



Blythe
MARKETFEST

A COMMUNITY PROGRAM OF THE BLYTHE CHAMBER OF COMMERCE

Official Rules and Regulations December 2023 – February 2024



101 E. Hobsonway Blythe, CA 92225
760.922.8166

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LOCATION & CONTACTS

Event Location:

Todd Park – Parking Lot
450 N. Broadway
Blythe, CA 92225

Event Hours:

Open to Public

Season One (December 2023 through February 2024) 8:00 am -12:00 pm

Season Two (March 2024 through April 2024) 8:00 am -12:00 pm

Vendors Only:

Vendor Load-in and Set-up: 6:00 am – 7:30 am

Vendor Load-out: 12:00 pm – 1:00 pm

General Information and Questions:

Blythe Chamber of Commerce
Marketfest Manager and Coordinator
101 E. Hobson Way
Blythe, CA 92225

Contact Maria Gonzalez: 760.863.7905 (Interim Contact Person)

Paper vendor applications may be dropped off in-person at this office.

Marketfest Applications and Operations:

Blythe Marketfest Committee at Blythe Chamber of Commerce

Maria Gonzalez

Development Specialist

mariagon@rivco.org

44-199 Monroe Street, Suite B

Indio, CA 92201

760.863.7905

Business Start-up, Permits and Development Assistance:

Coachella Valley Small Business Development Center

Maria Gonzalez

Development Specialist

mariagon@rivco.org

44-199 Monroe Street, Suite B

Indio, CA 92201

760.863.7905

Seller's Permit:

California Department of Tax and Fee Administration
www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm
35900 Bob Hope Drive
Rancho Mirage, CA 92270
760.770.4828
RanchoMirageInquiries@cdtfa.gov

Health Department:

Riverside County Department of Environmental Health
www.rivcoeh.org
Indio Office
47950 Arabia Street, Suite A
Indio, CA 92201
760.863.8287

Business License:

City of Blythe
City Hall - Finance Department
235 N. Broadway
Blythe, CA 92225
760.922.6161 x1221 or x1237

City of Blythe Fire Department

201 N. Commercial
Blythe, CA 92225
760.922.6117
760.922.6111 (emergencies)

California Department of Food and Agriculture

Certified Producer Certifications
Egg Handler Registrations

General Info and Forms
www.cdffa.ca.gov/is/apply_register.html
1220 N Street
Sacramento, CA 95814
916.654.0466

BLYTHE MARKETFEST - Quick Reference Guide

*PLEASE READ FULL RULES and REGULATIONS FOR DETAILED INFORMATION BEFORE APPLYING

Hours of Operation

Every Saturday from December 9, 2023 to April 27, 2024 at Todd Park from 8a-12p (some holidays excluded)

Pricing

- Application Fee \$20
- \$140/ Month for each 20'x20' space for December 2023 – February 2024 payable monthly in advance.
- Daily spaces may be considered beginning March 2024 and are not available for food booths.

Required Documents – Food/AG businesses have additional documentation requirements.

- Seller's Permit with 235 N. Broadway, Blythe CA 92225 listed as selling address
- Business License from City of Blythe
- Applicant Identification: Driver's License, State ID, Passport or Military ID
- Insurance: \$1M General Liability insurance with Blythe Chamber of Commerce, County of Riverside and City of Blythe named as additional insured

Setup

- New merchandise only and no used items.
- All merchants must have their booth set up and ready to sell by 8:00 am each day and remain open until 12:00 pm.
- Signs required to be posted in booth: Seller's Permit, Return Policy, Sales Tax Policy (Included or Added)
- Receipts must be issued to all customers and business cards or contact info available for all customers.
- Tablecloths are required on all tables.
- All boxes must be tastefully covered if visible within booth space.
- Signs may not hang over aisle and signs must be professional in appearance.
- Flags and Banners have a maximum height of 12 ft..
- REQUIRED: 20lb weights on EACH tent pole at all times and not just on windy days.
- Vendors may not attach signs or setup to any City or park property (Signs, fences, buildings, etc.)
- Electricity is very limited at the park. Please inform market manager if your booth requires power.
- No Hawking – no selling informally without being a registered vendor in or around the event area.
- Vendors must keep space clean and sweep space after each market day.
- All booth and merchandise setup must be removed each day and nothing may remain on site.

