promoting your business.

Sincerely,
Tammy Norman, Norco Horseweek Ranch Rodeo and Bull Riding event Vendor Chair
Norcohorseweekvendor@yahoo.com
909-240-4407



NORCO HORSEWEEK 2023

Rules & Regulations

Friday April 21st (Gates open at 5:30 pm)
Saturday April 22nd Gates open at 4:00 pm)
Sunday April 23rd (Gates open at 2:30 pm)

KEEP FOR YOUR RECORDS

Once you have completed and submitted your application with all the correct documentation you will be notified via email and or phone of your participation by March 1st. If your applications has not been approved all fees will be returned to your mailing address.

No refunds will be issued after March 1st. This event is a rain or shine, no refunds will be given due to weather or any other unforeseen incident.

Any violation of Norco Horseweek Ranch Rodeo and Bull Riding event rules and regulations could result in vendor removal without refund.

Booth location-Due to health, city, fire and electrical requirements please do not ask to be relocated. You will not be moved. Should you be unhappy with the location you may choose to not participate and NO REFUNDS will be given.

Check in:

Vendor packets will be distributed at booth set up (see dates and times under booth set up). Vendor will receive four vendor ID's, and two parking passes upon arrival. These passes and ID's are to be used for the duration of the event – additional passes and ID's can be purchased from the Vendor Committee. Vendors and their employees must always wear badges while on Rodeo grounds.

Booth setup:

Vendors may set up booth on: Thursday April 20th – 3 to 8pm; and or Friday April 21st 9am to 12pm. **All food trailers and or trucks need to be on site at set up on Thursday. All Vendors must be ready for a 4:00pm Fire and Health inspection on Friday April 21st.** Food Vendors, to be fully operational, including having freezers/ refrigerator to temp. Retail Vendors must have “Skeleton” of booth (canopy, lights, electrical) ready by this time. No exceptions. **This is a Norco Horseweek Rule that will be strictly enforced. It does not matter what time the Health/Fire Department show up you must be ready by 4pm inspection.**

ALL Vehicles MUST be off the grounds 60 minutes before fire and health inspections. All vehicles must be removed from the Vendor Area & placed in vendor parking 30 minutes prior to each opening day of the event.

Vendor is responsible for his or her own setup. The Horseweek Committee supplies space & power only. NOTHING MAY BE PLACED IN THE AISLE.

All booths must have a visibly displayed, readable sign using 2” letters with the name, address and phone number of the booth owner and the vendor’s return policy must be displayed.

Electrical:

1 110 outlet is included in the booth fee. However, Vendors must supply their own extension cords, adapters and/or quiet generators if needed. Should you require power over 110 an additional charge will apply. (See application for additional fees). **ALL EQUIPMENT MUST BE SUITABLE TO PLUG IN A GFCI**



NORCO HORSEWEEK 2023

Rules & Regulations

Only one booth per concession owner

Products sold:

All items sold at the event must be appropriate for a family friendly event and be listed on the Product form. No Glass bottles or alcohol to be sold by vendors.

Concession (Food) Vendors:

Are and include all prepared, served, packaged and sample food products. Must comply with all health rules and regulations set by the department of health.

Hours of Operation:

Friday gates open at 5:30, Saturday gates open at 4:00 & Sunday gates open 2:30. Merchandise cannot be moved through the grounds during event hours.

Norco Horseweek Rodeo and Bullriding event:

Vendor agrees to see their booth is staffed and open during **all** operational days and hours of the event. This means ready to sell at the time gates open until close.

Security:

Absolutely no tail gating/parties are allowed before, during or after event hours in or around Vendor Booths or event grounds. Security is not provided for individual booths. There will be security present around the clock throughout the grounds Thursday thru Sunday. The Norco Horseweek Committee is not responsible for loss of any kind. Vendor agrees to obtain any and all additional insurance deemed necessary to cover potential losses.

Teardown:

Sunday April 23rd after the close of the event. Electrical will be removed after event on Sunday and no security will be provided after Sunday night.

