



BEAUMONT CHAMBER OF COMMERCE

Beaumont Chamber Market Night Application

Information • Rules • Application (Revised 3/10)

Market Night Schedule (Every Tuesday) June 15, 2010 – August 17, 2010

PURPOSE AND GOALS

Beaumont Chamber Market Night is operated by the Beaumont Chamber of Commerce. The purpose of Market Night is to promote local businesses.

This event is designed to:

- Create a positive image for Beaumont;
- Expose community members and visitors to the merchandise and services offered in the Pass Area;
- Provide additional exposure for local vendors;
- Enhance the community as a whole.

It is the goal of the Market Night Committee to schedule activities for Market Night that provides a wholesome family atmosphere. The activities should appeal to all ages, and provide a product/service mix that reaches all aspects of the marketplace.

APPLICATIONS

The Market Night Committee and BCVRPD has full discretion concerning the use of Noble Creek Park for Market Night activities. To participate in Market Night, a vendor must submit an application (which) must be received approximately seven (7) working days prior to the desired participation date. The Market Committee has the right to review the application at its regularly scheduled meeting. Merchandise for sale must be viewed by market staff before the applicant is accepted into the market. Applicants may send pictures with their application or make an appointment to meet with staff.

Applicants will be notified if their application is approved or not.

- NOTE: Vendors wishing to sell items not listed on their applications, or make any changes to their market activity must submit changes for approval.
- The Beaumont Chamber of Commerce has the right to change documents and fees at any time.

ACTIVITY CLASSIFICATION

MARKET NIGHT STAFF RESERVES THE RIGHT TO LIMIT PARTICIPATION IN ANY CLASSIFICATION, TYPE OF MERCHANDISE, OR SERVICE IN ORDER TO PROVIDE THE PRODUCT/SERVICE MIX DESIRED FOR THE ENTIRE MARKET.

Direct Sales: Direct sales may be conducted by Beaumont Chamber of Commerce members, nonprofit organizations and other licensed individuals and businesses upon approval by the Market Night Committee. Sales must be limited to those items specified on the application. Chamber members have priority participation in the Market Night Event.

Fundraising by and for Nonprofit Organizations: Organizations wishing to raise funds during Market Night shall have a not-for-profit status. Verification of identification number is required and shall be provided upon submission of the application. In addition, all moneys generated by sales or solicitations, excluding direct material costs, shall go to the nonprofit group. The Market Committee may request full accounting.

Distribution of Information: All groups or individuals wishing to disseminate information, pass petitions, or promote political, religious, or personal beliefs are asked to submit a signed application. These groups are also responsible for picking up any litter generated by the distribution of hand-outs. Bull horns, loudspeakers, and other means of sound amplification shall not be used without written permission by the committee. Participants may not harass, follow, or intimidate market visitors. There shall be no posting of handbills on trees, buildings, or vehicles, without written permission from the Beaumont Chamber and/or BCVRPD.

Food Concessions: Vendors wishing to sell food items shall contact the Riverside Department of Environmental Health Services prior to submitting an application. Food vendors shall submit copies of appropriate Health Department permits upon approval of their application. It is the responsibility of individual food vendors to learn, and adhere to, all Health Department regulations and standards. In order to utilize the Beaumont Chamber's blanket permit, an additional fee is required. Please call for information.

Food Vendors: All Food Vendors shall provide and place a minimum of **one trash receptacle on the outside of their booth** for customer use. In addition, food vendors shall place a drop cloth on the ground within the booth area and in any other cooking area where food or grease may leave residue. Food vendors must remove and take all grease, food remnants, and trash from their booth and the market upon dismantling. Leaving trash next to existing trash receptacles is



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not permitted. If this becomes a problem, food vendor fees will be raised to pay for the extra expenses incurred. Each food vendor will need to provide their own fire extinguisher.

PERMITS AND DOCUMENTATION

Participants shall comply with all city, county and state permit requirements. It is the responsibility of the vendor to be aware of all permit requirements and, upon approval, pay any fees associated with the issuance of these permits. The following permits shall be on premises during Market Night:

- City of Beaumont Business License (951) 769-8520;
http://www.beaumontchamber.com/images07/pdf/City_of_Bmt_license.pdf
- Riverside County health permit (for food vendors only)
http://www.rivcoeh.org/opencms/rivcoeh/Forms_Guidelines/#FF
Booklet: <http://www.rivcoeh.org/opencms/system/galleries/download/Environmental-Health/DEH/TempEventsFinal.pdf>
- State Board of Equalization permit naming 726 Beaumont Ave., Beaumont CA as the business sub-location, (951) 845-9541.