Vehicles and Parking

- All vendor vehicles must be removed from the aisles by 7:45 am before event opens to public.
- No vendor vehicles may leave or enter the parking lot vending area between 7:45 am and 12:00 pm.
- A maximum speed of 5 mph for vehicles within the vendor area.
- One vehicle for each vendor allowed in the street fair at a time.
- If parking in your space: park parallel to booth only (no straight in parking) within space boundaries.
- Parking outside of the vendor space must be in designated vendor parking or outside of vendor lot.

Process for New Applications

1. Fill out online application at **www.blythemarketfest.com** or print application and email to blythemarketfest@gmail.com by November 15, 2023 to be approved for the December 2, 2023 Grand Opening at Winterfest on Spring Street. Late applications will only be processed if spaces are available.

All regular operating Saturdays are at Todd Park in Downtown Blythe beginning December 9, 2023.

2. A Marketfest team member will reach out by email after receiving your application.
3. You will need to email back the following documents to complete your application:
 - a. Copy of Personal Identification for Primary Applicant (submit one):
 - Driver's License
 - State Issued Identification Card
 - Passport
 - Military ID
 - b. Copy of Seller's Permit with sales address listed as:
 - 235 N. Broadway, Blythe CA 92225
 - c. Certificate of Insurance – \$1M General Liability policy with (3) Additional Insureds listed as:
 - *Blythe Chamber of Commerce*
101 E. Hobson Way
Blythe, CA 92225
 - *County of Riverside*
4080 Lemon Street
1st Floor
Riverside, CA 92501
 - *City of Blythe*
235 N. Broadway
Blythe, CA 92225
 - d. Current Business License – City of Blythe
 - e. Food Businesses: Valid copy of RivCo EH Permit (CFO, Restaurants, Caterers, Mobile Food)
 - Valid Food Handler cards for owner and all workers
 - f. Agricultural Producers – CDFA Certifications for Products
 - Egg sales require Egg Handler Certifications
 - g. Final step: Sign and return indemnity hold harmless agreement and pay fees to Chamber.
4. Review of completed application by Marketfest Team and approval email with Marketfest Permit.
5. Payment of fees will be \$140/mo. and payable on a monthly basis to Blythe Chamber of Commerce.
6. Attend a Market Days orientation which will be scheduled by the Marketfest Coordinator.

Do you need assistance obtaining any of these permits and licenses? We can help! Make an appointment with our SBDC Consultants who will work with you to start your business and get all of your permits and licenses. All consulting services offered by the Coachella Valley Small Business Development Center are offered at no-cost. Call Maria to schedule: 760.863.7905.

PERMITS & FEES

(see all contact info above)

Vendors must pay an annual application fee of \$20 and remain current with all licenses and permits:

1. Business License – City of Blythe
2. Private insurance - \$1M General Liability policy with the Blythe Chamber of Commerce, County of Riverside and City of Blythe named as additional insured.
3. Seller’s Permit from CDTFA – sales address 235 N. Broadway, Blythe CA 92225
4. Riverside County Department of Environmental Health permit (for food service vendors ONLY)
5. Certified Producer’s Certificate (AG) – California Department of Food and Agriculture
6. Egg Handler Registration – California Department of Food and Agriculture

To obtain these permits, please see Marketfest Location and Contacts list on page 2.

COMPLIANCE WITH FEDERAL, STATE, LOCAL LAWS AND STATUTES

The acceptance and use of any selling space at Marketfest constitutes an agreement by any and all vendors, whether Season 1 or Season 2 and persons helping or working with such vendors, to comply with all Marketfest Rules and Regulations and all city, state, and federal laws.

