



# 2019 VENDOR INFORMATION

## PROMOTION OVERVIEW

- What:** SBD Fest 2019 - Air Show Concert | Car Show | Concert
- When:** Saturday, November 2, 2019 - 12:30 PM to 8:00 PM  
 Sunday, November 3, 2019 - 10:00 AM to 3:30 PM
- Where:** San Bernardino International Airport – San Bernardino, CA  
 170 N. Victoria Ave, San Bernardino, CA 92408

SBD Fest is a two-day aviation celebration featuring aerial acts, static aircraft displays, a classic car show, vendors and live entertainment. In 2019, vendors can take advantage of a special 2-for-1 offer: Pay for one day and sell food, merchandise or display your business for two days!

Deadline to Apply - September 20, 2019

Vendor Coordinator: Juanita Webster, City Parks and Recreation  
 webster\_ju@sbdairport.com

[SBDfest.com](http://SBDfest.com) | [info@sbdfest.com](mailto:info@sbdfest.com)



# EVENT INFORMATION & VENDOR REQUIREMENTS

November 2-3, 2019

## VENDOR REQUIREMENTS

1. **SET-UP/TEAR DOWN:** All equipment, goods, materials, displays, boxes or other items of any nature **MUST** remain in the promotional display space. Removal of promotional display space may begin at the close of the day's events and is dependent upon each vendor's agreement with the festival.

THURSDAY, October 31, 2019 and FRIDAY, November 1, 2019

Check in from 7:00 am to 6:00 pm

SATURDAY, November 2, 2019

7:00 AM Check-in begins  
 10:00 AM All Vendors **MUST** be checked in  
 11:30 AM All vehicles **MUST BE** parked or out of the area  
 12:30 PM **EVENT GATES OPEN**  
 8:00 PM **EVENT GATES CLOSE** and **TEARDOWN BEGINS** for  
 1-day vendors  
 10:00 PM Teardown complete

SUNDAY, November 3, 2019

6:00 AM Check-in begins  
 9:00 AM All vehicles **MUST** be parked or out of the area  
 10:00 AM **EVENT GATES OPEN**  
 3:30 PM **EVENT GATES CLOSE** and **TEARDOWN BEGINS**  
 5:30 PM Teardown complete

MONDAY, November 4, 2019

Vendors have the option to complete teardown on Monday  
 from 6:00 AM to 3:00 PM

2. **TRASH:** Company must place all waste (including flattened boxes) in the trash bins.
3. **WORKER ACCESS:** Each person assigned to work your space **MUST** have a **DISPLAY WORKER PASS**. Worker passes are **ONLY** issued to persons eighteen (18) years and older. All Company workers in the promotional display space should portray a professional image.
4. **ELECTRICITY:** Electrical generators will be provided by the Airport on a first-come, first-served basis.
5. **TELEPHONES:** The display area does not have internet/phone lines or WiFi access.
6. **VEHICLES:** All vehicles not directly involved with the Promotional Display Space **MUST PARK** in an event parking lot.
7. **TABLES/CHAIRS/CANOPIES:** Please keep in mind the event will not supply tables, chairs, canopies or tents. Please make sure to make the necessary arrangements and bring them with your display.
8. **SELLERS PERMIT:** The Board of Equalization of the State of California is requiring a valid California sellers permit. It is above the city or the county. If you wish to sell goods at the event, you are responsible for obtaining the proper permits. As required by the California State Board of Equalization, the address on your seller's permit must read 1601 E. Third Street, San Bernardino, CA 92408. Additionally, a City of San Bernardino Business License is required, which can be obtained from the City Clerk's office. Copies must be provided to the vendor coordinator for SBD Fest.
9. **DISPLAY PERMITS/LICENSES:** You are required to obtain and display all necessary permits and / or licenses. The City of San Bernardino and all participating "partners" are not liable for failure to procure any necessary permits and/or licenses and will not refund any fees or deposits.
10. **FIRE DEPARTMENT GUIDELINES:** All food vendors must meet and follow all County of San Bernardino Health Department and County of San Bernardino Fire Department Guidelines, including but not limited to:
  - a. Have an up-to-date fire extinguisher with a current California State Fire Marshal service tag at all times during event.
  - b. Be current on the servicing of the fire extinguishers (due annually).
  - c. Be current on hood suppression system servicing (due every 6 mos).
  - d. If there are fryers in the trucks, food truck vendor must have a class K fire extinguisher with a current California State Fire Marshal service tag.
  - e. Every food truck must bring a Spill Kit. The Spill Kit must be comprised of paper towels, cloth towels, kitty litter and/or sand.
  - f. County of San Bernardino Fire Department will be on-site during set-up time to inspect participating food trucks.
11. **HEALTH PERMIT:** You must have a current County of San Bernardino Health Permit, either annual or one-time TFF Vendor.
12. **FIRE REGULATIONS and OTHER TERMS AND CONDITIONS:** I agree to abide by all Fire and Health Regulations as well as all other Terms & Conditions listed in this application.