FEES

Base fees have been established to mitigate some of the costs associated with operating the market. Fees are based on a per night basis, and include the vendors' share of the following expenses: street cleaning and sweeping; trash pick-up; portable toilet facilities; police; and advertising.

Category	Standard	Standard 10 weeks <i>Paid in full= 1 night FREE</i>	Chamber Member	Chamber Member 10 weeks <i>Paid in full= 1 night FREE</i>
Crafts	\$20.00	\$180.00	\$10.00	\$90.00
Non-Profit	\$35.00	\$315.00	\$20.00	\$180.00
Non-Sales (Information Booth Only)	\$35.00	\$315.00	\$20.00	\$180.00
Regular Vendor (Sales)	\$45.00	\$405.00	\$30.00	\$270.00
Food	\$65.00	\$585.00	\$50.00	\$450.00
Farmers/Produce (Certified, See other application)	8%			

Chamber Membership is highly recommended...please call for further details.

All fees must be paid in advance to participate in the Market Night. For Vendors who do not choose to pay for all 10 weeks in full up front, their credit card that is placed on file will be charged fees due on the Monday morning prior to each Tuesday Night Event signed up to attend. In the event that a waiting list has been established & payment is not made, vendors shall lose their current space assignments, and shall be placed at the bottom of the list. **Please Note: There are NO REFUNDS.**

The Market Committee recognizes the fact that situations may arise which prevents participation. Vendors should inform Market Night Staff at the Beaumont Chamber of Commerce a minimum of 48 hours in advance if they are unable to attend the Specified Market Night Event. Any 'Saved Space Location' (referring to a Space Number you would like to use on a recurring basis) can only be held for one week. Failure to provide staff with 48-hour notice shall result in the loss of any 'Saved Space Location' in the future. There are NO REFUNDS. Upon cancelation of any Market Night Event due to weather and/or Market Night Committee Cancelation, the original 10 weeks would be extended to accommodate a total 10 night venue. If the Market Night Committee chooses not to extend, then all refunds may be brought to the attention of the Beaumont Chamber of Commerce Board of Directors. Vendors must be aware that Noble Creek Park is a designated Emergency Fire Staging Area. In the event of a regional fire, Beaumont Chamber Market Night may be canceled and Vendors will be contacted.

The Market Rain/Wind Policy will be determined by the forecasts on the Weather Channel's website, www.weather.com at noon. Should the forecast predict a 60% chance of rain at 5 pm or later, Market Night will be canceled for the evening.



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Farmers and vendors can look up the site themselves to find out if the market will be open by accessing the website at www.weather.com, entering 92223 in the zip code field, and then clicking on the "Hour by Hour Forecast".

Should the weather defy the forecast, the Market Night staff will proceed with the following guidelines: 1) the deadline to cancel the market will be 2 p.m., only if it is raining at 2 p.m. or if the streets are wet at that time; 2) when the market is canceled, an e-mail will be sent out to the distribution list at 2 p.m.

If the market has been canceled before 7:30 p.m. all vendors will be given a credit for the following week. If staff cancels the market at 7:30 p.m. (or after) no credit will be given.

Vendors may pay with cash, credit/debit card (Visa and Master Card) money order, or checks made payable to The Beaumont Chamber of Commerce. There is a \$35 charge for all returned checks. Please do not send money with the application. **THERE ARE NO CASH REFUNDS!** A credit/debit card is required on file for those participants not paying in advance for the complete 10-weeks of Market Night.

SPACE ALLOCATION

Space numbers are marked in chalk along the curb and are located in the center of the space with orange marks on the curb designating the space width. Standard space size is 10' x 10'. Participants must stay within their assigned spaces. The sidewalks, streets, planters and fire lanes must remain clear at all times. Boxes and storage items will not be allowed in the view of the public. Vendors must present an attractive display including the use of table drapes, using the same color and material. Drapes must be hemmed and long enough to cover any items stored underneath. Spaces are assigned on a first come, first serve basis. The Market Committee shall review all space assignments on a regular basis.

