



April 1, 2010

Dear Vendor:

The City of Moreno Valley is inviting you to join them in celebrating the Arts in Moreno Valley at our annual "*Art au Soleil*." Art au Soleil unites artists, crafters talented performers, and art lovers for a magical day of art and entertainment. It is a great opportunity to experience first-hand the many talents of the arts in Moreno Valley.

This year Art au Soleil will take place at the Stoneridge Towne Centre, 27120 Eucalyptus Avenue, on Saturday, April 24, 2010 from 10:00 a.m. to 5:00 p.m. This festival is a celebration of all the arts with family and friends. The day will not only feature the artwork and crafts of many talented individuals, but will also include performances throughout the day. This cultural event is sponsored by the City of Moreno Valley and the Moreno Valley Arts Commission.

Food vendors will be required to obtain a current City of Moreno Valley business license; however, vendors selling no more than three times per year will only be required to file a business license application, at no cost, in the Finance Department. All booths are required to comply with City codes and ordinances. Included in this packet are booth regulations, and the Health Department contact information for food booths. The cost of the vendor booth is \$25.

If applicable to the sale of food, prior to registering with us you must receive sign off from the County Health Department, Division of Environmental Health. It is the applicant's responsibility to obtain information for these food requirements. Additionally a Health Department permit is required. Vendors may contact the County Health Department at (951) 766-2824. Applicants are responsible for complying with all applicable County, State, and Federal laws pertaining to sales. For information on State requirements, you may contact the State Board of Equalization at (951) 680-6400.

Attached you will find the booth application. We look forward to your participation in Art au Soleil! If you have any questions, call Moreno Valley Parks and Community Services at 413-3701.

Sincerely,

Parks and Community Services Department

(City Copy)

ART AU SOLEIL 2010

Rules of Operation

1. **HOURS OF OPERATION:** The festival is from 10:00 a.m. to 5:00 p.m. All vendors must be set up no later than 9:30 a.m. and no earlier than 7:00 a.m. All sales will terminate at 5:00 p.m. Please, no packing-up until the close of the festival.
2. **SPACE AVAILABILITY:** Spaces are available on a first-come first-served basis.
3. **FOOD VENDORS:**
Food items must be approved by the City in advance.
4. **ELECTRICITY:**
 - a. Electricity may not be available at the festival.
 - b. Vendors are responsible for providing their own electrical power source including outlets and power cords. Any extension cords used shall be commercial type and be in good working condition. No damaged cords or multi-head cords will be allowed (CFC 8506.2.3).
 - c. Generators may not be shared between vendors.
5. **CANCELLATIONS:**
 - a. If you find that you are unable to participate, please call to cancel your reservation at 413-3701.
 - b. In case of natural disaster (rain, earthquake, etc.), the City of Moreno Valley will not be responsible for any inconvenience or loss you, your group, or your organization may encounter due to cancellation of this event. In such case, NO refunds will be given (no exceptions).
6. **GENERAL VENDOR RULES:**
 - a. Agencies/Organizations may obtain up to two booth spaces of any type for this event.
 - b. Vending by strolling during the festival is not permitted. If vendors are found circulating among the crowd selling their wares, they are subject to be closed down during festival hours.
 - c. Each vendor is responsible for his/her own money. Bring enough money to make change at your booth - change service is not provided.
7. **SOUND RESTRICTIONS:** No music or amplification will be permitted.
8. **BOOTH LIGHTNING:** Vendors must provide their own booth lighting.
9. **SPACE LOCATION:** Space location will be at the discretion of the Moreno Valley Parks and Community Services. Booth space dimensions 10' X 12'. Vendors requiring larger spaces must pay for an additional booth space.
10. **CLEAN UP:** Vendors who do not leave their booth area clean will be billed a cleaning fee of \$50.00 and will not be permitted to return as a vendor next year.

11. SIGNAGE:

- a. All signs must be compatible with the general aesthetics of the event, i.e., neat in appearance.
- b. The use of "fighting words", obscenities, grisly or gruesome displays, or highly inflammatory slogans likely to provoke disturbance are prohibited.

