

FOOD VENDOR APPLICATION



Sunday, October 27, 2019

3:00 PM – 9:00 PM

**Location: 6th St. between Centre St. &
Pacific Ave. in San Pedro**

Presented by the San Pedro Property Owners' Alliance

BEFORE YOU APPLY – YOU SHOULD KNOW

Thank you for your interest in our Annual San Pedro Dia de Los Muertos Festival.

Please read the below requirements & information, for becoming a food vendor.

- ❖ APPLICATIONS ARE SUBJECT TO APPROVAL - LIMITED SPACE IS AVAILABLE

Food Vendor Booth - Early Bird pricing \$684.00 – Pricing deadline: September 1, 2019 Includes Booth Plus Health Permit Fee (excludes Insurance)

Food Truck - Early Bird pricing - \$600.00 - Pricing deadline: September 1, 2019 (excludes Insurance)

- ❖ Incomplete Applications & any applications received after September 1, 2019; will have a rush fee.

Food Vendor Booth Cost after September 1st: \$734.00 (excludes Insurance)

Food Truck Cost after September 1st: \$650.00 (excludes Insurance)

- ❖ Vendor set up, booth set-up information & details can be found on **Page 2.**
- ❖ Acceptable forms of payment, methods of payments, & payment details, can be found on **Page 3.**
- ❖ Insurance – is not included in any of the pricing. An insurance link for our event can be found on **Page 4.**
- ❖ Send a copy of the Certificate of Insurance via email to: Grizzi@sanpedrobid.com or Fruiz@sanpedrobid.com
- ❖ You can submit your application multiple ways, but please note that food vendor participation is on a first-come, first-served basis. Details on submitting your application can be found on **Page 4.**
- ❖ All applications will not be guaranteed until all items are received. Please use the below checklist as a reference when submitting your application.

CHECKLIST

- APPLICATION
- SIGNED WAIVER AGREEMENTS
- LA COUNTY HEALTH PERMIT FORMS

- CERTIFICATE OF INSURANCE
- PAYMENT

SPACES ARE LIMITED. PLEASE SUBMIT APPLICATION AS SOON AS POSSIBLE.

ONCE VENDORS SPACES HAVE BEEN FILLED, YOU WILL BE PUT ON A WAITING LIST

Business/Organization:

Truck/BoothName: _____

Contact Name: _____

Address : _____

City: _____ **State:** _____ **Zip:** _____

Contact Cell: _____ **Other phone:** _____

E-mail (Required): _____

Website: _____

Please Check One: **Truck** _____ **Booth** _____ **Trailer** _____

If you are preparing in Truck Or Trailer please Indicate Size of Vehicle Space Needed

Please note if you are using a trailer, we will ask you to detach your vehicle and park it off-site.

Please write in description of food item(s) you would like to sell:

Menu items not listed below will not be allowed to be sold.

Food Vendor Selection will be first come first serve. We will limit the total number of food vendors. Space assignment will be at the discretion of San Pedro Property Owners' Alliance. Food Vendor Space can not be changed day of the event. Your space will be provided upon arrival. Food Vendor selection will be based on authenticity, quality, and variety of foods. Description of foods sold must be provided on the application form. All food items sold must be listed on the above application and are subject to approval.

FEEES FOR FOOD VENDORS

2019 Food Vendor Booth Fee Is \$684.00 for Early Bird Pricing - Deadline is Sept, 1st, 2019

2019 Food Truck Booth Fee Is \$600.00 for Early Bird Pricing - Deadline is Sept, 1st, 2019

FOR FOOD BOOTH VENDORS

Food Booth Vendor Participation Fee - \$684.00 (required of all food servers) THIS TOTAL INCLUDES HEALTH DEPT.

Total One Day Insurance Policy - \$50 (if needed)

You may also provide a copy of your existing policy if you have one. See Pg.4 to for further details and instructions.

LA County Health Department Permit - Food Booth Prep Fee - \$184.00- One-day event operating permit.

Health Dept. Requirements will be provided on a separate page.