Cleanup:

Vendor agrees to maintain a clean and presentable booth. Vendor is responsible for the removal of ALL materials, litter, garbage including boxes and signs and any other disposable garbage in containers provided by the Norco Horseweek rodeo and bull riding event for that purpose. Boxes are to be broken down and fit into disposal containers. Vendors may not dispose of any hazardous material or burn any objects on the Fairgrounds.

VA Concession (food) vendors:

Health permit fee is waived but you must be on the current list of "Veteran's Exempt" food vendors as approved by Riverside County Environmental Health. If a veteran is not on this list but would like to be; please contact the department of Health office and they can guide you through the process of getting on the Veteran's list. ONLY fee that is waived for VA is the health permit fee for concession (food), you must pay all other fees and insurance requirements.

Directions:

3737 Crestview, Norco Ca 92860. From 15 freeway, exit Sixth St. and proceed east. Continue up Sixth Street approximately three miles. George Ingalls event center is located on the right. (Please follow the vendor signs)

Vendor specifically agrees to abide by all applicable ordinances and statutes pertaining to vendor during event. This includes any and all statutes and ordinances of the State of California, County of Riverside or other governmental agency pertinent to the Vendor's participation in this event, including but not limited to, those affecting health, sanitation, fire safety and sales tax regulations.



NORCO HORSEWEEK 2023

Insurance Requirements

Please forward this information to your Insurance Company – and submit required information WITH application.

****If your correct insurance is not received WITH your application, your application will NOT be reviewed and participation will not be granted.**

Insurance **MUST** read as follows:

“City of Norco and The Norco Horseweek Committee are named as additional Insured to this policy” in the description of operations section.

Certificate Holders: City of Norco and The Norco Horseweek Committee
2870 Clark Ave
Norco, Ca 92860

Additional Insured ENDORSEMENT MUST accompany the Certificate! Endorsement MUST also have POLICY NUMBER on it. **Policy Must also show Product coverage and General aggregate must be for 2,000,000.00

**Please email Certificates and Endorsements to:
Norcohorseweekvendor@yahoo.com**

“Insured” and “Booth Name and/or Contact” must be the same, or “Booth Name and/or Contact” must appear in the Description of Operations.

If there are any questions or clarifications needed, please call 909-240-4407

Please Note: There are NO Exceptions that will be made to the above insurance requirements. If you cannot meet these requirements, you MUST purchase “Norco Horseweek Insurance” see Vendor Application page.



NORCO HORSEWEEK 2023

VENDOR APPLICATION

Friday April 21st (Gates open at 5:30 pm), Saturday April 22nd (Gates open at 4:00 pm) Sunday April 23rd (Gates open at 2:30 pm)

Business Name: _____

Booth Name: _____

Have you participated in Norco Horseweek rodeo and bull riding event in the past? If so when:

Owner/ operator Name: _____

Mailing Address: _____ City _____ State _____ Zip _____

Business Phone: _____ Fax _____ Cell _____

On site Contact: _____ Emergency Phone Number: _____

Email Address: _____

Website: _____

Is your Insurance **certificate and endorsement** attached and showing product coverage?
(Policy must also show Product coverage and General aggregate must be for 2,000,000.00) (circle one) **Yes No**
Does your stand/booth require standard 110 electricity (1 110 outlet is included)? (circle one) **ALL EQUIPMENT MUST BE SUITABLE TO PLUG IN A GFCI** **YES NO**

Does your stand/booth require something other than the standard 110 outlet? **YES NO**

Additional fee required (circle one)

50Amps(see application for fee) 100Amps(See application for fee)

Other =Voltage: (indicate) _____ AMPS: _____

Will you be using a trailer for your booth? (circle one)

If using trailer you must fit within booth size paid, or you must move up to the next biggest booth size.

