

SCARY-A-FAIRE

CANDY VENDOR FORM

10.24.26 | DOWNTOWN UPLAND

4 PM - 8 PM



GENERAL INFORMATION

The event is a perfectly **SPOOK-TACULAR** way to connect with the community and advertise your business, organization, or service club free of charge. The event is highly attended with 4,000+ children and families anticipated each year. Each vendor will be allocated a designated 10 x 10 booth space. Additional space is limited and can be requested if needed.

REQUIREMENTS FOR CANDY VENDOR SUBMISSION

- ! Bring 4,000+ pieces of individually wrapped candy and/or other simple giveaways (ex: stickers, glow sticks, bracelets) to pass out.
- ! Provide a children friendly interactive game or activity to take place inside your booth. (optional)
- ! Decorate your booth to make it a haunting success.

WHERE TO SUBMIT?

To register for this spook-takular event, please submit your completed application form to jegonzalez@uplandca.gov by **Thursday, October 1, 2026**.

****Submitting this application does not guarantee participation. Approved candy vendors will be notified beginning the first week of September.***

ADDITIONAL INQUIRIES

For further inquiries, feel free to call (909) 204-4590.

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VENDOR INFO

Business/Organization Name:

Contact Person(s):

Phone #:

Email:

Are you a resident, or is your business located in the City of Upland?

☐

YES

☐

NO

Address:

City:

Zipcode:

State:

Please indicate your requests and requirements by marking and filling in the appropriate selections below. Each candy vendor will be allocated a 10 x 10 space, with additional limited space subject to availability. If you are a Historic Downtown Upland business and wish to secure a location near your establishment, please specify that below.

AGREEMENT CHECKLIST

- ☐ I understand I must decorate my booth in a spook-tacular, family friendly way.
- ☐ I understand I must bring 4,000+ pieces of individually wrapped candy and/or other simple giveaways.
- ☐ I understand that electricity is unavailable, so all lighting must be powered by battery.
- ☐ I understand i must bring my own table. canopies, chairs, & supplies
- ☐ I understand that it is optional for me to bring a child-friendly game or activity to take place inside or near my booth.
- ☐ I am a Historic Downtown Upland Business and would like to be placed near this business/address: _____
- ☐ I need extra space(s). How many: _____

I HAVE READ AND UNDERSTAND THIS AGREEMENT, ACKNOWLEDGING IT AS A CONFIRMATION OF UNDERSTANDING

SIGNATURE: _____

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VENDOR ACKNOWLEDGEMENT AGREEMENT

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The City of Upland is committed to providing a safe, family-friendly, and enjoyable experience for all attendees. By signing this agreement, vendors acknowledge they have read, understand, and agree to comply with the following event requirements. **Failure to comply with any of the requirements outlined below may result in denial of participation in current/future City of Upland Scary-A-Faire events.**

CANDY VENDOR RESPONSIBILITIES

- ☐ Bring 4,000+ pieces of individually wrapped candy and/or other simple giveaways (ex: stickers, glow sticks, bracelets) to pass out.
- ☐ Child friendly interactive game or activity to take place inside booth. (Optional)
- ☐ Canopy, table, tablecloth and chairs.
- ☐ Banner/sign for your booth and promotional/informational materials to pass out with candy.

CITY OF UPLAND'S INFORMATION BOOTH

- ☐ The City of Upland Recreation Information Booth will be located at the southwest corner of 9th Street and 2nd Avenue.
City staff will be available throughout the event to answer questions or assist vendors.

SETUP & CLEANUP REQUIREMENTS

VENDORS AGREE TO THE FOLLOWING:

- ☐ Arrival window: **1:30 PM to 2:30 PM**
- ☐ Use assigned vendor spaces only.
- ☐ Vehicles may enter the event area solely for unloading.
- ☐ Move vehicles immediately after unloading to avoid traffic delays.
- ☐ No vehicles will be permitted into the event area after **2:45 PM**, unless pre-approved by the City or participating as part of the Car Show.
- ☐ Park only in designated vendor parking areas.
- ☐ **REMAIN OPEN AND OPERATIONAL FOR THE ENTIRE EVENT (4:00 PM – 8:00 PM).**
- ☐ Do not begin dismantling booths or removing vehicles until City staff have officially reopened the streets and removed barricades.
- ☐ Clean the assigned booth space at the conclusion of the event by removing all trash, debris, and personal property.

