



Jurupa Valley Pro Rodeo
PRCA RODEO COMMITTEE
P.O. BOX 1133, Jurupa Valley, CA 91752
(951) 660-2228

Hello Vendors,

Okay, we're ready. Thank you for dedicating your weekend to the Jurupa Valley Pro Rodeo, June 2-3, 2017. Please park in the lot at Jurupa and Agate, brick building. Check in with the Vendor check in person. Find your spot. We'll have a map this year!

To all vendors, please visit the VENDOR CHECK IN on Friday, June 2, between 10 am and 2 pm. The VENDOR CHECK IN will be located near the Agate Street entrance behind the corner building on Jurupa Road. Your both space and packet will be given to you at this time. You'll receive a parking pass for each day in the vendor parking area, corner lot of Agate and Jurupa Road. We'll distribute 4 vendor wristbands per day, per 12 by 12 booths. If you paid for a larger booth we'll add wristbands.

Set up is Friday, June 2, starting at 10 am, all cars; trucks must be cleared out by 3:30 pm. Automobiles are not allowed in vendor booths, unless preapproved. A sweep of the grounds will be done at 4 pm, all extra help will need to exit or purchase a ticket and return at 5 pm. Gates open at 5 pm. Vendors need to be in place, no vendor set up after 4 PM, Sorry, no refunds.

We are providing a space on the grass area, in the park. Please be kind to our park and remove trash, oil and debris. Place hot coals in a container and take with you. Waste water can be emptied at the dump station on Jurupa Road, in front of the contestant parking. If you place holes in the grass, please fill them before leaving.

The Fire Department would like vendors to have a fire extinguisher, if cooking, cover the ground with a non-slip tarp, no food on the ground, and have fresh water for hand washing. Hot water is not provided by event. Water is available at block building, please shut tap tight. You must provide a one million dollar insurance policy naming as additionally insured the Jurupa Community Foundation, Jurupa Area Recreation and Park District, Jurupa Valley Pro Rodeo, officers and directors.

The City of Jurupa Valley may require a sales permit; we are not clear on this new process. Our committee will try to purchase a permit to cover all booths.

Your electricity will come from a generator. Please provide a heavy duty cord and a pig tail to connect to electricity. You'll need to provide your own lighting and canopies.

The Jurupa Valley Pro Rodeo will open gates at 5 pm with pre-show at 7:30 pm, PRCA RODEO at 8 pm, followed by a FREE Rodeo Dance in the vendor area until 12:30 am. You are welcome to keep your booth open during the Dance. The Rodeo Dance will be over at 12:30 am. Please do not bring vehicles into area when people are still enjoying the dance. Please do not leave your merchandise unsupervised. We are not responsible for stolen property. There will be roaming security.

If you have questions please call Laura at 951-660-2228. Have a prosperous weekend.

Sincerely,

Laura Bakewell, Co Chair, Sponsorships, Advertising, Marketing, 951-660-2228
Bob Laurence, Co-Chair, Grounds, Permits, Logistics, 562-824-1775
The Jurupa Valley Pro Rodeo Committee
www.jurupavalleyprorodeo.com, facebook ; Jurupa Valley Pro Rodeo

Jurupa Valley Pro Rodeo

POST OFFICE BOX 1133, Jurupa Valley, CA 91752
 Cell Phone: 951-660-2228
 Email: Laura@jurupavalleyprorodeo.com

JVPR Use Only	
Application Rcvd.	_____
Deposit Rcvd.	_____
Insurance	_____
Fees received	_____
Inspection Completed	_____
Packet Mailed (Food)	_____
Additional Info:	_____

PRCA RODEO BOOTH / VENDOR APPLICATION

June 2-3, 2017

(Please Print or Type)

Company Name/Organization _____
 Address _____
 City, State & Zip Code _____
 Contact Person _____
 Phone Number _____ Cell Number _____
 Fax Number _____ Anticipated No. of Employees Present at Event? _____
 Is electricity required? _____
 (If yes, state current and voltage requirements)

Description of products and/or services being displayed, sold or advertised within the vending area.) _____

 Food Vendors/Food Choice: *Be specific.* Only 5 major food vendors will be permitted on a first come bases. All food items must be approved before the event. _____

Booth Dimensions & Fees (Check booth size below)			Amount Due
	Non-Profit Information Only	12 X 12	50.00
	Profit Business	12 X 12	200.00
	Profit Art/Crafts	12 X 12	100.00
	Non Profit Food	12 X 20	200.00
	Profit Food	12 X 20	300.00
	Profit Business	20 X 20	400.00
	Profit Business	20 X 30	500.00
	Sponsor Booths (Space varies)	12 X 12	Included with Sponsorship
	* Non-food booths inspection fee (mandatory fee)		\$ 10.00
	* Food booths inspection fee (mandatory fee)		\$ 20.00
TOTAL DUE \$			

* An additional fee may be charged by the fire dept. You will be notified with the amount. If you have any questions please call or email Laura Bakewell at 951-660-2228 or Laura@jurupavalleyprorodeo.com.
Application will not be processed without full payment. All fees must be paid no later than April 15, 2017.
 Booth areas will be measured and marked. Please be sure you have chosen the correct size or additional charges will be incurred.