YES NO

If yes please give dimensions: _____

You will be charged for the minimum square footage based on the vendor fee page of the application

Are you a Veteran exempt on the county of Riverside Health Dept.? (see rules and regulations) (circle one) **YES NO**

Signature of Booth Owner/Manager

Date



NORCO HORSEWEEK 2023

Vendor Application & Booth Fees (All 3 days)

Concession/Food					
Booth sizes:	12x12	12x24	12x36		
Price	\$250.00	\$500.00	\$700.00		
Electrical Requirements: (1-110)	Included	Included	Included		Included
Anything over the standard 110, please specify amp (circle one) ALL EQUIPMENT MUST BE SUITABLE TO PLUG IN A GFCI	50AMP=\$50.00 100AMP=\$75.00	50AMP=\$50.00 100AMP=\$75.00	50AMP=\$50.00 100AMP=\$75.00		
Health Permit Fee (VA or annual no fee. See rules and Regulations)	\$150.00	\$150.00	\$150.00		\$150.00
Fire Inspection	\$25.00	\$25.00	\$25.00		\$25.00
Liability Insurance (if you don't have your own we can add you to ours)	\$175.00	\$175.00	\$175.00		
Do you have a 3 sink basin? Must meet Riverside County Health Dept requirements	Yes		No		
If using trailer or tents you must fit within booth size paid, or you must move up to the next biggest booth size. Food vendors include prepared, served, packaged and sample products All food trailers and or trucks need to be on site at set up on Thursday					
				Total	\$

Types of payment accepted: Cashier Check, MO or Credit Card (please fill out authorization form on page 9) No business or personal checks. Cashier and MO payable to: Norco Horseweek Committee.

Business/Booth name _____

Email Address _____

Mailing address _____

Signature of Booth Owner/Manager _____

Date _____

For Use by Vendor Committee Only: PAID: _____ DATE: _____ AMOUNT: _____ INSURANCE: _____

RESALE LICENSE (BOE): _____ CITY BUSINESS LICENSE _____ BOOTH SIZE: _____

SPECIAL NEEDS: _____



NORCO HORSEWEEK 2023

Vendor Contract

The following items must be included or acknowledged:

Initial

1. Complete Product List Attached..... _____
2. California Resale (BOE) reflects the venue address: 3737 Crestview Ave Norco CA 92860 (Copy attached) _____
3. All independent sellers such as Tupperware, Avon, Scentsy, etc must have a California Resale (BOE) OR 410-D (Must have the venue address: 3737 Crestview Ave Norco CA 92860). _____
4. Certificate of Insurance & additional endorsement. Product must be covered. Or payment for insurance is enclosed. (Product coverage and General aggregate must be for 2,000,000.00) _____
5. City of Norco Business license attached. _____
6. No open flames and all booths must have a currently tagged 2-A:10-B:C fire extinguisher. _____
7. *Food Booths must have a type K fire extinguisher..... _____
8. All Vendors & workers must wear a Norco Horseweek vendor ID while on ground _____
9. Completed County of Riverside Community Event Temporary Food Facility Operator's Agreement Form _____
10. No Drugs or Alcohol allowed. Violators will be removed (no refunds) _____
11. Rules and Regulations – read & agreed to – (**keep for your record**) _____
12. Booths must be open and staffed during all hours and days of the Event _____
13. All Vehicles must be removed no later than 60 minutes prior to opening..... _____
14. TRASH: Vendors must provide their own trash disposal system (cannot use provided trash receptacles for eventgoers) _____
15. Payment must be included (cashier check, Mo or credit card authorization) no personal checks. _____
16. All concession vendor applications (food & beverages) must be submitted on or before March 1st _____
17. Any Violation of Norco Horseweek Rodeo and Bull Riding event rules & regulations could result in vendor removal without refund. _____
18. Received and reviewed the Fire department guidelines posted on www.norcohorseweek.com _____
19. No refunds issued after March 1st _____
20. **ALL EQUIPMENT MUST BE SUITABLE TO PLUG IN A GFCI** _____
21. VA concession (food vendor) if you are not paying the health permit fee have you included the appropriate documentation? YES NO
21. This event is a rain or shine; no refunds will be given due to weather or any other unforeseen incident. _____

Signature of Booth Owner/Manager

Date



NORCO HORSEWEEK 2023

One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize Norco Horseweek to make a one-time debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ authorize Norco Horseweek to charge my credit card
(Full name)

account indicated below for _____ on or after _____. This payment is for
(amount) (date)

(Description of goods/services)

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: Visa MasterCard AMEX Discover

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3-digit number on back of Visa/MC, 4 digits on front of AMEX) _____

Customer Code (for business cards only) _____

SIGNATURE _____

DATE _____

I authorize the above-named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.