Food Vendors will be subject to a late fee of **\$100.00.**

FOOD BOOTH SPACE INCLUDES - One 10' x 10' Pass-Through Canopy, 10 x 10' cooking area, lighting, (1) 8' table, two chairs and electricity 110 outlet 20 amps (additional power available upon request, additional fee \$50). You are responsible for your own signage.

FOR FOOD TRUCK VENDORS

Food Truck Vendor Participation Fee - \$600.00 during early bird pricing (required of all food servers)

Required One Day Insurance Policy - \$50 (if needed)

You may also provide a copy of your existing policy if you have one. See Pg. to for further details and instruction

LA County Health Department Permit- All participating trucks must submit a valid copy of your current LA County Health Operating Permit. If your permit is from outside the City of LA you may be required to pay an additional fee.

If you are preparing food outside a truck or trailer you will be required to obtain a 1 day event LA County Health Permit.

CANCELLATION - Cancellations must be made before September 13th, 2019, in order to receive a 100% refund.

Should your application be denied, your payment will be refunded in full. * Booths must be left undamaged and clean at the end of the event or it will be subject to a cleaning/damage fee.

PAYMENT OPTIONS

We accept checks, credit cards, money order or cash payments.

❖ **Checks or Money Order Payments**

Checks or money orders should be made payable directly to The San Pedro Property Owners' Alliance

or Money Orders should be made payable to San Pedro Property Owners' Alliance

(Please write "DIA FOOD VENDOR" in the memo line of your check) complete all information and submit the application and fee to: San Pedro Property Owners' Alliance - 390 W. 7th Street, San Pedro, CA 90731

❖ **Credit Card Payments**

Credit Card Payments are an option with an additional 3% credit card processing fee..

Credit card payments can be arranged by emailing or contacting us. 310.832-2183. We will process the payment via phone and email you a receipt

❖ **Cash Payments**

Please contact our office to arrange an appointment time to drop off your cash payment. **DO NOT MAIL CASH**

You can call or email us to arrange an appointment for drop off - 310-832-2183

Dia de Los Muertos Food Vendor Waiver and Agreement

"I/We agree to participate in the 2019 San Pedro Dia de Los Muertos Festival and will abide by the terms and conditions set forth by the San Pedro Property Owners' Alliance, the Los Angeles City Fire Department, the Los Angeles County Health Department, and any other government agency making requirements concerning the Festival.

Signature: _____ Date _____

2019 San Pedro Dia de Los Muertos Hold-Harmless Insurance Agreement

In consideration of my/our participation in the San Pedro Dia de Los Muertos Festival,

I/ We _____ (please print full name) agree to Hold-Harmless the San Pedro Property Owners' Alliance, San Pedro Historic Waterfront Business Improvement District, their stakeholders, their employees, directors, volunteers and agents, for any and all claims or causes of action resulting from my participation in this event including, but not limited to, loss of inventory, bodily injury, property damage, damage or loss to my/our property, or Workers' Compensation as relates to my/our participation in this event.

I/We also agree to obey all laws and public safety regulations, to follow all orders and directions of SPPOA, event management, and appropriate Fire and Law Enforcement, Officials.

I/We specifically grant The San Pedro Property Owners' Alliance and any of its assignees all rights and interests in photographs, videos and other depictions of the Participants arising out of the participation in The San Pedro Dia de Los Muertos Festival. I understand that said depictions or reproductions may be used in various types of media, advertisements, and promotions although this language shall in no way limit other uses.

Signature: _____ **Date** _____

The following language in regard to additional insured must be added to your insurance certificate and provided at least fifteen (15) days prior to the event:

“The San Pedro Property Owners’ Alliance, the San Pedro Historic Waterfront Business Improvement District, their members, stakeholders, officers, directors, agents and employees are added as additional insured under this policy.”

Signature: _____

Name: (individual)

Name: (Company)

Date: _____

INSURANCE REQUIREMENTS

The following language in regard to additional insured must be added to your insurance certificate and provided at least fifteen (15) days prior to the event:

“The San Pedro Property Owners’ Alliance, the San Pedro Historic Waterfront Business Improvement District, and their members, stakeholders, officers, directors, agents, and employees are added an additional insured under this policy.”