# LIABILITIES, RULES & REGULATIONS

## November 2-3, 2019

### INSURANCE INFORMATION

Insurance coverage is required for ALL vendors. Vendor agrees to secure and maintain a comprehensive general liability insurance policy acceptable to having a combined single limit of at least One Million Dollars (\$1,000,000). Such policy shall name the parties listed below as additional insured. Vendor shall also secure the following types of insurance and minimum limits: (1) Automobile Liability Insurance with a combined single limits of \$1,000,000 per accident for bodily injury and property damage liability. (2) Worker's Compensation Insurance with minimum limits statutory for all states of operation, including employer's liability with limits of not less than \$500,000.

A certificate of insurance must be provided to the Event Coordinator with this registration form or no later than Monday, September 23, 2019, stating the following as additional insured:

- San Bernardino International Airport Authority, its Officers and Employees, agents, volunteers, sponsors.
- San Bernardino International Airport, Inc.
- City of San Bernardino

### MANDATORY LIABILITY RELEASE AND ACCEPTANCE OF CONDITIONS

In consideration of acceptance of vendors to this event, by execution of this form, I/we hereby indemnify, defend and hold San Bernardino International Airport, City of San Bernardino and its elected officials, their respective parent, subsidiaries and affiliated companies and their respective members, shareholders, directors, employees, officers, agents, volunteers, sponsors, trustees, receivers, successors and assigns or anyone else connected with this event ("Indemnified Parties") harmless from and against any and all liability, loss, damage, expenses, court costs and attorneys' fees in connection with or arising out of directly or indirectly, related to (i) any claim of loss or damage to property or of death or injury to persons, resulting from participation in this event, (ii) any claim of damage resulting from the acts or omissions of you and/or your company or its respective agents or employees, or (iii) any claim of damage resulting from the breach of this Agreement by you and/or your company. Your obligations hereunder shall extend to claims alleging an Indemnified Party's sole negligence, willful misconduct or violation of law unless adjudicated as such in a court of common law.

The validity, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without giving effect to the principles of comity or conflicts of laws thereof. The Parties knowingly and voluntarily intend and agree that the mandatory, exclusive venue for any action in any way related to this Agreement or its enforcement shall be the state and federal courts in and for San Bernardino County, California. All parties hereby knowingly and voluntarily waive any and all objections to venue and personal jurisdiction in the foregoing, and submit themselves thereto. Each party hereby waives any right it may have to assert the doctrine of forum non conveniens or similar doctrine or to object to venue with respect to any proceeding brought in accordance with this paragraph, and stipulates that the aforementioned courts shall have in personal jurisdiction and venue over each of them for the purpose of litigating any dispute, controversy, or proceeding arising out of or related to this Agreement.

Vendor locations are based on a first come, first served basis. As a reminder, this is a rain or shine event and, once registered, there are no refunds, cancellations, or transfers allowed.

**NO GUARANTEE ON SUCCESS. WE DO NOT MAKE ANY GUARANTEE REGARDING YOUR BUSINESS SUCCESS OR OTHER SUCCESS AT THE SHOW.**

We reserve the right to change vendor display space at any time, and shall have the right to exclude or to require modification of any display or demonstration which, in our sole discretion, we consider unsuitable to or not in keeping with the character of the event. We also shall have the right to prohibit the use of amplifying equipment or music that, in our sole discretion, we consider objectionable.

Commercial Distributors: If your company policy is to have only one representative in a show, Event Coordinators will not be responsible to limit this. This is the responsibility of the Distributor and their representatives to limit their representatives at an event.

\*ALL FOOD VENDORS - No alcohol or non-Red Bull energy drinks are allowed to be sold at this event. Please contact Event Coordinator for prior approval. All Vendors must comply with all Fire Department requirements, City of San Bernardino, and San Bernardino County permits and license. Additionally, all Food vendors must comply with San Bernardino County and local food handling procedures.

All vendors must obtain all permits by San Bernardino County and the City of San Bernardino. All paperwork, insurance permits, fees, etc., must be completed, paid, and submitted prior to your set up at the event or you will not be allowed to set up. Accommodation locations, directions, check-in/set up times, checkout/break-down times, etc., are included in the attached package. If you have any questions, please contact Event Coordinator.

