



A Division of the Riverside County Regional Park and Open-Space District

Crestmore Manor Wedding Expo

4600 Crestmore Road
Jurupa Valley, CA 92509

Sunday, February 25th, 2024
11am-2pm

Information • Rules • Application Packet

THIS APPLICATION IS NOT AN OFFER OR GUARANTEE OF SPACE

After filling out and submitting this application to crestmoreevents@rivco.org, your application will be reviewed and contacted by staff upon acceptance. All information must be read and questions must be answered completely before consideration for space can be given. Please do NOT send money first.

Crestmore Manor
4600 Crestmore Road
Jurupa Valley, CA 92509

951.955.4587 office
Email: crestmoreevents@rivco.org

THE CRESTMORE MANOR STAFF RESERVES THE RIGHT TO LIMIT PARTICIPATION IN ANY CLASSIFICATION, TYPE OF MERCHANDISE, OR SERVICE TO PROVIDE THE MIX OF PRODUCT/SERVICE DESIRED FOR THE ENTIRE WEDDING EXPO.

Introduction

Thank you for your interest in the Crestmore Manor Wedding Expo. Our goal is to increase awareness of Crestmore Manor as a venue and promote excellence and quality in our facility. Participation in our Wedding Expo is an outstanding opportunity to promote your company. We appreciate and value your time and hope we can work together to produce a wonderful event!



Application for Space at Crestmore Manor Wedding Expo

Application Process

- To participate in the Wedding Expo, an application must be received by the **application deadline (February 11th, 2024)** to allow Wedding Expo Management time to review the application. Applications will be based on a first come, first served basis and by category. Applications are evaluated based on uniqueness of product, duplication of product, booth display and set up. We reserve the right to limit the number of vendors per category.
- Vendors must list all product(s) sold, promoted, displayed or even given away. Wedding Expo Management reserves the right to select the items a company is allowed to sell based on the product, duplication of product and/or objectionable items. If you are not selling, but generating leads for future business, please indicate product or service. If products are sold on -site, a sellers permit is required.
- Applicants will be notified of their application status. Payment is due upon verification of acceptance. **Once accepted, payment will be due within a week.**
- Vendors may pay by Visa, MasterCard, Discover, money order, or checks payable to the Riverside County Regional Park and Open-Space District. **Please do not send payment with the application.**
- The Wedding Expo staff reserves the right to deny an application or limit products sold which are in conflict with other agreements, contracts or deemed inappropriate for the event.

Vendors

Food vendors are limited to catering demonstrations. Cooking on-site not permitted. Food vendors must remove and take all food remnants and trash from their booth upon dismantling. All vendors must bring a trash can, bag, serving plates, **and hand-washing station**. Leaving trash next to the receptacles is not permitted. Please do not use any red sauce, red punch, or anything red that may stain the concrete or carpet.

Booth Presentation

The Wedding Expo will represent the best vendors, both in the quality of the product and in the attractiveness of presentation. Vendors will be required to adhere to strict standards of booth presentation.

- All food vendors must provide their own trash can, bag, signage, serving plates, and **hand-washing station. Caterers must follow Department of Environmental Health regulations.** All vendors must present an attractive display including the use of table drapes.
- **All EZ ups used must be white.**



- No handwritten signs are permitted. All signage must be of a professional quality.
- All vendors must set up display and operate within their designated booth space.
- No part of the display may interfere in any way with other vendors/exhibitors or reach beyond the limits of the rented booth space.
- The booth shall be staffed at all times during the Wedding Expo hours of 11:00am to 2:00pm.
- The Wedding Expo staff reserves the right to disallow future participation of vendors who fail to meet expected standards of presentation.

Space Allocation

The Wedding Expo will review vendor applications and assign spaces. Crestmore Manor staff reserves the right to relocate vendors and/or reassign spaces at their discretion. We will provide the standard booth space size of 10 x 10 and 2 chairs only. **No tables will be provided by Crestmore Manor.** It is mandatory that all vendors set up and operate within their designated booth space.

NOTE* All vendor booths must be set up and ready to check in on Sunday February 25, 2024, by 10:15am.

Wedding Expo Set Up

- All Vendors must check in at the "Check In Booth" before setup.
- Setup can begin on Sunday, February 25th from 8:15am to 10:15am.
- Vendors may use the loading dock to unload and must remove vehicle(s) as soon as they are unloaded. Parking spaces are not assigned but we do ask you save front spaces for guests.
- Vendors are not allowed to dismantle before 2:00pm.