1. Marketfest vendors must comply with all federal, state, and local laws and statutes concerning child labor. Unlawful employment of minors, under any federal, state, or local laws is prohibited. Such violation shall be deemed as noncompliance with Marketfest Rules and Regulations.
2. Marketfest vendors and their employees must comply with the Americans with Disabilities Act (ADA), which provides for equal access and opportunity for individuals with disabilities in public accommodations.
3. All vendors must understand and comply with any and all federal and state laws relating in any manner to their goods and services. For example, vendors of artwork must understand and comply with all copyright and/or trademark laws that may govern the reproduction and/or sale of such artwork. Not understanding the law will never be an adequate excuse used by vendors for violating a law.
4. Vendors must work professionally, cooperatively, and reasonably with both the customer and Marketfest Staff to resolve complaints. Vendors must also fully comply with Marketfest Rules and Regulations and are required to sign the acknowledgement contained on the application.

ATTENDANCE POLICY

1. Vendors must participate once their space is allocated. Marketfest shall proceed as scheduled, “rain or shine.” There shall be no fee credit given to a vendor if they decide not to participate on any Saturday market vending day for whatever reason. There also is no fee credit given should Marketfest be cancelled due to city holidays, rain, wind, or any other unforeseen circumstances.
2. Standby Daily Vendors may be considered during Season 2 (beginning in March 2024) and are allotted spaces when current vendors will not be participating on any given Saturday morning. A Standby Vendor shall contact the Marketfest office no later than the Monday of the week in which they wish to participate. If space becomes available, the Standby Vendor must pay their space fee online or in-person at the Blythe Chamber of Commerce office. A space will be assigned the day of the event.
3. Vendors are asked to notify the Street Fair manager by email at least one week prior to their absence to help in the organizing of the market.
4. Excessive absences may result in a fine and possible revocation of selling space.
5. If you are absent there is no refund or credit for that time.
6. Selling suspension or permit revocation is at the discretion of Marketfest Manager
7. When a vendor has decided to terminate participation in Marketfest, they must notify the Marketfest Coordinator, in writing by email, before the first Monday of the month of the departure. No fee credit or refund shall be given if a vendor notifies the Marketfest Coordinator of departure after the first Saturday of the month. Email: blythemarketfest@gmail.com

GENERAL VENDOR RULES AND REGULATIONS

1. Sales privileges and spaces cannot be sold, sublet, or transferred.
2. There is extremely limited electricity available at the market. Except for Food and Entertainment vendors, all vendors are prohibited from plugging into any electrical outlet at the Marketfest vending area or surrounding areas within Todd Park or baseball stadiums and all use requires prior authorization from Marketfest Management.
3. If power is available and approved, power cords must be completely taped down to limit liability for the vendor and conform to City of Blythe safety requirements. Additionally, power cords must take the shortest route from the receptacle to the booth to minimize tripping hazards.
4. If your booth requires electricity or a generator, please include this information when applying as this may affect availability and placement of space.
5. **GENERATORS:** must be whisper quiet and may not create any odor like model Honda ue2000i Super Quiet. Vendors requiring power must contact the Marketfest Coordinator for pre-approval of generator use. All vendors who are approved to use a generator will be assigned an appropriate space on the perimeter of the vending area so as not to disturb neighboring vendors and customers.