All vendors must bring their own equipment. The event does not provide canopies, carpet, barriers, benches, tables, or any other supplies or equipment. Payment of the vendor fee is required within ten (10) days upon notice of vendor application acceptance, and no later than Tuesday, October 1, 2019. Failure to submit payment will forfeit all vendor space. No refunds will be made, all amounts paid are forfeited for any and all cancellations, empty spaces, no shows, with no exceptions. Payments by check or money order accepted up until Tuesday, October 1, 2019. Returned checks are subject to a \$50.00 handling fee. Vendor agrees to pay said \$50.00 for each returned check. Vendor understands that SBIAA has a NO REFUND POLICY. No refunds will be made, all amounts paid are forfeited for any and all cancellations, empty spaces, no shows and non-payment of balance due; there are no exceptions. Vendor further understands that no guarantee of space location is hereby made, there is no guarantee of success or failure at this event or of this event and that this event is a Rain or Shine event.

By signing this form I agree I have read the above and agree to all terms and conditions listed above.

Print Name	Signature	Date
_____	_____	_____

# VENDOR APPLICATION

November 2-3, 2019

## CONTACT INFORMATION

Company Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Mark One That Best Describes Your Business:**

- Food Vendor     Non-Food Vendor     Non-Profit

**Indicate the Days Your Company Will Display:**

- SATURDAY ONLY     SUNDAY ONLY     BOTH DAYS  
 November 2, 2019    November 3, 2019    November 2-3, 2019

**Describe Your Products and/or Services**

**Do you require electricity?\***

- Yes     No

## SPACE INFORMATION & PRICING

	Early Bird Expires 9/7/2019	Regular Expires 9/20/19
<b>Food Vendors</b>		
<input type="checkbox"/> Food Trucks	\$400.00	\$500.00
<input type="checkbox"/> 10' x 20'	\$300.00	\$400.00
<b>Non-Food Vendor</b>		
<input type="checkbox"/> 10' x 10'	\$350.00	\$450.00
<input type="checkbox"/> 10' x 20'	\$500.00	\$600.00
<b>Non Profits*</b>		
<input type="checkbox"/> 10' x 10'	\$250.00	\$300.00

Total Amount: \$ \_\_\_\_\_

\*Proof of Non-Profit status required to qualify for non-profit rate.

**\*ELECTRICITY AVAILABLE ON  
 FIRST-COME, FIRST-SERVED BASIS**

## PAYMENT DETAILS

Make checks payable to:

San Bernardino International Airport Authority

Please make a note on the check: SBD Fest Vendor Booth

Vendor Coordinator: Juanita Webster

City Parks and Recreation - webster\_ju@sbdairport.com

Return To:

Parks, Recreation & Community Services Department  
 Attn: Juanita Webster  
 City of San Bernardino  
 290 N. D Street  
 San Bernardino, CA 92401

Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_

NOTE: The San Bernardino City Clerk's office shall issue an annual or a one-time business license for vendors. Please reference SBD Fest when applying. Contact the San Bernardino City Clerk's Office for fees.

Applications can be submitted online at:

[https://www.ci.san-bernardino.ca.us/cityhall/city\\_clerk/business\\_registration/default.asp](https://www.ci.san-bernardino.ca.us/cityhall/city_clerk/business_registration/default.asp)

Company Name \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_



# VENDOR CHECKLIST

November 2-3, 2019

We look forward to your participation at SBD Fest at the San Bernardino International Airport. In order to insure that your space is secured, please make sure that the following information is completed and returned to the Event Coordinator before >>>>>>>>

- Completed Vendor Form to SBD Fest
- Payment Enclosed to SBIAA
- Signed "Liabilities, Rules & Regulations" Form to SBD Fest
- I have read the Vendor Requirements and understand that I am responsible for my own tables/chairs/canopies These items will NOT be provided to me by the event.  
Initial \_\_\_\_\_
- I have read the Vendor Requirements  
Initial \_\_\_\_\_
- I understand that if I am selling anything at the event, I MUST have a current, valid California Seller's Permit from the Board of Equalization of the State of California.  
Initial \_\_\_\_\_
- Copy of your Current Valid California Seller's Permit and City of San Bernardino Business License to SBD Fest
- Copy of your Certificate of Insurance
- Signed Checklist submitted with all required documents to SBD Fest

Checklist Deadline: October 1, 2019

Vendor Coordinator:

Juanita Webster – City Parks and Recreation – webster\_ju@sbdairport.com

Return To: Parks, Recreation & Community Services Department  
Attn: Juanita Webster  
City of San Bernardino  
290 N. D Street  
San Bernardino, CA 92401

Company Name \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_