



Cycle For Hope Temecula - Vendor Agreement 2023 Event

Applications: <https://www.tvbikecoalition.com/become-a-vendor>

Cycle For Hope 2023 features an expanded Start / Finish Village at Rider Way in the heart of Temecula. The community will be out to support our event that benefits the Community Mission of Hope / Rancho Damacitas to help stop homelessness and hunger in our Community. We also are celebrating Temecula Valley as an active and healthy place to live, work, and visit. Our local vendors play a huge role in our event.

Selection is based on a combination of your merchandise / service / and or product and the way you represent your business.

Before you apply, make sure you have great photos of both your vehicle with your merchandise and at least one of you either creating or selling your wares!

Tell us about yourself and about what makes your items unique and special! Website and/or social media information must be provided in order to be considered.

Space is limited and great care is taken to put together a mix of unique local vendors!

We are proud to be able to support and feature local Southern California food/beverage vendors, bike related businesses (equipment, gear, clothing) as well as businesses promoting health and wellness!

Booths and Fees:

There are no fees charged by Bike Temecula Valley and Cycle For Hope. As this is an event to raise money for the homeless and hungry, we would appreciate it if your business would consider donating a percentage of your profit to Cycle for Hope.

A booth includes a 10'x10' space to place your own table, chairs, displays, and canopy. Vendors are required to keep their display and merchandise within their 10'x10' space and to be respectful of neighboring vendors' spaces.

Vendor spaces may not be shared without the prior approval of the Cycle For Hope Village Coordinator.

Merchandise:

Vendors may only display merchandise that has been pre approved for sale by the Cycle For Hope. Additionally, all merchandise must be appropriate for family/public viewing.

No nudes, political statements or otherwise offensive or inappropriate material will be allowed. This will be determined at the sole discretion of the Cycle For Hope Start/Finish Village Committee

The Cycle For Hope Start/Finish Village will check each booth to ensure that these rules are being followed.

You will be asked to remove any merchandise that falls outside of these guidelines and will not be allowed to return as a vendor if these rules are not respected.

Cycle For Hope Temecula - Vendor Agreement

Food/Beverage Sales:

Knowledge of and compliance with all federal, state and local regulations regarding the production, labeling, display and sale of all food products at the Cycle for Hope is the sole responsibility of the individual vendor.

Vendors without proper permits will be asked to leave the market and will forfeit their booth fees.

Please follow the below links to ensure compliance with the Riverside County Department of Environmental Health.

<https://www.rivcoeh.org/Portals/0/PDF/Foods/Temporary-Food-Facilities/Self-Checklist-for-TFF-ENGLISH-5-1-19.pdf?ver=2019-10-11-104745-447>

<https://www.rivcoeh.org/Portals/0/PDF/Foods/Temporary-Food-Facilities/TFF-Operator-Agreement-Form.pdf?ver=2020-12-08-153904-533>

Food Trucks:

There will be a limited number of food trucks able to set up at the event. Applicants will be chosen based on Cycle for Hope providing a range of food options for riders and space availability.

Load In, Set Up & Vendor Parking:

You will have a choice to participate in the entire event (Early Bird), or just be a part of the Finish After Party and Celebration (Celebration Vendors).

Vendor load-in begins at 6:00 am for early bird vendors. Vendor booths must be set up no later than 7:00.

Vendor load-in begins at 9:10 am for Celebration Vendors. Vendor booths must be set up no later than 10:00.

In order for load-in to go as smoothly as possible, please pay attention to the load-in arrival time and the directions on where to load-in and where to park. **Allow yourself ample time to set up.**

We ask that when you arrive and after checking in, you quickly unload everything you need for your booth, and then move and park your car before setting up your booth.

Each vendor may park one vehicle in the designated vendor parking lot. All other vehicles (staff etc...) must find parking on the street.

Please don't block driveways during load-in, load-out, or throughout the village.

Vendor vehicles must be completely unloaded and off of the street no later than 6:40 am for Early Bird Vendors and 9:35 for Celebration Vendors.

The first ride starts at 8:00 am and the first finishing riders will be entering the Start/Finish Village between 10:15 and 10:30.

Be punctual and allow yourself plenty of time for travel to the event site for set up! Do not show up late! You will not be allowed to set up.

Cycle For Hope Temecula - Vendor Agreement

Power:

Cycle For Hope Start/Finish Village will not provide power for vendors. If using a generator it must be one of the quiet whisper ones to keep noise to a minimum.

Music:

Cycle for Hope will feature a DJ and live entertainment at the event. In order to not compete with those entertainers, no music is permitted within vendor booths.

Breakdown:

All participants can begin breakdown once the Event Ends at 1:00 pm.

It is prohibited to begin your breakdown before the event closes.

All participants booths must be cleared by 1:30 pm.

Participants are responsible for removing and disposing of their own large trash items, and must leave their space in the same clean condition it was in upon their arrival.

Trash:

We will have trash cans dispersed throughout the village, and you are welcome to dispose of your **small items** in those. However, for larger items, please pack them out with you.

We ask that at the end of the day, you please make sure you clean up before you leave and that your space looks like it did when you arrived to set up.

For our food vendors, you are required to have your own trash can and pack up your own waste after the event.

About That Wind:

Even on the most gorgeous Temecula day, it can get windy.

If you have items that may blow or break, please put up wind barriers and/or make sure that your display is sturdy.

You are required to weight your canopy! There are many simple options to achieve this... weighted bags etc. You **may not** drive any nails or anchors into the ground, nearby structures or trees.

The Cycle For Hope, Bike Temecula Valley, and Community Mission of Hope are not responsible for any damage to your booth or to your merchandise. But we care about our vendors and your products and want you to take all possible precautions and be prepared for wind, should it decide to blow!

Compliance:

All vendors must comply with all Cycle For Hope rules and regulations as well as all city, state and federal laws and regulations or an invitation back to next year's event will not be extended.

No alcohol, drug use or smoking is allowed within the Start/Finish Village.

Any violations of these rules will result in removal from the Cycle For Hope and forfeiting of future events.

Cycle For Hope Temecula - Vendor Agreement

Insurance:

Per the City of Temecula, a 1million dollar general liability insurance policy naming Bike Temecula Valley, Corp and Community Mission of Hope as additionally insured is required of all vendors.

We have provided a link below to one insurance carrier who offers insurance to food vendors on a weekly, monthly and annual basis.

You may get your coverage from any insurance carrier you wish to use offering appropriate policies.

Insurance can be purchased on a weekly, monthly or annual basis.

The average annual cost is less than \$300/year and protects your business at any markets/events you are a part of for the coverage period purchased.

Food Vendor's Insurance:

<https://app.fliprogram.com/events/4456>

Cancellations:

Cycle for Hope is a RAIN or SHINE event!

In the event of severe weather conditions deeming it unsafe to move forward or other unforeseen events occurring, the decision to cancel will be made by Cycle for Hope in its sole discretion.

In the event that Cycle for Hope has to cancel, all vendors will be notified as soon as possible via the email address provided on their application.

Acknowledgement:

Sign and date below to acknowledge acceptance of the above vendor agreement in its entirety.

Business Name _____

Participant Name _____ Date _____

Participant Signature _____