6. All vendor lighting shall be fluorescent, LED, or low voltage halogen, if necessary.
7. Crock pots, rice cookers, coffee brewers, electrical skillets, heat lamps, portable air conditioners, portable electrical heaters, etc., or anything a Marketfest Staff deems to have a large wattage draw, are NOT allowed on the premises.
8. All booth lighting shall be confined to the booth and designed to prevent spillage into other booths or glare into the eyes of visitors, if necessary.
9. No alcoholic beverages are to be consumed or sold within a booth.
10. Vendors are not allowed to prop up or hang any merchandise on any wall, fence, building, or tree.
11. Selling spaces are marked by numbers and/or letters on the ground in white chalk. Vendor vehicles and/or merchandise must remain within space boundaries and behind the visible white line. Vendors are not permitted to conduct business outside their assigned spaces.
12. Vendors are not guaranteed a specific booth location. The Marketfest Coordinator has the authority to assign and reassign spaces. Any vendor requesting reassignment of booth space must notify the Marketfest Staff, in writing by email. The Marketfest Coordinator reserves the right to refuse assignment of space to any vendor or applicant.
13. Dimensions of the space allocated to each vendor for December 2023 – February 2024 are 20' ft x 20' ft as marked. Booth height: twelve feet (12 ft.) maximum unless an exception is granted by Marketfest Staff. Vendors shall not move into the middle of the aisles with their booths as this is a violation of health and safety regulations.
14. Canopies sized 10' ft x 10' ft are optimal in this size allocated and each booth is required to have 20 lb. weights on each corner of the booth. Contact Marketfest staff if more than one 20' ft x 20' ft space is needed. As Marketfest grows, the Marketfest Coordinator reserves the right to resize spaces.
15. All trailers need to be approved by the Marketfest staff and shall fit within the Marketfest booth dimensions of twenty feet wide and twenty feet from the market lines (20 ft. wide x 20 ft. as marked). One (1) additional booth space may be purchased to accommodate a larger trailer. Trailers should be clean and must present an attractive, professional image consistent with the goals and purposes of Marketfest.
16. Vendors must stay within their assigned spaces and out of fire lanes at all times. It is the vendor's responsibility to be aware of the fire lanes.
17. Vendors shall identify their booths with appropriate signage (including business name) within the dimensions of twelve inches in height by eighteen inches in length (12 in. H. x 18 in. L.).
18. All tables used within a booth space must be covered. Farmers Market vendors selling agricultural products may use table skirts in lieu of full table covers. Covers or table drapes should be neat and clean and should not touch the ground.

19. A weighted canopy is required for use by all vendors and each corner must be weighted with 20 lb. weights. Nails or anchors cannot be driven into the pavement, structures, or trees. A canopy without the top (or a tent) is not allowed to be erected without approval from the Marketfest Staff.
20. No rolling clothing racks will be allowed without approval from the Marketfest Coordinator.
21. Vendors must remove all boxes and containers used in the transportation of their merchandise BEFORE Marketfest begins for the morning. Empty boxes may be stored under tables as long as they are NOT visible from all sides (e.g., under a tablecloth).
22. Vendors must display a valid Marketfest permit card at all times during setup, operation, and tear down.
23. If the booth involves food sales, the vendor must also have all relevant documents or permits demonstrating compliance with Riverside County Department of Environmental Health regulations on-site at all times.

ON-SITE STANDARDS OF CONDUCT

1. Marketfest vendors, employees and family members shall be appropriately dressed for safety purposes. Vendors and their employees shall not wear on the outside of their clothing anything obscene, distracting, or that may cause disruptions to the family friendly Marketfest environment.
2. No person shall deface or otherwise disturb the city or park buildings, plants, trees, or city property.
3. No person or business participating in Marketfest shall state, imply, or otherwise suggest that the City of Blythe endorses, sponsors, or supports the views of his/her/their organization, candidate, product, or service.
4. Non-entertainment vendors shall neither use amplified sound nor play music or make loud noises that can be heard outside their assigned spaces.
5. Vendors shall not solicit customers from outside their selling spaces and hawking, selling outside of booth, loud, or aggressive behavior is strictly prohibited.
6. Any approved, registered Entertainer performing in the Marketfest venue shall maintain the volume of the music so as not to disturb Marketfest surrounding vendors.
7. It is each vendor's responsibility to report to the onsite Marketfest Staff any hazardous condition they observe in or around the vendor's booth and vendor may be temporarily relocated.
8. A vendor who violates a city, county, state, or federal regulation is subject to automatic permit revocation. This includes, but is not limited to, inappropriate public behavior, traffic regulations, and threats to public safety.

9. Non-profit vendors, in accordance with California state law, may conduct raffles with approval from the Marketfest staff prior to the event date.
10. Vendors are responsible for the actions of their employees, associates, and independent contractors working for them. Vendors shall be courteous to other vendors, the public, and Marketfest Staff and Management.

BOOTH SETUP, LOAD-IN, AND LOAD-OUT PROCEDURES

1. Setup begins two hours prior to the event start time. The parking lot will be blocked off at approximately 6:00 a.m. during Seasons 1 and Seasons 2 and only vendors, their employees and their vehicles will be allowed in the vending space during set-up.
2. Vendors may only park in the vendor designated area of the parking lot vending area after that time.
3. Vendor vehicles may be unloaded and then moved and parked outside of the event perimeter prior to the scheduled event start time.
4. By NO LATER THAN 1:00 p.m. vendors are to be packed up and out of the vending area of the parking lot.
5. A vendor shall be fined twenty-five dollars (\$25) if their booth is not ready for business at the start of the event, or if they close down before 12:00 p.m., the official end of the event.
6. A vendor shall receive one (1) Vendor Pass for their vehicle. The Vendor Pass must be displayed in the front windshield to gain entry to Marketfest.