APPLICATIONS, INSURANCE POLICIES AND PAYMENT MUST BE RECEIVED NO LATER THAN April 15, 2017 OR YOU MAY LOSE YOUR RIGHT TO PARTICIPATE.

Signature

Print Name

Date

THE RODEO WILL PROCEED RAIN OR SHINE – NO REFUNDS!!!

VENDOR BOOTH POLICY

All Vendors:

1. The Jurupa Valley Pro Rodeo may inspect vendors at any time. The Jurupa Valley Pro Rodeo reserves the right to shut down any booth for non-compliance with any applicable law(s), operating outside of the requested and approved function(s), or operating in a disrespectful, immoral or unethical manner toward any patron, official, competitor, vendor, city employee or any other attendee of the event.
2. Vendors requiring electricity will need to provide an extension cord at least 150 feet long. Pigtales are also required. Limited amounts of power are supplied for all booths.
3. Each organization or business must provide us with a one million dollar Insurance Policy, naming **the Jurupa Area Recreation and Parks District, Jurupa Valley Community Foundation, City of Jurupa Valley and the Jurupa Pro Rodeo, it's officers and committee** as additional insured.
4. Booths must be cleared nightly of all trash, cooking oils and debris following each performance. **Please leave your booth area the way you received it.**
5. The grounds must be cleared of all vehicles and people including children, no later than 4:00pm on Friday and Saturday. A **MAXIMUM** of 4 people will be given vendor passes, (including children) at this time you will need to remain in your booth area until the gates are opened. Security will perform a daily sweep at this time.
6. **NON-PROFIT ORGANIZATIONS** must have proof of non-profit status.
7. **NO OUTSIDE ALCOHOL IN VENDOR AREA**

Food Vendors:

8. **Food Booths:** Inside your packet you will find a business card for the Dept. of Environmental Health, a **TEMPORARY FOOD FACILITIES OPERATOR'S GUIDE, and A TEMPORARY FOOD FACILITY/COMMUNITY EVENT FOOD VENDOR MENU FORM.** It is your responsibility to read the guide and follow it. You **MUST** send or fax the vendor menu form to the health dept. **2 weeks** before the rodeo. The health dept will hold an inspection on Friday, June 2 ; we will let you know the time. **YOU MUST BE AT YOUR BOOTH AT THE TIME OF THE INSPECTION.**
9. All **FOOD BOOTHS** must have a fire extinguisher.
10. All food booths must provide hand-washing facilities. (See page 7 of the operator's guide).
11. Ice can be purchased from the Jurupa Valley Pro Rodeo, \$6.00 per bag.
12. All food booths must be screened and have a floor covering of plywood, canvas, carpet, or pallets for above ground food storage.
13. **Vendors will be allowed to sell soda and water.**

Make checks payable to: **Jurupa Valley Pro Rodeo**

Mail to: Jurupa Valley Pro Rodeo/Rodeo Vendor Cord.
P.O. Box 1133, Jurupa Valley, CA 91752

For any questions or concerns you can contact Laura Bakewell, 951-660-2228

I have read the above policy and agree to abide by all of the rules:

Signed _____ Print _____ Date _____

The Jurupa Valley Pro Rodeo thanks you for your participation.

2017 GROUNDS SCHEDULE (TENTATIVE)

Subject to change without notice.

Please call or check our website prior to April 15, 2017 for changes to the program or schedule.

Friday, June 2, 2017

Vendor setup 8:00am to 2:00pm
Food vendors must be ready for Health Department Inspection at 11:00am
Gates open to the public at 4:00pm
Performance starts at 7:30pm

Saturday June 3, 2017

Gates open to the public at 4:00pm
Performance starts at 7:30pm
Dance in the vendor area following rodeo performance

Daily cleanup will begin after all patrons have exited the premises. Vendors will have approximately 45 minutes to complete restocking, cleanup, equipment or product removal and covering of vendor area. Vehicles will be allowed inside the grounds during this time. No vendor camping! Grounds will be cleared and secured one hour following start of cleanup.

Thank you again for participating in the Jurupa Valley Pro Rodeo 2017
We appreciate your patronage and support!