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VENDOR CONDUCT

TO ENSURE A WELCOMING ENVIRONMENT FOR ALL ATTENDEES, VENDORS AGREE TO:

- ☐ Conduct themselves professionally and respectfully at all times.
- ☐ Maintain a family-friendly booth suitable for attendees of all ages.
- ☐ Follow all instructions provided by City staff, event personnel, and public safety officials.
- ☐ Keep walkways and emergency access routes clear at all times.

POLITICAL ACTIVITY

- ☐ The City of Upland is committed to maintaining a neutral environment during City-sponsored events.

The act of imposing political messages through your booth upon attendees of City-sponsored events, creating the appearance of City endorsement, or any appearance of sponsorship or advocacy for any political message, political entity, political candidate, or political group is strictly prohibited.

Vendors may not distribute political campaign materials, display political advocacy signage, solicit political support, or otherwise engage in political activities that could reasonably be interpreted as being endorsed or sponsored by the City of Upland.

ACKNOWLEDGEMENT

BY SIGNING BELOW, I ACKNOWLEDGE THAT:

- ☐ I have read and understand the Scary-A-Faire Vendor Acknowledgement Agreement.
- ☐ I agree to comply with all event rules, City policies, and directions from City staff.
- ☐ I understand that failure to comply with these requirements may result in denial of participation in current/future City of Upland Scary-A-Faire events.

I CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY ALL OF THE REQUIREMENTS OUTLINED IN THIS VENDOR ACKNOWLEDGEMENT AGREEMENT.

Vendor's Name

Vendor's Signature

Date

SCARY-A-FAIRE **LIABILITY WAIVER**



I have carefully read this release and agree to participate in The City of Upland Scary-A-Faire 2026, (hereinafter referred to as "EVENT", taking place on Saturday, October 24, and being held in Historic Downtown Upland.

I fully understand that participation in the EVENT can expose me to risks of personal injury, communicable diseases, (including but not limited to COVID-19), viruses (including but not limited to any severe acute respiratory syndrome coronavirus), illness, death, or property damage. I hereby acknowledge that I am voluntarily participating in the EVENT and as a result of signing below, I agree to assume those risks for myself. I shall observe and comply with any regulations and/or orders, including social distancing, facial coverings, and sanitation, relating to any public health concern.

On behalf of myself, I hereby release, discharge, waive, and relinquish any and all actions or causes of action for personal injury, property damage, or wrongful death occurring to myself arising as a result of engaging or receiving instructions in said EVENT or any incidental activities. I agree not to sue the City of Upland, its officers, clients, agents, contractors, instructors, authorized volunteers, and employees (hereinafter referred to as "CITY"), for any injury, wrongful death, or property damage to or loss of personal property arising out of, or in connection with, my participation in the EVENT from whatever cause, including any active or passive negligence of the CITY or any other participants in the EVENT. This Liability Waiver is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision. IN CONSIDERATION of accepting this registration to participate in the EVENT, I hereby agree, for myself, my heirs, administrators, executors, and assigns, that I shall indemnify and hold harmless CITY from any and all claims, demands, actions or suits arising out of or in connection with my participation in the EVENT.

"I understand that I am to adhere to all rules/regulations/guidelines that may be presented to me during this activity by authorized persons or leaders."

I HAVE CAREFULLY READ THIS PARTICIPANT WAIVER/RELEASE, HOLD HARMLESS AND AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL AS AN AUTHORIZED REPRESENTATIVE OF ORGANIZATION & ALL ITS PARADE PARTICIPANTS.

Authorized Representative's Name

Authorized Representative's Signature

Date