



# NORCO HORSEWEEK 2024

Dear Perspective Retail Vendor,

Thank you for your interest in the 2024 Norco Horseweek Rodeo and Bull Riding event. Please check out our website at [www.norcohorseweek.com](http://www.norcohorseweek.com) This is an annual three-day event held the 3<sup>rd</sup> week in April. The dates and times are as follows:

**Friday April 19th (Gates open at 5:00 pm)**  
**Saturday April 20<sup>th</sup> (Gates open at 4:00 pm)**  
**Sunday April 21<sup>st</sup> (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 Ingalls 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](mailto: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.

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 Rodeo and Bull Riding event Vendor Chair  
[Norcohorseweekvendor@yahoo.com](mailto:Norcohorseweekvendor@yahoo.com)  
909-240-4407



# NORCO HORSEWEEK 2024

## Rules & Regulations

Friday April 19<sup>th</sup> (Gates open at 5:30 pm)  
Saturday April 20<sup>th</sup> (Gates open at 4:00 pm)  
Sunday April 21<sup>st</sup> (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 April 1st. If your applications has not been approved all fees will be returned to your mailing address.**

No refunds will be issued after April 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 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 18th 3 to 8pm; and or Friday April 20th- 9am to 12pm. **All Vendors must be ready for a 4:00pm Fire and Health inspection on Friday April 19th.** 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**

#### **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.



# NORCO HORSEWEEK 2024

## Rules & Regulations

### **Hours of Operation:**

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

### **Norco Horseweek Rodeo and Bull Riding 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 21st** after the close of the event. Electrical will be removed after the event on Sunday and no overnight security is provided Sunday after hours.

### **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.

### **Nonprofit: (All nonprofit must be a Norco Based organization & provide a copy of your tax-exempt letter from the IRS)**

**Nonprofits or political** vendors must pay all applicable fees.

**Nonprofit retail (Must be a Norco based or approved by the Horseweek committee)** such as crafts, products (nonfood) selling of any items, booth space fee of a (12x12) is complimentary. Should you require a larger space contact the vendor chair before submitting your application. Fire inspection fee applies. Insurance requirements also apply (contact vendor chair for requirements). Must provide with your application 2 copies of your tax-**exempt** letter from the IRS and a city of Norco business license is required.

**Nonprofit Information only** (not selling anything only handing out info) must be LOCAL Norco nonprofit or approved by the Horseweek committee, booth space fee of a (12x12) is complimentary. Should you require a larger space contact the vendor chair before submitting your application. All other applicable fees such as fire & Insurance (contact vendor chair for insurance requirements) must be included with your application. Must provide with your application 2 copies of your tax-**exempt** letter from the IRS.

### **Political candidates/parties:**

Booth fee see application, 12x12 only. You must also pay the appropriate fire inspection fee (see application) and insurance requirements or you may purchase through the Horseweek.

### **Independent distributor (Avon, Tupperware, Etc):**

All appropriate fees apply. You must provide one of the two following forms with your completed application a seller's permit (BOE) from the state board of equalization or a copy of your 410-d form which can be found at <https://www.cdtfa.ca.gov/services/> and must be filed with the state board of equalization.

### **Directions:**

3737 Crestview, Norco Ca 92860. From 15 freeway, exit Sixth St. and proceed east. Continue up Sixth Street approximately three miles. 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 2024

## 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.

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 2024

## VENDOR APPLICATION

**Friday April 19th (Gates open at 5:30 pm), Saturday April 20th Gates open at 4:00 pm  
Sunday April 21<sup>st</sup> (Gates open at 2:30 pm)**

Business Name: \_\_\_\_\_

Booth Name: \_\_\_\_\_

Have you participated in Norco Horseweek 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: \_\_\_\_\_

Type of business (circle one):

Retail

Crafts (handmade or custom goods)

Non-Profits (community service organizations)

Merchants (tangible goods)

Products (promotes business/service)

Demonstration

Independent (animal rides/photo both/amusements etc.)

