



# Food Vendor Application 2015 Festivals

As of July 20, 2015

(Please check back to our website as we are adding more events and will update this application)



*The sooner you sign up, the better chance you may have getting your preferred location*

All Festivals are produced by Steven Restivo Event Services, LLC & presented by the various merchant associations &/or chambers of commerce. We allocate spaces based on when we accept you & several other factors. People who apply early will have the best chance of receiving their location request & can receive an early bird discount. No bbq grills are allowed at any of our festivals. **Any on-site cooking must be done on a CLEAN propane grill; if your grill creates excessive smoke, you could be liable for any damage done to adjacent exhibitors or attendees. You must use compostable products at all times.**

**APPLICATION PROCESS:** We accept food vendors until the events are full. This is the application, it does not guarantee acceptance. You will be notified of your status within 1-7 business days of us receiving the completed application. We will not process your fees unless you have been accepted. Once accepted, we will deposit your fees, you will receive an acceptance letter with your health & fire permit applications for each event, then 20-30 days prior to the event you will receive your participant packet with all your set up information providing we have received your insurance & completed permit applications.

**PAYMENT:** We will not accept any applications without payment. Upon acceptance payments will be processed. Preferred form of payment is by **check or money order**. If paying with a credit card, there will be an additional credit card processing fee of 4%. A \$35 charge will be assessed for bounced checks- no exceptions. A separate \$250 refundable cleaning deposit is required for vendors that have not done business with us before. **REFUND POLICY:** If the withdraw is made 60 days or more prior to the first day of the event, you can receive a 50% refund on your space fee; if it is made 59 days or less from the first day of the event, no refunds are available as all funds are committed to the production, promotion, marketing & advertising of the Festival. All refund requests must be made in writing & received by our office via fax, email or mail. Please site reason for withdraw.

**WHAT WE PROVIDE:** Included in your application fee for each Festival, **unless otherwise stated**, is a 10ft x 10ft health department approved food booth, (you are required to use our booths at most of the events) a 10ft x 10ft cooking area behind or next to the booth, delineated with white picket fence, the local health department fee & the local fire department fee. You provide everything else for your set up. We do not provide electricity.

**MENU CHOICES/SIGNAGE:** Please fill out your top 3 menu choices; **we allow 3 main menu choices & 2 side dish choices per event**. We will do our best to give selected vendors their first choice, but we cannot guarantee they will receive it. We do not want to have numerous vendors selling the same thing at any given Festival. We will tell you what items have been approved in your acceptance letter. **Signage-** Due to safety reasons & professional appearance, we will restrict menu signage to 4ft high above the booth.

**BEVERAGE POLICY:** Food vendors may sell non-alcoholic beverages from their booth. If we have a beverage sponsor at any given event, for example, Arrowhead Water or Coca Cola, you will be required to sell that brand of product & not sell a competing brand. All beverages need to be sold at \$2.00 per unit & you need to sell them out of their original can, original plastic bottle or a compostable plastic cup. **No alcoholic beverages can be sold out of your booth at anytime.**

**INSURANCE & RE-SALE NUMBER REQUIRMENTS:** All food & restaurant vendors participating in these events must have \$1,000,000 of liability insurance per event. Upon acceptance to a Festival, you will be forwarded additional information regarding insurance requirements for the specific event. You will be required to name Steven Restivo Event Services, LLC, our clients, & the city & county where the Festival takes place as additional insured. We must receive your certificate of insurance 30 days prior to each event. In addition, all applicants must provide us with your current re-sale number.

**HEALTH/FIRE PERMITS:** If accepted, you will receive an acceptance letter with your health & fire permit applications for each event that requires one. Marin & Petaluma do not require health/fire permits for 1 day shows. You must complete the applications & send them back to us immediately. **Do not return any of the health & fire permits applications to them directly; they must all come back to us for processing.** If you are **exempt** from City fees, contact us & we will tell you how much your permit fees will be. The maximum size LPG tank that the SFFD allows is 10 gallons.

**GREASE/TRASH:** Food vendors need to provide **ground cover inside their booth & cooking area** for the absorption of grease. No food vendor will be allowed to open for business if the ground cover is not in place. No grease or gray water is to be poured onto the ground or down any drains. Anyone found doing this will be asked to leave the event & your deposit will be forfeited. You will be responsible for any & all environmental cleanup costs & subject to prosecution by city or state officials. **Trash:** Vendors are responsible to properly bag trash within your sales location. Our clean-up crew will collect properly bagged trash from your space.

**WATER/ICE:** Water may or may not be easily accessible- please inquire based on which event you are accepted to. Please bring appropriate hoses, hose connections, & transport buckets. Ice is available for purchase day-of for most festivals; cost is \$20 for 40lbs.



# 2015 FOOD VENDOR APPLICATION



Please fill out both sides of this application & return

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

☐ Please email my Status Letter & Participant Packet

☐ \_\_\_\_\_ # of free promotional postcards we would like per show

California Resale # \_\_\_\_\_

Payment Method (please select one): \_\_\_\_\_

1. Check #'s: \_\_\_\_\_

2. Credit Card # \_\_\_\_\_

Exp Date # \_\_\_\_\_

(additional 4% credit card processing fee added)

MENU CATEGORY (please select one):

☐ American   ☐ Asian   ☐ Hispanic   ☐ Greek   ☐ Italian   ☐ Middle Eastern

☐ Restaurant or Gourmet   ☐ Other (description) \_\_\_\_\_

MENU CHOICES (approved items will be sent with acceptance letter):

If you are offering a separate menu for different shows, please make a copy for each event.

