2010 Medieval Fantasy Festival in Downtown Vacaville

FOOD VENDOR PACKET

Dear Friends:

Enclosed you will find the rules and an Application Form for Food vendors for the Sixth Annual Medieval Fantasy Festival to be held in Downtown Vacaville, CA on Saturday and Sunday, April 17-18, 2010.

This is going to be a very unique and exciting family oriented festival. With your participation we are going to make visitors feel as though they have come to a different place and time. We reserve the right to choose vendors in accordance with DVBID policies that fit in with the Medieval /Fantasy theme from among the applications we receive. All Artisans, Crafters, Merchandise Vendors and Food Vendors, Musician and employees are encouraged to join in and wear a costume or dress accordingly. We also encourage you to consider your decoration, your signage, the names & descriptions of your food to fit with the theme.

If you would like to be a part of the Medieval Fantasy Festival, please fill out the vendor application and include the requested documentation with the appropriate fee as soon as possible to reserve your space for April 17-18, 2010. Spaces are limited, so we encourage you to apply early (you also get a price break). The final deadline will be February 15. This allows us to file our application with the health department in a timely manner.

If you have any questions, please do not hesitate to call the Downtown Vacaville Business Improvement District directly at 707-451-2100. For additional festival information, please visit our websites at www.medievalfantasyfestival.com or www.downtownvacaville.com

Sincerely,

Bob Vollmer
Executive Director

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FOOD VENDOR RULES AND REGULATIONS

1. Spaces are assigned on a first come, first serve basis. Special requests will be considered where possible. We reserve the right to limit the number of food vendors and the menu. We do not guarantee 'no duplication of menu items.' Downtown businesses are considered first as vendors.
2. Vendor fees are determined by the total space needed. Spaces will begin at 10' X 10'
   If you apply by December 31, 2009 the 10'X10' booth fee will be $190.
   If you apply after January 1, 2010 the 10'X10' booth fee will be $240.
   If you need more space, add $10 per foot after the first 12 feet. Cooking areas outside your food booth must have restricted access for the safety of consumers. These areas should be included when you figure the amount you owe.
3. Checks should be made out to the DVBID. In the event that you must cancel, up until 90 days before the event, a full refund may be given. Up until 60 days before the event, a 50% refund may be given. After that date no refunds will be given. This event will be held rain or shine. The deadline for applications is March 15, 2010. The location of your booth will be mailed or emailed to you with application acceptance.
4. You may begin setting up at 6:00 AM. You must be set up and ready to sell by 9:30 AM. If a vehicle is part of your set up, you must include proof of insurance (auto declaration page). Vehicles (which are not part of your display) must be removed from the area prior to 9:30 a.m. NO EXCEPTIONS.
5. In addition to your space fee, a refundable clean-up / compliance deposit of $200 is required with your application. If you comply with the Solano County Environmental Health Department requirements and your space is found in satisfactory condition after the event, the deposit will be returned within ten (10) working days from the end of the Festival. Please note that wastewater and grease may not be dumped into storm drains, as per state law, **NOTE**: The Solano County Office of Environmental health has strict requirements for safe food handling at special events. You must adhere to their regulations and show compliance by filling out, signing and posting the required Food Safety Checklist during this event. Any food vendor who does not remain in compliance throughout the event will be asked to leave. **NOTE:** No space rental fee or cleaning deposit refund will be given to any food concession cited for being out of compliance by the Solano County Health Inspector.
6. **Please note this wording. You must provide a Certificate of General Liability,** including Products and Completed Operations coverage, **naming by endorsement to the policy**
   i. **The City of Vacaville, and**
   ii. **The DVIBD as additionally insured in the amount of $1,000,000.**
   The liability insurance is not an option. (If you don't already have this insurance, we can suggest a source for it). The required insurance in no way limits the liability of the Vendor. Any injury to the Vendor arising out of, or resulting from, participation in this event is the responsibility of the Vendor.
7. Health Department approved food booths or vending carts MUST BE USED.
8. Food vendors shall not construct or arrange their booths so that they obstruct the general view or hide exhibits of others.
9. **You must collect and pay your own sales tax.**
10. A copy of your current Solano County Environmental Health Permit for a temporary food booth/facility – Seasonal April-October permit must accompany your application.)Please call the Department of Environmental Health @ 707-784-6765 to arrange for the permit.
11. You are responsible for your own tables & chairs. A washable ground cloth must cover the floor of you booth.
12. You are responsible for providing or arranging all necessary labor set up and tear down. Event staff and security personnel are not available to help.