Setup and tear down shall go as follows:

1. Vendors must park their vehicles in their assigned location, as approved, and unload into their assigned space.
2. Vendors must move their vehicles out of the parking lot vending area immediately after unloading unless approved to park at vending space.
3. Vendors may not set up their booth while their vehicle remains parked in the aisles of the vending area and must be parked within the vending space or reserved vendor parking area.
4. A vendor's canopy or tent must be dismantled, and their booth items must be packed up in their assigned vendor space *before* their vehicle is allowed into the aisles of the vending area for load-out.
5. Vendors and their employees shall park outside the perimeters of the event unless approved to park at vending space or in reserved vendor parking area within Marketfest perimeters.

6. Farmer's Market Vendors who, in their application submitted to the Marketfest Coordinator, have demonstrated a need to park inside the perimeters of the event, and have received approval, may be exempt from parking rule above.
7. No vendor shall bring their vehicle into the parking lot vending area from the time the event has started until the time it ends.
8. The Marketfest Coordinator shall notify all vendors, in advance, when changes in event hours or dates of operation go into effect.
9. Vendors must not, at any time, move any traffic control devices, such as barricades, bollards, signs, cones, or delineators. Citations shall be issued to the violators of these rules.
10. Vendors must maintain all streets, curbs, sidewalks and areas surrounding their booths and remove all litter and stains that result from their Marketfest activities. When removing or dismantling setups, all vendors must clean their own spaces of all debris. If a space is left in poor condition, the vendor will be charged a twenty-five dollar (\$25) cleanup fee.

EMERGENCY PROCEDURES FOR INCLEMENT WEATHER CONDITIONS

1. The Marketfest Staff shall inform vendors if the event must be canceled due to dangerous weather conditions.
2. Marketfest shall remain open until emergency weather conditions are declared. Vendors are prohibited from driving their vehicles onto the closed street early, or depart early, due to weather conditions, unless directed by the Marketfest Staff.
3. The decision to call an emergency shutdown of Marketfest is at the exclusive discretion of the Marketfest Management Team or their designee.
4. Credit and refunds shall not be given to vendors for a weather emergency.
5. When an emergency has been declared, vendors shall immediately cease operations.
6. It is the vendor's responsibility to provide their own coverings to protect merchandise and products from weather-related conditions.

HEALTH, FIRE, AND POLICE REGULATIONS

1. Cooperation with local health, fire, and police departments is essential. Vendors must be aware of and comply with code requirements. Specific questions regarding the interpretation of codes should be directed to the appropriate agency listed in the Location and Contacts list.

2. Any furniture or equipment used within the booth space must first be approved by the Marketfest Coordinator. Any vendor selling combustible products, using propane or other combustibles, or performing open-air cooking, must provide a fire extinguisher (2A-1 OBC Type) and receive the approval of Fire Department.
3. Propane users require a fire department permit. All use of propane in conjunction with cooking, heating, crafting, must be pre-approved by the Fire Department before a permit can be issued.