12. VENDOR BOOTH FEE:

The cost of the vendor booth is \$25.

I have carefully read, understand, and will abide by the above rules and regulations governing this event. I am aware that if my organization does not comply with these regulations, our booth may be closed down during festival hours.

Printed Name _____

Signature _____ Date _____

Title _____ Organization _____

Day Telephone _____ Evening Telephone _____

Address _____ City _____ Zip Code _____

Email address _____

(Vendor Copy)

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Email address _____

(City Copy)

**STATEMENT OF APPLICANT
WAIVER AND HOLD HARMLESS AGREEMENT**

The undersigned, acting on behalf of the sponsoring organization identified below, agrees to indemnify, defend and hold the City of Moreno Valley ("City"), the Moreno Valley Redevelopment Agency ("Agency"), and the Moreno Valley Community Services District ("District"), their officers, officials, agents, and employees, jointly and severally, free and harmless from any and all liability, claims, damages, or injuries to any property or person, arising out of or in connection with any action or other proceeding sought by or proposed for in connection with the special event or the use of the City and/or grounds, excepting liability actions arising out of the sole negligence of the City, the Agency, and the District, or their authorized agents.

I hereby certify that I will be personally responsible for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of myself and/or my organization. I will be responsible for payment of all charges assessed for use of the specified premises and for any damages sustained by the area used, its equipment, building, or grounds occurring through the occupancy or use of said building and/or grounds by the applicant organization.

I hereby release, discharge and agree not to sue the City of Moreno Valley ("City"), the Moreno Valley Redevelopment Agency ("Agency"), and the Moreno Valley Community Services District ("District"), their officers, officials, agents, and employees, for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of myself and/or my organization, the event organizers or any other participants in the event.

I HAVE CAREFULLY READ THIS RELEASE, WAIVER AND HOLD HARMLESS AGREEMENT NOT TO SUE, AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Printed Name: _____ Date: _____

Signature: _____ Title: _____

Parent/Guardian Signature (if under age 18) _____

Organization: _____

Address: _____

Day Phone: _____ Evening Phone _____

(Vendor Copy)

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(Vendor Copy)

ART AU SOLEIL

ARTIST/CRAFT VENDOR FIRE REQUIREMENTS

The following are the fire requirements pertaining to Artist/Craft vendors at the event site.

1. Generators and other similar equipment shall be isolated from contact from public. Generators size may require grounding rod per manufactures specs. Gas not to be stored within 20' and to be stored in an approved container (CFC 2504.4).
2. Any tents or canopies used shall be in conjunction with Article 32 of CFC.
3. FLAMMABLE DECORATIONS OR EFFECTS SHALL BE MADE OR FIRE RETARDANT IN AN APPROVED MANNER (CFC 3207).
4. Tents and canopies over 200 square feet and any tent or canopy to which cooking is being done shall be flame treated. A State Fire Marshal tag shall be affixed to side of fabric or a copy of the flame certificate shall be presented to the Fire Prevention Bureau for approval.
5. Any flammable/combustible liquids or LP-Gas shall not be stored in a tent or temporary membrane of less then 50 feet from any such structure (CFC 3218).
6. Any extension cords used shall be commercial type and be in good working condition. No damaged cords or multi-head cords will be allowed (CFC 8506.2.3).
7. No smoking signs shall be posed conspicuously (CFC 3208.1).

Fire Prevention will conduct a field inspection of the site the day of the event. Failure to comply with the above conditions could result in delay in event.

If there are any questions, please call the Fire Prevention Bureau at (951) 413-3370.

(City Copy)

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I HAVE CAREFULLY READ AND UNDERSTAND THE FIRE REQUIREMENTS DETAILED ABOVE FOR ART AU SOLEIL. I AM AWARE THAT IF MY ORGANIZATION DOES NOT COMPLY WITH THE EVENT FIRE REQUIREMENTS, MY ORGANIZATION WILL NOT BE PERMITTED TO PARTICIPATE IN THE EVENT AND IS SUBJECT TO CLOSURE OF STAND DURING EVENT HOURS.