Political

Does your stand/booth require standard 110 electricity? (circle one) **YES NO**

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

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**

Are you a nonprofit? (see rules and regulations) (circle one) **YES No**

Signature of Booth Owner/Manager \_\_\_\_\_ Date \_\_\_\_\_



# NORCO HORSEWEEK 2024

## Vendor Application & Booth Fees (All 3 days)

Booth sizes Retail:	12x12	12x24			Sub Total
Price	200.00	400.00			
Liability Insurance (if you don't have your own- we can provide for cost listed)	175.00	175.00			
Fire Inspection	\$15.00	\$15.00			\$15.00
*Note retail spaces only run 12 deep and up to 24 feet long *If using trailer must fit within booth size paid.				<b>Total</b>	\$
Booth sizes (non-selling):	12x12	12x24			Sub Total
Information (only)	\$150.00	N/A			
Non-Profit (Local)	*Complimentary	150.00			
Political	\$100.00	N/A			
Fire Inspection	\$15.00	15.00			\$15.00
*Please contact Vendor Chair if space larger than 12x24 is needed. 110 electrical is included. Must contact Vendor chair if needs are different.				<b>Total</b>	\$

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): \_\_\_\_\_ Business License \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_

SPECIAL NEEDS: \_\_\_\_\_



# NORCO HORSEWEEK 2024

## 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 included with application. \_\_\_\_\_
6. No open flames and all booths must have a currently tagged 2-A:10-B:C fire extinguisher. \_\_\_\_\_
7. All Vendors & workers must have a Norco Horseweek vendor ID ..... \_\_\_\_\_
8. No Drugs or Alcohol allowed. Violators will be removed (no refunds)..... \_\_\_\_\_
9. Rules and Regulations – read & agreed to – (**keep for your record**) ..... \_\_\_\_\_
10. Booths must be open and staffed during all hours and days of the Event ..... \_\_\_\_\_
11. All Vehicles must be removed no later than 60 minutes prior to opening..... \_\_\_\_\_
12. TRASH: Vendors must provide their own trash disposal system (cannot use provided trash receptacles for eventgoers) \_\_\_\_\_
13. Payment must be included (cashier check, Mo or credit card authorization) no personal checks. \_\_\_\_\_
14. Any Violation of Norco Horseweek Rodeo and Bull Riding event rules & regulations could result in vendor removal without refund. \_\_\_\_\_
15. Received and reviewed the Fire department guidelines posted on [www.norcohorseweek.com](http://www.norcohorseweek.com) \_\_\_\_\_
16. No refunds issued after March 1st \_\_\_\_\_
17. **ALL EQUIPMENT MUST BE SUITABLE TO PLUG IN A GFCI**
18. 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 2024

## PRODUCT FORM

(Must be attached and submitted with your application)

**All products to be sold from your booth must be listed**

Stand/Booth Name \_\_\_\_\_

Contact Name: \_\_\_\_\_

Item	Item
For additional items use reverse side of page.	

### ITEMS FOR SALE

1. All items sold at the Norco Horseweek must be appropriate for a family friendly event.
2. Under no circumstances at any time does the Norco Horseweek rodeo and bull riding event Committee permit selling of any projectiles (potato or marshmallow guns, etc.), explosives or laser pointer on City premises. No Silly String, poppers, glitter or other products requiring special cleanup may be sold
3. No food or beverages may be sold except by food vendors. No Glass bottles or alcohol.
4. THE DECISION OF THE NORCO HORSEWEEK COMMITTEE IN ALL MATTERS OF APPROPRIATENESS IS FINAL

### INSURANCE

**All vendors (non-profit, retail, political candidates, etc.) must have a \$2,000,000 policy and provide the Fair Committee with a "certificate of liability" with an endorsement naming the "City of Norco" and the "Norco Horseweek Committee"**. Product must also be covered. The Norco Horseweek Committee can provide insurance if you do not have coverage for your own business for this event. Insurance policies renewing on April 14th of each year will be accepted upon check-in with corrected dates and additional insured and endorsement. No exceptions. See fee schedule for insurance rates.

### HOLD HARMLESS

All booth operators, owners, employees, and workers shall indemnify, defend and hold harmless the City of Norco and the Norco Horseweek Committee, and any and all sponsors, their officers, employees, agents, volunteers from any and all loss, damage, or injury, to any person or property taking part in the event.

\_\_\_\_\_  
Signature of Booth Owner/Manager

\_\_\_\_\_  
Date





# NORCO HORSEWEEK 2024

## 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.

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### 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 \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Phone# \_\_\_\_\_  
Email \_\_\_\_\_

Account Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> 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.