

SCARY-A-FAIRE

FOOD VENDOR FORM

10.24.26 | DOWNTOWN UPLAND

4 PM - 8 PM



GENERAL INFORMATION

Scary-A-Faire is a perfectly **SPOOK-TACULAR** way to connect with the community and provides great exposure for your business. The event is highly attended with 4,000+ children and families anticipated each year. Each food vendor will be provided with an assigned 10 x 10 space for their booth, and additional space upon request is available for a \$75 per space.

**Booth space availability is limited.*

REQUIREMENTS FOR APPLICATION SUBMISSION

- ! Completed Food Vendor Form
- ! Proof of Insurance
- ! Health Permit
- ! Signed Waiver & Agreement
- ! Food Truck Vendor Fee: **\$250**
(larger than 10'x10' space)
- ! Full Meal Food Vendor Fee: **\$150**
(10'x10' booth)
- ! Snack/Beverage Vendor Fee: **\$100**
- ! Additional booth space: **\$75**

WHERE TO SUBMIT?

To register for this spook-takular event, please submit your completed application form to jegonzalez@uplandca.gov by **Thursday, September 10, 2026**.

ADDITIONAL INQUIRIES

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

**Applications will be processed on a first-come, first-served basis.
Payment not accepted until selected.*

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Payment for approved vendors is due by **October 17**. Approved vendors are responsible for providing their own canopy, propane, tables, electricity, lighting (*event spaces become dark after sunset*), a silent generator (*preferred*), and all equipment and supplies required by the San Bernardino County Department of Public Health. **All required documentation, including proof of insurance and a valid Temporary Food Facility (TFF) Permit, must be submitted no later than October 2.** Each approved food vendor will be assigned one 10' x 10' booth space. Additional 10' x 10' spaces may be requested for \$75 per additional space, subject to availability.

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:	

MENU

Booth Size - Each booth accommodates a space of 10' x 10'.	Additional booth space(s)? ☐ YES ☐ NO
If YES, how many? <i>*Additional \$75 fee per 10x10' space.</i>	
Menu - List all food and beverage items you intend to sell:	

PAYMENT

☐ Credit Card - Payments via credit card can be processed over the phone. If this option is selected, we will reach out to you for further details.	* (Larger than 10x10') Food Truck Vendor: \$250 (10x10') Full Meal Food Vendor: \$150 Snack/Beverage: \$100 Additional booth space: \$75
☐ Cash - Drop off payment at: <u>Landecena Community Building</u> - (1325 San Bernardino Rd., Upland, CA 91786)	
☐ Check - Please make checks payable to: <u>City of Upland, Attention: Scary-A-Faire</u> Drop off payment at: <u>Landecena Community Center</u> - (1325 San Bernardino Rd., Upland, CA 91786)	

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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.**

FOOD VENDOR RESPONSIBILITIES

- ☐ Food vendors are responsible for following all San Bernardino County Department of Public Health regulations and maintaining a clean and safe food booth throughout the event.
- ☐ A Health Inspector will be on-site conducting inspections. Vendors must have all required permits available and follow all health and safety requirements.

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 taking all trash, cooking oil, ice, water, debris, and personal property with you.

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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:

- ☐ 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