General Rules

1. All applications must contain the business name, contact name, email, address, phone numbers and signatures of applicant. The application shall also acknowledge the organization's liability of damages.
2. Riverside County Regional Park and Open-Space District and the Crestmore Manor are not responsible for theft or damages to property belonging to persons participating in the Wedding Expo, nor does the County assume any responsibility for items left unattended during the Wedding Expo.
3. The Wedding Expo management must approve all giveaways prior to the day of the show.
4. Smoking is prohibited in all booths. Smoking is only permitted in designated areas.
5. No person participating in the Wedding Expo shall state, imply or otherwise suggest that the Crestmore Manor sponsors or supports the views of his/her organization.



6. Participants in the Wedding Expo shall be appropriately dressed and conduct themselves with proper decorum.
7. Participants must obtain or have a sellers permit if selling merchandise on-site.
8. No person shall deface or otherwise abuse the Wedding Expo, plants or other facilities.
9. All participants shall reimburse the Crestmore Manor for any costs incurred relating directly to their activity. This includes damage to landscaping, light fixtures, electrical outlets, carpet, etc.
10. All participants shall keep their area clean during the activity, and leave the space and surrounding areas clean afterward.
11. Animals other than service animals are not permitted in the Wedding Expo area.
12. Excessive noise from sound systems, musical performances and other audio equipment is not permitted. Sound-producing or sound amplification devices may not be used by Vendor without the prior written approval of Management, with the exception of the DJ's at the Wedding Expo.
13. Vendors shall not interfere, verbally or physically, with the activities of other market participants. All questions and/or complaints should be directed to the Wedding Expo staff. The Wedding Expo staff shall respond appropriately.
14. Booth display requirement within the vendor area must include: all tables be covered by table linens; all storage boxes are to be covered by the table linens; signs must be of professional quality.
15. Riverside County Regional Park and Open-Space District and the Crestmore Manor reserve the rights to modify the Wedding Expo rules without notice.
16. Vendors are to only advertise for one category and the vendor's own business, and must not advertise for anyone other than that vendor's own booth and business.
17. Vendors may not share booths, one vendor per booth.
18. Glitter, confetti, silly string, or any other product difficult to clean is not permitted on premises.

APPLICATION FOR SPACE



This application is not an offer or guarantee of space. All questions must be answered completely before consideration for space can be given. Please complete and sign. Do NOT send money first. **You must be accepted first and contacted by staff.** Remember, placement is based on uniqueness of product, duplication of product, and booth display.

1. Business/Organization Name: _____
2. Owner/Contact Name: _____
3. Mailing Address: _____
4. City: _____ State: _____ Zip: _____
5. Email: _____
6. Phone Number: _____
7. Number of employees working booth: _____
8. Require electricity? Yes No

9. Vendor Category - \$150 Booth Fee

Minimum donation of \$50 value of product or service required for drawing during the event. Booth fee is non-refundable. One category per vendor and must not advertise or distribute other businesses or items at your booth.

- | | |
|--|--|
| <input type="checkbox"/> Bakery & Cakes | <input type="checkbox"/> Party Supplies |
| <input type="checkbox"/> Bartending | <input type="checkbox"/> Photography/Videography |
| <input type="checkbox"/> Beauty & Cosmetics | <input type="checkbox"/> Security |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Stationery |
| <input type="checkbox"/> Clergy | <input type="checkbox"/> Transportation (limo or carriage) |
| <input type="checkbox"/> Coordination/Design | Wedding Apparel |
| <input type="checkbox"/> DJ, Music & Entertainment | Other _____ |
| <input type="checkbox"/> Floral | |

List all products to be sold, promoted, displayed or given away. The Wedding Expo reserves the right to select the items a company is allowed to sell based on the product, duplication of product and objectionable items. If you are not selling, but generating leads for future business, please indicate product or service (items not listed cannot be sold or given away).



10. The undersigned acknowledges receipt of the Wedding Expo rules and regulations outlined by Riverside County Regional Park and Open-Space District and the Crestmore Manor, and agrees that he/she will comply with said rules.

11. The undersigned acknowledges that the booth fee is non-refundable.

Date: _____ Signature: _____

Print Name: _____

Please ensure form is complete and email to crestmoreevents@rivco.org.