



VENDOR AGREEMENT

RESERVATIONS are made on a first come, first served. A vendor agreement must be completed, approved and paid prior to the event date in order to secure the reservation. All vendors are responsible for bringing their own table. A table fee is added if vendor cannot provide one.

Please complete the application below and email to: recreationstaff@cityofredlands.org or drop off physically at the Joslyn Senior Center at 21 Grant St, Redlands, CA 92373. All applications must have a form of payment submitted in order to reserve a space. **REFUNDS:** For a full refund, all cancellations must be made 14 days in advance of the event date. No refunds will be given after that time. Please provide 1-2 high quality photos of the items you'll be selling. Email them to recreationstaff@cityofredlands.org.

One event only Time: 9:00am to 1:00pm Vendor set up is from 8:00-9:00am ONLY	April 16th, 2025 Spring Craft Fair at the Joslyn Senior Center (21 Grant St, Redlands, CA 92373)		
VENDOR PARTICIPATION FEE IS \$10: Additional \$10 table fee (optional)	The space allotted will accommodate a 6ft table only. No additional charge if own table is provided.		
NAME OF ORGANIZATION:			
CONTACT PERSON:			
CONTACT PHONE NUMBER:		CELL NUMBER:	
ADDRESS:			
CITY:		ZIP:	
EMAIL ADDRESS:			
DESCRIPTION OF ITEMS YOU WILL BE OFFERING <i>Electricity not available</i>			
Would you need a 6ft table? YES <input type="checkbox"/> NO <input type="checkbox"/>	Social Media Handles: Facebook _____ Instagram _____ Other: _____		
<p>Applicant hereby acknowledges that he/she/they understands, and will comply with all rules pertaining to use of the City of Redlands-Joslyn Senior Center and its amenities. Applicant hereby assumes all responsibility to leave the facility in as neat and clean condition as found. No alcohol is to be provided or served on City of Redlands premises. All payments and deposits are due, in full, two weeks prior to the event date in order to secure the reservation. All cancellations must be made 14 days in advance of the reservation date. Refunds may take up to three weeks due to processing. Applicant agrees to hold harmless and indemnify the City of Redlands, California, from any and all liability, except for that liability arising as a result to the sole negligence of the City, for the injury to persons of property occurring as a result of this activity and agrees to be liable to said City for any and all damages to any room, equipment and/or furniture owned or controlled to the City, which results from the activity of permitted for is caused by a participant in said activity. Applicant acknowledges that this reservation is subject to immediate cancellation by any Police Officer or agent of the City of Redlands upon determination of a violation of the Redlands Municipal Code or in times of declared emergencies. I/We agree to abide by and enforce the rules and regulations of the City of Redlands and verify that I/We have read the above rules and regulations.</p>			
_____ Applicant Signature / Date			
OFFICE USE ONLY			
RECEIPT NUMBER		SPACE NUMBER	