The Market Committee reserves the right to relocate vendors and/or reassign spaces at its discretion. Activities no longer deemed appropriate, or that do not coincide with Market Night goals shall be discontinued. Corner spaces are available on a limited basis, with priority going to Chamber Members.

STREET CLOSURE, SET UP AND DISMANTLING
Vendors ARE NOT ALLOWED to park in the Noble Creek parking lot until 4:30 p.m. (no exceptions), a Market Night Citation/Warning will be given to anyone violating this rule. Barricades will set up at 1:30pm to prevent guests from parking in this location. Vendors may enter at 4:30 to their marked location and unload at the curbside or on the sidewalk even if their assigned space is unavailable. At no time are vendors to block the street preventing a constant flow of traffic. Vendors will always give right-of-way to vehicles trying to vacate a parking space. At no time will a vendor be allowed to bring more than one vehicle in the marked area at a time. After unloading and before setting up, the vehicles must be removed from the street. Vendors may not block parking spaces or sidewalks prior to the 4:30 set up time under any circumstances.

All vehicles must be off marked area by 5:30 p.m. and all **PARKING RULES AND REGULATIONS WILL BE STRICTLY ENFORCED!!** Vendors arriving late (after

5:30 p.m.) are not guaranteed access to their space, and shall forfeit any payments made if they choose not to participate.

Activities will conclude at 9:00 p.m. Booths shall be dismantled and merchandise shall be packed prior to bringing vehicles onto the street. During dismantling, vehicles are allowed on the street for loading only. Barricades are removed approximately one half hour after market activities conclude. Blocking the street is not allowed at any time during Market Night.

FIRE LANES

Fire lanes must be maintained during set up, operation and dismantling. Vehicles must be able to proceed down the center of the street at all times. Only "people" events shall be permitted in the fire lanes. No tables, risers or other equipment is allowed without express written permission by the Fire Department and/or Market Committee. Participants shall be aware of code requirements and comply; offenders shall be cited.

*ELECTRICAL REQUIREMENTS

Specific guidelines have been established for Electrical use at the Noble Creek facility. Standard Vendors are restricted to a maximum of 75 watts (1 normal light bulb) and food vendors are limited to 5 amps. Please check your appliances for exact amounts.

(See last page for more information)

EQUIPMENT REQUIREMENTS

The Beaumont Chamber of Commerce is under no obligation to provide power, water or any other equipment to participants. Power bars and extension cords shall be secured by vendors and conform to city requirements. An applicant needing specific services must make these needs known on the application. Vendors may rent a Chamber cord for a small fee, RSVP in advance.



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GENERAL RULES

1. All applications must contain the name, address, phone number, seller permit number and signature of permit holder. The application shall also acknowledge the organization's liability for damages.

2. The City of Beaumont/Beaumont Chamber of Commerce/BCVRPD are not responsible for theft or damages to property belonging to persons participating in Market Night; nor does the above named assume any responsibility for items left unattended during Market Night activities.

3. No person participating in Market Night shall state, imply or otherwise suggest that the City of Beaumont/Beaumont Chamber of Commerce/BCVRPD sponsors or supports the views of his/her organization.

4. Booths must be staffed at all times, and participants in Market Night shall be appropriately dressed and conduct themselves with proper decorum.

5. At the discretion of the board, participants (other than BCVRPD) may not sell merchandise of adult nature, alcohol or drug paraphernalia. Neither may any merchandise be sold that may imply, suggest or support this type of activity. If items are found at your booth, you will be asked to pack up your items and you will not be allowed back to Market Night. Note: BCVRPD will host a Beer and Wine Garden in accordance to ABC terms and conditions.

6. No person shall deface or otherwise abuse buildings, plants or other facilities. Vendors are not permitted to set-up merchandise, booth materials, etc. on sidewalks or in planters.

7. All participants shall reimburse the Beaumont Chamber for any costs incurred relating directly to their activity. This includes damage to: landscaping, street fixtures, electrical outlets, etc.

8. All participants shall keep their area clean during the activity, and leave the space and surrounding area clean afterward. Vendors are required to take all waste caused by or relating to their activity with them. If additional garbage collection, street sweeping or other clean up is required, vendor fees will be increased to cover all cost.

9. Animals are not allowed in the food area or vendor booths during Market Night without a permit issued by the Market Committee.