13. You must provide a minimum of one covered trash receptacle at your booth. All packing cases, crates and debris of any kind must be removed from exhibit spaces prior to the time of opening. You must take your trash, zip ties, empty containers and packing materials with you when you leave. NO DISPOSING OF ICE, WATER OR OTHER LIQUIDS INTO PLANTED AREAS.
14. You must comply to the standards required by the Vacaville Fire Department which follow this document.
15. You shall not store or display material on benches, planters or architectural surfaces and all food or servicing products must be kept at minimum of 6 inches off the ground.
16. Spaces will NOT have access to electrical power. **Please supply your own power.** Generators must be quiet not to annoy your neighbors.
17. Portable toilets and hand washing facilities will be provided. You must also provide hand washing and utensil washing facilities within your food booth as per Solano County Environmental health Regulations.
18. Breakdown begins no earlier than 4:00 PM Sunday. All spaces must be vacated by 6:00 PM
19. You may not make substitutions to your menu without prior approval from the Medieval Fantasy Festival Committee.
20. Overnight security Saturday will be provided. However, we cannot take responsibility for your property, which will be left overnight at your own risk.

City of Vacaville General Fire Standards for
Food Service Vendors at City Sponsored Events

The information provided in this standard is the minimum requirements for operating any type of hot food service during special events (private or city sponsored). All references are from the Vacaville Municipal Fire Code, and Article 9, 32, and 82 of the California Fire Code 2001 Edition.

- All components of tents/canopies/ 10x10 pop-ups, to include sides, screens, or other materials, must bear a fire retardant certification seat of the State Fire Marshall (SFM) office, or have an SFM approved fire retardant applied in an approved manner.
- Vendors utilizing LPG as a fuel source will maintain the cylinders outside of the tent so that vented gas will not accumulate within the structure, and secured to prevent mechanical damage to the cylinder. All spare cylinders will be stored and protected in the same manner. Cylinders shall be stored in a shaded location to prevent venting of gas.
- A Class K wet chemical type fire extinguisher shall be required for all vendors utilizing electrical / LPG heated vegetable or animal based cooking oils. The use of Dry Chemical fire extinguishers is no longer authorized.
- Fryers and other food heating equipment will have 30” clearance from tent/canopy sides and other combustible materials. Sterno-type heating cans are authorized for use, and shall be placed on a non-combustible surface.
- Extension cords and power taps will be of an approved type and maintained in good condition without splices, deterioration or damage.
- Vendors with commercial barbecues using LPG, wood, or coals, shall have a Class ABC dry chemical fire extinguisher rated at a minimum of 3A;ABC., and shall be located a minimum of 20 feet from tents/canopies.
- Cooking tents/canopies will be spaced a minimum of 20 feet from other tents/canopies.
- The fire access lanes or roadways serving the event area shall have a minimum of 20’ unobstructed width at all times. All road blockages will be coordinated through the Police Department and Fire Prevention Bureau to ensure this standard is met. Parking in these fire lanes is prohibited, except for temporary loading and unloading of equipment and supplies.

The Vacaville fire Department will conduct an inspection of the special event site and all food vendors prior to the event being open to the public. Violations of the above requirements shall be corrected before the event can open and for the vendor allowed to operate.

For Questions and / or additional information, please contact the Vacaville Fire Protection Bureau at 707-449-5453.

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Food Vendor Application and Agreement Form

BUSINESS NAME (**please print clearly)** _____

NAME _____

ADDRESS _____

CITY _____STATE_____ ZIP _____

PHONE (best) _____(alternate)_____

EMAIL _____ WEBSITE _____

Please provide a description of the food items you plan to sell (required)

_____

_____

_____

Check all that apply. We will use a _____ canopy _____tent _____ vehicle _____barbecue
(If vehicle is part of display, please include proof of auto liability insurance)

Please provide dimensions of your total food sales / prep / barbecue area _____

Vendor Fee Amount _____ How many employees will be there? _____

Health Permit Number _____County of Issuance _____

Read Carefully and Please include ALL the following (If needed our fax # is 707-451-2829)

_____ cleaning/compliance deposit check for $200 made out to DVBID
_____ copy of your seller's permit
_____ **certificate of liability insurance (See rule #6 for wording.)**
_____ photocopy of your driver's license
_____ Health Department license
_____ proof of auto liability insurance (if required)
_____ check for the vendor fee made payable to DVBID
_____$190 (by December 31, 2009) for a 10x10
_____$240 after January 1, 2010
_____ $10 each additional foot after 12'
_____TOTAL VENDOR FEES ENCLOSED

AGREEMENT

As the main contact, I am responsible for any others that are working at my booth. We may be subject to scrutiny by the DVBID, the City of Vacaville and/or Police Department. I have read and agree to observe the 2010 Medieval Fantasy Festival Food Vendor Rules and Regulations as stated in this application. *I agree to defend, indemnify and hold the DVBID and City of Vacaville, their respective officers, agents, employees and volunteers harmless from against any and all liability, loss, expense, including reasonable attorney's fees and expert witness fees, or claims for injury and damages arising out of my participation in this event buy only in proportion to and the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Vendor, its officers, agents, employees or volunteers.*

_____ _____

Authorized Signature Date

Mail to Medieval Fantasy Festival, 311 Parker Street, Vacaville, CA 95688
Or you may fax to 707-451-2829