



Health & Wellness Expo

Vendor & Exhibitor Application

Sunday, October 18, 2026

Venue:

White Park
3900 Market Street
Downtown Riverside, CA

Organizer:

Mission Inn Foundation
3598 Main Street
Riverside, CA 92501

Office: (951) 315-2457

Email: info@missioninnmuseum.org

Welcome Vendors!

Thank you for your interest in participating in the **49th Annual Riverside Mission Inn Foundation Run Health & Wellness Expo**.

The Mission Inn Foundation Run is one of Southern California's longest-running community races and Riverside's signature running event. Held annually in the heart of downtown Riverside, the event welcomes thousands of runners, families, spectators, volunteers, and visitors for a morning celebrating fitness, wellness, and community.

Located in **White Park**, adjacent to the race finish line, the Health & Wellness Expo provides an outstanding opportunity to showcase your business or organization to an engaged audience throughout race morning.

Proceeds from the Mission Inn Foundation Run directly support the Mission Inn Foundation's educational programs, preservation efforts, museum exhibitions, and community outreach initiatives.

Standard Booth Includes

- One (1) 10' × 10' booth space
 - One (1) 6-foot table
 - Two (2) folding chairs
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Event Information

Event Date

Sunday, October 18, 2026

Location

White Park
3900 Market Street
Riverside, CA 92501

Health & Wellness Expo Hours

7:00 AM – 2:00 PM

Vendor Setup

Vendor setup will take place **Saturday, October 17, 2026**, between **8:00 AM and 12:00 PM**.

All booths must be fully set up by **12:00 PM on Saturday**. Vendors may leave their booths in place overnight. Overnight security will be provided; however, vendors are encouraged to remove all valuables, electronics, cash, and other high-value items. The Mission Inn Foundation is not responsible for lost, stolen, or damaged property.

Detailed vendor arrival instructions and booth assignments will be emailed prior to the event. Vendors may temporarily park near White Park with their hazard lights activated while unloading materials directly to their assigned booth space. Once unloading is complete, vehicles must be moved immediately to a legal public parking space before booth setup continues. Vendor parking is available on a first-come, first-served basis in nearby public parking lots and on surrounding streets. Reserved vendor parking is not available.

Vendor Check-In

Vendor check-in will take place **Sunday, October 18, 2026**, at **6:30AM** and be operational no later than **7:30AM**.

Vendor Breakdown

Begins at 2:00 PM and must be completely removed from the premises by 5PM. Your booth space must be left as clean as you found it.

Vendor Guidelines & Terms

Vendor Participation

1. All vendor and exhibitor applications are subject to approval by the Mission Inn Foundation.
2. Submission of an application does not guarantee acceptance.
3. The Mission Inn Foundation reserves the right to refuse or revoke participation at its sole discretion.

Event Operations

4. The event will take place rain or shine.
5. All vendors must be fully set up before the event opens and remain open until **2:00 PM**.
6. Early breakdown or departure is not permitted without approval from Event Staff.
7. No vehicle access will be permitted inside White Park during event hours.

Booth Requirements

8. Vendors must remain within their assigned booth space.
9. Booth sharing, transferring, or swapping locations is prohibited without prior written approval.
10. Vendors are responsible for providing:
 - 10' × 10' canopy
 - Canopy weights (required)
 - Table coverings
 - Displays and signage
 - Extension cords (if approved)
11. Stakes are not permitted in White Park.

Sales & Exhibits

12. Vendors may only sell or distribute items approved through the application process.
13. Vendors processing transactions must possess all required permits and licenses.
14. Prices must be clearly displayed where applicable.

Insurance & Licensing

15. Vendors conducting sales or distributing food products must provide:
 - Certificate of Insurance (if applicable)
 - Additional Insured Endorsement (if required)
 - City of Riverside Business License or Temporary Business License
 - California Seller's Permit (if applicable)
16. Nonprofit booth rates require proof of current 501(c)(3) status.

Electricity

- 17. Electricity is **not available**.
- 18. Gas generators must receive prior approval from the Mission Inn Foundation.

Cleanup

- 19. Vendors are responsible for maintaining a clean booth throughout the event.
- 20. All trash and materials must be removed upon departure.

Liability

- 21. Vendors assume responsibility for any loss, theft, or damage to their property.
- 22. The Mission Inn Foundation shall not be held responsible for lost, stolen, or damaged items.

Vendor & Exhibitor Application

Company Information

Company/Organization Name

Contact Name

Mailing Address

City, State, ZIP

Email Address

Office Phone

Day-of-Event Phone

Website

Social Media (Optional)

Emergency Contact

Emergency Contact Name

Relationship

Phone Number

Booth Information

Purpose of Booth

Products, Services, or Materials to be Sold or Distributed

Vendor Type

☐ Food Vendor

☐ For-Profit Vendor

- ☐ Informational Exhibitor
- ☐ Nonprofit Organization
- ☐ Mission Inn Foundation Run Sponsor
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Will You Be...

Processing sales? ☐ Yes ☐ No

Distributing food or beverages? ☐ Yes ☐ No

Requesting generator approval? ☐ Yes ☐ No

City of Riverside Business License Number

Booth Selection

Booth Type	Includes	Fee
Mission Inn Foundation Run Sponsor	Per Sponsorship Agreement	Included
Food Vendor	10' × 10' booth, table & two chairs	\$500
For-Profit Vendor	10' × 10' booth, table & two chairs	\$350
Informational Exhibitor	10' × 10' booth, table & two chairs	\$200
Nonprofit Organization	10' × 10' booth, table & two chairs	\$75

Required Documents

Please include all applicable documents with your application.

- ☐ Completed & Signed Application
- ☐ Certificate of Insurance
- ☐ Additional Insured Endorsement

☐ California Seller's Permit / Resale Certificate

☐ City of Riverside Business License

☐ Proof of Nonprofit Status (501(c)(3))

Payment Method

☐ Check Enclosed

☐ Please Send Invoice

☐ Sponsorship Credit

Credit card payments may be made online upon approval of your application.

Applicant Certification

I certify that the information provided in this application is true and accurate. I have read, understand, and agree to comply with all Mission Inn Foundation Run Health & Wellness Expo Vendor & Exhibitor Terms and Conditions. I understand that submission of this application does not guarantee acceptance and that all applications are subject to approval by the Mission Inn Foundation.

Printed Name

Signature

Title

Date

FOR OFFICE USE ONLY

Date Received: _____

Approved: ☐ Yes ☐ No

Booth Number: _____

Payment Received: _____

Certificate of Insurance Received: _____

Business License Verified: _____

Staff Initials: _____

Vendor Checklist

Before You Submit

- ☐ Completed Application
 - ☐ Payment (if applicable)
 - ☐ Certificate of Insurance
 - ☐ Additional Insured Endorsement
 - ☐ Business License
 - ☐ California Seller's Permit
 - ☐ Nonprofit Documentation (if applicable)
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Bring to the Event

- ☐ 10' × 10' Canopy
- ☐ Canopy Weights (Required)
- ☐ Table Covering
- ☐ Marketing Materials

- ☐ Product Inventory
 - ☐ Hand Truck or Dolly
 - ☐ Water & Snacks for your Booth Staff
 - ☐ Business Cards
 - ☐ Extra chairs
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Event Reminders

- Arrive during your assigned setup time.
 - Vehicles will not be permitted inside White Park at any time.
 - Please remain open until **2:00 PM**.
 - Leave your booth area clean and free of debris.
 - Event Volunteers will provide assistance throughout the event if needed.
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Questions?

Mission Inn Foundation

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Riverside, CA 92501

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