Dated _____ Signature _____
Title _____ Printed Name _____
Day Telephone _____ Organization _____

Moreno Valley Arts Commission
Proudly Presents
Art au Soleil '10
REQUEST FOR EXHIBITORS

Date: Saturday, April 24, 2010

Time: 10:00 a.m. – 5:00 p.m. ONE DAY ONLY!!

Where: Stoneridge Towne Centre

27120 Eucalyptus Avenue, Moreno Valley

Exhibitor Fee: \$25.00

Join us for our first annual "Art au Soleil!" This will be a great opportunity for artists and crafters to provide demonstrations, promote their craft, provide hands-on demonstrations, and so much more. Limited spaces!!

Event Details

- One artist/crafter per application.
- Exhibitor is required to apply for a business license with the City of Moreno Valley at no cost unless they actually do business in Moreno Valley. **When submitting the application to the City, the signoff by the Business License Division must be attached.** For waiver of business license, contact the City's Business License Division by calling (951) 413-3080.
- When choosing artwork or craft to show, please remember this is a family-oriented event.
- Displays are to be neat and professional at all times.
- Exhibitor should set up within their assigned space.
- Exhibitor is responsible for keeping their areas tidy. Please bring a trash bag to aid in cleanup. Receptacles will be available for trash disposal.
- Setup begins at 7:00 a.m. the day of the event. Setup should be complete by 9:30 a.m.
- Exhibitor is not to begin takedown until conclusion of event at 5:00 p.m.
- Booth location will be received at check-in.
- Booth dimensions are 10' x 12'.
- Exhibitor is to provide their own tables, table coverings, chairs, canopy, and equipment. Power will not be available.
- The City of Moreno Valley is not responsible for damage to, or loss or theft of artwork.
- Artists:
 - ❖ All graphic reproductions of original artwork must be properly registered, signed, and numbered. The originals must be on display and properly noted. Reproductions **MUST** be displayed apart from originals and clearly identified as such with a sign and must constitute less than one third of the total display.
 - ❖ If artist is painting on site, a drop cloth must be used to ensure that flooring is not damaged.
 - ❖ The name of the artist must be clearly visible at all times. All artwork should be clearly labeled with the name of the artist, title of the work medium, and sales information, if applicable.
- Crafters:
 - ❖ Crafts need to be original work.
- No refunds will be given unless event is canceled by the City of Moreno Valley..

Art au Soleil '10

EXHIBITOR APPLICATION

Name _____ Home Phone _____ Cell Phone _____
Address _____ City _____ Zip Code _____
Fax _____ E-mail _____

Please check the appropriate box(es) on the type of artwork you will be presenting and/or demonstrating.

- | | | |
|--|--|--|
| <input type="checkbox"/> Drawing | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Craft – Description |
| <input type="checkbox"/> Glass/Acrylic | <input type="checkbox"/> Mixed Media | _____ |
| <input type="checkbox"/> Sculpture | <input type="checkbox"/> Woven Fibers | _____ |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Clay Stoneware | _____ |
| <input type="checkbox"/> Textiles–Decorative | <input type="checkbox"/> Watercolor | _____ |
| <input type="checkbox"/> Collage | <input type="checkbox"/> Textiles– Apparel | _____ |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Other |
| <input type="checkbox"/> Printmaking | <input type="checkbox"/> Painted Fabric | _____ |

I understand the requirements set forth in participating in Art au Soleil '10 and confirm that the above information is accurate, and I will abide by the details set forth.

Signature

Date

Print Name

Mail, e-mail or deliver application to:
City of Moreno Valley
Parks and Community Services Department
Post Office Box 88005
14075 Frederick Street
Moreno Valley, Ca 92552-0805
(951) 413-3701
lisas@moval.org

NO LATER THAN APRIL 15, 2010