COMPLIANCE AND ENFORCEMENT

1. Marketfest vendors must comply with Marketfest purpose, goals, rules and regulations.
2. Marketfest is an event for the enjoyment of citizens and visitors who contribute to the area's tourism industry. Vendors shall not antagonize or offend residents or visitors and shall do everything possible to encourage and promote the festive nature of Marketfest.
3. Noncompliance with any Marketfest rule or regulation, including offensive conduct, is grounds for suspension or revocation of the Marketfest permit.
4. A suspension or permit revocation of the Marketfest permit shall be issued by the Marketfest Staff, in writing, specifying the effective date of, and grounds for, the suspension or revocation.
5. Products not approved by the Marketfest staff are PROHIBITED. A citation will be issued for violation of rules and regulations, and all noncompliant items must be removed immediately.
6. Marketfest is a community event with a safe, fun, family environment so there will be no vending allowed of these restricted items:
 - Items that may be hazardous or dangerous
 - Items that are illegal under local, State or Federal laws
 - Items that include profane language or pornographic content
 - Items that use trademarked or copyrighted content
 - Tobacco, tobacco accessories and any smoke shop type products
 - Firearms, ammunition, knives, pepper spray, Tasers and/or weapons (whether of an offensive and/or defensive nature)
 - Live Animals including livestock, chickens or any other farm animals unless approved
 - Any merchandise received by any vendor, directly or indirectly, from any current or former vendor who has been suspended and/or had their selling rights terminated by Marketfest management
 - No services may be provided on-site such as tattoos, piercing or body modification
 - ANY OTHER ITEMS AT MARKETFEST MANAGEMENT'S SOLE DISCRETION
7. Vendors who receive more than one written warning in any one season (Season 1, Season 2) shall not be permitted to operate their booth until they appear before the Marketfest Coordinator team for review.

APPEALS FOR APPLICATION DENIAL

If an application is denied, an appeal may be made, in writing, to the Marketfest Coordinator, who shall reconsider the denial. The appeal must be filed within fifteen (15) days of the denial date.

If a Vendor desires to appeal the Marketfest Coordinator's final determination, an appeal may be made, in writing, to the Blythe Chamber of Commerce Marketfest Committee within fifteen (15) days of the denial. The Blythe Chamber of Commerce Marketfest Committee shall review the appeal and issue a decision. The Blythe Chamber of Commerce Marketfest Committee decision shall be final.

APPEALS FOR SUSPENSION / REVOCATION

Upon suspension or revocation of a Marketfest permit, the vendor shall have the right to appeal the suspension or revocation to the Marketfest Coordinator. Such appeal must be made within fifteen (15) days of the issuance of the suspension or revocation, and any such suspension or revocation shall be effective until or unless overturned on appeal.

After receipt of an appeal, the Marketfest Coordinator shall schedule the matter for hearing at the next available Marketfest Management meeting at which the matter can be presented. The Marketfest Coordinator shall provide the vendor with at least ten (10) days written notice of the time and place of the meeting. The vendor shall have the burden of proof as to why the suspension or revocation should be overturned. Following the hearing, the Marketfest Management may approve, modify, or reverse the suspension or revocation. Notice of the Marketfest Management's decision shall be given, in writing, to the applicant within fifteen (15) days of the hearing.

If a Vendor desires to appeal the Marketfest Management's final determination, an appeal may be made, in writing, to the Blythe Interim City Manager within fifteen (15) days of the Marketfest Management's denial. The Interim City Manager shall review the appeal and issue a decision. The Interim City Manager's decision shall be final.

MERCHANT CATEGORIES

GENERAL RETAIL MERCHANTS

1. Must display seller's permit, return policy and sales tax policy at booth.
2. Receipts must be given for all purchases and contact information must be provided and available.
3. Vendors must clean up their assigned spaces before leaving the event and must provide their own trash containers. City trash containers shall not be used for vendor debris.
4. All booths must be weighted down at each corner post with 20lb weights. These may be purchased online.

FARMERS' MARKET VENDOR – Sales of Agricultural Products

1. A Farmers' Market Vendor operates under California Department of Food and Agriculture regulations. Certain guidelines have been established by the Farmers' Market and the Marketfest staff with respect to specific needs of the event. Permits must be current and displayed at the point of sale at all times.
2. All people wishing to sell their crops directly to the public must contact the Marketfest Coordinator. Permits and space assignments shall be made after the application review is completed.
3. Vendors shall not display or advertise items that they are not permitted to sell.
4. Vendors must clean up their assigned spaces before leaving the event and must provide their own trash containers. City trash containers shall not be used for vendor debris.
5. All fruit and products to be sold shall be subject to the California Department of Food and Agriculture regulations. Certain Community Food Producer registration products will be considered.
6. Any vendor reselling produce or nursery products must obtain a permit from the California Department of Food and Agriculture. A photocopy of a valid permit must be turned in to the Marketfest Coordinator with the vendor's application. This permit must also be posted in the vendor's booth and clearly visible to the public. Any questions regarding this permit shall be directed to the California Department of Food and Agriculture at (916) 654-1237.
7. Any vendor selling products by the pound must have a scale certified by the Riverside County Department of Weights & Measures. Without a certification sticker, no vendor may sell products by the pound. For more information, call (760) 863-7705.