Menu for (name show): \_\_\_\_\_

Booth # 1 Main Dish (choose 3 max)

|          |
|----------|
| 1. _____ |
| 2. _____ |
| 3. _____ |

Booth #1 Side Dish (choose 2 max)

|          |
|----------|
| 1. _____ |
| 2. _____ |

Only fill out if requesting a 2<sup>nd</sup> booth

Booth # 2 Main Dish (choose 3 max)

|          |
|----------|
| 1. _____ |
| 2. _____ |
| 3. _____ |

Booth #2 Side Dish (choose 2 max)

|          |
|----------|
| 1. _____ |
| 2. _____ |

I agree to abide by the rules stated. I understand that all promotion of my items must take place within the confines of my booth. I further understand that Steven Restivo Event Services & all their representatives are not responsible for or liable for damages including, but not limited to, loss suffered before, during, or after each event I have applied to as a result of the display of my work, equipment or material. I understand that there are no refunds or rain checks due to inclement weather. The duplication or use of any trademarks or logos belonging to the committee is strictly prohibited. SRES reserves all rights to refuse booth space based on Event guidelines. If these guidelines are not upheld, my booth will be closed immediately & my funds will not be refunded.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



# 2015 FESTIVAL CALENDAR

As of July 20, 2015

(Please check back to our website as we are adding more events in 2015 & will update this application)



Circle all 2015 events you wish to apply for.

**Fee includes Booth Space, Booth Rental, Cooking Area & Health/Fire Permit fees -unless otherwise stated.**

| <b>Date</b>  | <b>Event</b>   | <b>Fee</b><br>Includes booth rental & Health & Fire Fees | <b># of Booths</b><br>2 or more, please state together or separate | <b>Location Request</b> |
|--|--|--|--|-------------------------|
| Saturday<br>March 14, 2015<br>10:00-5:00                             | 164 <sup>th</sup> Annual San Francisco St. Patrick's Day Parade & Festival                                 | \$1,250  |  |                         |
| Sunday, April 5, 2015<br>10:00 AM to 5:00 PM                         | The 24 <sup>th</sup> Annual Union Street Spring Celebration & Easter Parade in San Francisco               | \$1,000  |  |                         |
| Saturday, April 25, 2015<br>10:00 AM to 5:00 PM                      | The 34 <sup>th</sup> Annual Petaluma Butter & Egg Days Parade & Celebration<br>(booth not included in fee) | \$1,250  |  |                         |
| Saturday & Sunday,<br>June 6 and 7, 2015<br>10:00 AM to 6:00 PM      | The 39 <sup>th</sup> Annual Union Street Festival in San Francisco   | \$2,750  |  |                         |
| Saturday & Sunday,<br>June 13 and 14, 2015<br>10:00 AM to 6:00 PM    | The 61 <sup>st</sup> Annual North Beach Festival in San Francisco  | \$3,000  |  |                         |
| Saturday & Sunday June<br>20 & 21, 2015<br>10:00 AM to 6:00 PM       | 3 <sup>rd</sup> Annual Downtown San Mateo SummerFest   | \$1,000  |  |                         |
| Saturday & Sunday,<br>June 27 and 28, 2015<br>10:00 AM to 6:00 PM    | The 32 <sup>nd</sup> Annual San Anselmo Art & Wine Festival  | \$1,000  |  |                         |
| Saturday & Sunday,<br>July 4 and 5, 2015<br>10:00 AM to 6:00 PM      | The 31 <sup>st</sup> Annual Fillmore Jazz Festival in San Francisco  | \$3,000  |  |                         |
| Saturday & Sunday,<br>September 26 and 27, 2014<br>10:00AM to 6:00PM | The 5 <sup>th</sup> Annual Bay Area Blues Festival Historic Downtown Martinez                              | \$1,000  |  |                         |
| Friday<br>November 27, 2015<br>12:00 Noon to 8:00PM                  | 36 <sup>th</sup> Annual San Rafael Parade of Lights & Winter Wonderland<br>(booth not included in fee)     | \$750  |  |                         |

**Please make a copy of these documents for your records. We will not process any application that does not include a form of payment.**

## **Application is not complete without:**

**(DO NOT SEND APPLICATION WITHOUT PAYMENT OR WE WILL SEND IT BACK TO YOU)**

- ☐ Signed Application
- ☐ the shows you wish to apply to and how many booths you want
- ☐ a separate check for each event you are applying to (fees deposited upon acceptance)
- ☐ a separate \$250 cleaning deposit (if we do not have one on file for you already)
- ☐ a photo of your booth set up

Make all checks payable to and return to:

**Steven Restivo Event Services, LLC, P.O. Box 151017, San Rafael, CA 94915**

**PH: 800-310-6563 ~ FAX: 415-456-6436 ~ [www.SRESproductions.com](http://www.SRESproductions.com) ~ [Steven@SRESproductions.com](mailto:Steven@SRESproductions.com)**