10. Excessive noise from sound systems, musical performances and other audio equipment is prohibited. Vendors and entertainers using audio equipment shall ensure that noise levels created by their activity do not interfere with the activities of other market participants. Any violations or complaints about the noise level will be grounds for suspension.

11. Whereas, parties involved in the selling or transfer of items for sale during this event known as Market Night, under penalties of law, under the copyright codes set forth with the Department of Commerce, will not transfer or permit for resale, items that do not bear the registered trademark of trademarked items, without the written approval of the registering agency and its companies, for which items are protected under the trademark act. In the event that a vendor is caught selling illegal items, the Market Night staff/City of Beaumont/Beaumont Chamber of Commerce/Noble Creek/BCVRPD cannot be held responsible for the actions of the vendor and the vendor will be immediately suspended.

12. Vendors shall not interfere, verbally or physically, with the activities of other market participants. All questions and/or complaints should be directed to the Market Night Committee. The Committee shall respond appropriately.

13. Vendors are not allowed to sell "irregulars, seconds, buy-out or clearance" merchandise.

14. Booth display requirements within vendor's area must include: all tables be covered by table drapes; NO selling out of storage boxes; all storage boxes are to be covered by the table drapes; signs must be of professional quality (NOT hand written) and NO flashing, blinking or strobe lights may be used.

15. Beaumont Chamber of Commerce Members may participate in Market Night, selling or promoting only those products or services relating to their registered Chamber business. Booths must be merchandised and staffed at all times.

16. SUBLETTING - Booth spaces shall not be assigned or sublet to others without prior approval from the MARKET NIGHT COMMITTEE.

17. All participants shall comply with all of the above rules. Noncompliance, including offensive conduct, may result in immediate revocation of Market Night privileges and forfeiture of fees. The Market Committee reserves



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the right to refuse participation to any applicant; they shall not discriminate on the basis of race, religion, creed, color, sex or national origin.

18. Citations shall be issued to any participant not complying with any rules and regulations of Market Night. If non-compliance continues after a 2nd citation is issued (regardless of reason) participant shall be suspended from the Market.

19. Any Market Night participant that is denied access, reprimanded, or questions any decision made has recourse by submitting written request for consideration to the Market Night Committee. The Beaumont Chamber of Commerce Board of Directors has final jurisdiction over all Market Night activities and decisions.

20. **Smoking is not permitted within the Market Night Event Area** by vendors in the Noble Creek parking lot. Smoking is allowed outside of the Market Night Event Area.

21. Should ownership of a business participating in the market be transferred to a new owner, the new owner must complete a Market Night application. At its discretion, the Market Night Committee will review the application for approval/denial. Retaining the same space assignment and/or participation in the market is not guaranteed.

22. Market Night rules are subject to change without notice.

~ Kathy Munyas

Beaumont Chamber of Commerce
Marketing and Membership Specialist
726 Beaumont Ave
Beaumont, CA 92223
(951) 845-9541 ext 102
(951) 769-9080 fax



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Market Night Application

1. Name of Business or Group: _____

2. Contact Person: _____

3. Address: _____
Street City Zip

4. Telephone: _____ Fax: _____
Day / Evening

5. Email: _____ Website: _____

6. These permits are needed after approval:

State Board of Equalization Permit _____

Beaumont Business License _____ Exp. Date _____

*(Food vendor) Riverside Health Permit _____ Exp. Date _____

*Utilize the Chamber's blanket permit for an additional fee – call for information

(Food vendor) Certificate of Ins. _____ Exp. Date _____

*Naming the Beaumont Chamber of Commerce as the additional Insured

7. Items to be sold or distributed choose one category (please include photos &/or brochure):

- | | | |
|-----------------------------|------------------------|-----------------------------|
| _____ Antiques/Collectibles | _____ Clothing | _____ Food |
| _____ Gifts/Specialty Items | _____ Hand Crafts/Art | _____ Household Items |
| _____ Jewelry | _____ Certified Farmer | _____ fruits and vegetables |

Special designated Areas (choose if you'd like to be included in this area)

_____ Kid's Area (Boot Camp)

List all items for sale (items not listed can not be sold):

8. Circle Desired Date(s): 6/15 6/22 6/29 7/6 7/13 7/20 7/27 8/3 8/10 8/17

9. Do you want us to give out your phone number for referrals? _____