SPECIALTY FOODS (Pre-packaged or Cottage Food Operations)

1. Food items that do not fit as typical Farmers' Market or General Retail product fall into this category with the following criteria:
 - a. All pre-packaged Specialty Foods must comply with every state and federal packaging requirement.
 - b. The only food items that will be considered for Marketfest are those approved by Riverside County Department of Environmental Health.

NON-PROFIT ORGANIZATIONS – CONTACT MARKET COORDINATOR FOR ALL NON-PROFIT INFORMATION

1. Applicants shall be assigned space at the event on a first-come, first-served basis and allowed to have that space on a rotational basis and must complete full application and requirements.
2. Non-profits must provide proof of their current nonprofit 501(c) status including nonprofit number. Verification must be provided at the time of application.
3. Non-profits may pass out informational materials promoting the non-profit.
4. Non-profits may accept donations on site.
5. Non-profits must obtain Department of Justice letter for any raffles conducted at Marketfest and raffle must be approved by Marketfest prior to event date.
6. Non-profits may sell event tickets for fundraising events benefiting the nonprofit.
7. Non-profits may sell merchandise and other items at their booth that represents the organization, i.e., calendars, mugs, t-shirts, etc. with all required permits and licenses.
8. Non-profits may sell general merchandise and goods with all permits and licenses.
9. City sponsored departments or organizations are exempt from non-profit regulations as approved by the Marketfest staff.

FOOD SERVICE VENDOR

1. Marketfest is intended to be a walk-able event and not a sit- down dining experience.
2. Marketfest food service vendors must comply with requirements by the Riverside County Department of Environmental Health. These requirements include securing and continuously maintaining an annual Riverside County Department of Environmental Health food permit. Please contact the Marketfest Coordinator for additional information regarding a permit to sell food at Marketfest.
3. All Marketfest food service vendors and all support staff within the booth are required to have a Riverside County Food Handlers Card on display in the booth.
4. Vendor vehicles must be moved out of the event perimeter prior to commencement of the event unless prior approval is granted to park at booth.
5. All areas must be kept neat and clean at all times and a \$50 penalty for food businesses will be imposed if space is not left clean and all food and trash debris removed.
6. No food preparation producing smoke may take place unless approved by the Marketfest Coordinator.

ENTERTAINMENT

1. Entertainers who wish to perform at Marketfest must contact the Marketfest Coordinator and will be required to submit audio or video samples of their entertainment to the Marketfest Coordinator for approval by the Blythe Chamber of Commerce Marketfest Committee.
2. All Entertainers must complete all Marketfest applications and provide all business licenses and permits. Sales of merchandise is allowed within a Marketfest booth space and fees must be paid.

THERAPUETIC MASSAGE

1. The vendor must be a licensed therapist, and each individual therapist or masseuse working in the booth must have their own separate City of Blythe business license. All licenses must be posted inside the booth at all times.

POLITICAL VENDORS

1. A limited number of spaces shall be available for political organizations. An applicant will be given space at Marketfest on a first-come, first-serve basis and all booth fees must be paid in advance. Participation shall not be based upon the background, affiliation, position, or qualifications of a group/ individual, or the content of the messages conveyed.

SERVICE PROVIDERS AS VENDORS – COMMERCIAL VENDORS

- 1 . A business that does not meet the other criteria under any aforementioned category guidelines may participate in Marketfest by becoming a Commercial Vendor.
- 1 . Examples of potential commercial vendors shall include real estate firms, professional service providers, local attractions, and other Blythe area businesses.
2. No direct sales shall be allowed during Marketfest by these businesses unless prior approval is granted, and all permits and licenses are provided and approved.

Interested applicants shall contact the Marketfest Staff for more information regarding vendor categories.

(REVISED 12/07/2023)