Name: (individual) _____

Date: _____

Signature: _____

Click Here - [San Pedro Property Owners' Alliance - Dia de los Muertos Event 2019](#) - to access the San Pedro Dia de los Muertos Festival Insurance Policy and fill out your information. The above-required insurance language is conveniently filled out for you.

**Every vendor participating in the festival must have an insurance policy.*
(Your choice of carrier is completely at your discretion and is not limited to the company below)*

Every vendor participating in the festival must have an insurance policy. (Your choice of carrier is completely at your discretion and is not limited to the company below)

For insurance questions, please contact: ANTHONY INSURANCE marilyn@anthonyinsuranceservices.com

www.anthonyinsuranceservices.com

877) 811-2271

WAYS TO SUBMIT APPLICATION FOR FOOD VENDORS

1. Online: Complete Online submission form at: www.sanpedrodayofthedead.com

We will be notified of your application submission and call you to arrange payment.

Proof of Insurance will still be required and must be emailed to grizzi@sanpedrobid.com

2. Print & Email: Email a copy of your completed application to: grizzi@sanpedrobid.com

Scan & send completed application, proof of insurance, and images of products sold.

Contact us at 310.832.2183 to arrange payment via credit card.

There is an additional credit card processing fee.

3. Mail: Send a copy of your application - Hard Copy to: **390 West 7th Street San Pedro, CA 90731**

Make sure to postmark by the date listed and include check, images of products sold, and proof of insurance.

4. Drop Off – a hard copy of your completed application & required documents/payment can be dropped off

Monday – Friday | 9 am – 4 pm at: 390 W. 7th St. San Pedro, CA 90731

Please call in advance for an appointment to drop off your application & required documents.

Once received, you will be notified with the status of your application. Please allow one week for confirmation.

CONTACT US

San Pedro Property Owners Alliance

390 W. 7th Street. San Pedro, Ca 90731

O: 310-832-2183

www.sanpedrodayofthedeath.com

Gianine Rizzi | Event Producer & Lead

O: 310-832-2183

E: grizzi@sanpedrobid.com

Office hours are 9AM- 12PM Monday to Friday.

Francis Ruiz | Event Assistance & Operations

O: 310-832-2183

E: fruiz@sanpedrobid.com

Office hours are 8:30 AM- 4 PM Monday to Friday.

****Hablo Espanol****





COMMUNITY EVENT TEMPORARY FOOD FACILITY APPLICATION

(*Submit 30 days in advance of the event)



*Application submitted less than 14 calendar days prior to the start of the event will be subjected to an expedited processing fee.

Name of Event: San Pedro Dia De Los Muertos Festival Date(s) of the Event: Oct. 27, 2019 to: Oct. 27, 2019
 Name of Facility: _____ Event Organizer: San pedro property Owners Alliance - 501C6
 Facility Operator: _____ Booth #: _____ # of Food Employees: _____
 Mailing Address: _____ City: _____ Zip: _____
 Telephone: _____ Fax: _____ E-mail: _____
 Event Address: 398 W. 6th Street City: San Pedro Zip: 90731
 On-site Phone: 310-408-4243

For-Profit Non-Profit (Attach copy of approved Exemption Certification for Community Event Form)

TEMPORARY FOOD FACILITY TYPE:

Food Booth Food Truck Food Cart Annual Food Booth

FOOD OPERATION TYPE:

Pre-packaged Pre-packaged with Sampling Food Demonstration Food Preparation

FOOD TO BE SOLD/SERVED

All food preparation shall be completed either in the temporary food facility or at a permitted food facility

List food items to be sold/served: (teriyaki chicken, burrito, popcorn, etc.)	Check if commercially pre-packaged: (unopened, original containers)	Identify types of preparation at other location: (cutting, washing, cooking, etc.)	Identify types of preparation at booth: (assembly, portioning, cooking, etc.)	Identify means of temperature control at booth: (steam table, refrigerator, ice chests, etc.)
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

OFFICE USE ONLY:

Date Received: _____ Amount Paid: _____ Receipt #: _____ Approved By: _____

FOOD PREPARATION AT OTHER LOCATION

All food preparation must be completed either in the approved temporary facility or at a permitted food facility. Identify any facility where advanced preparation will take place. **An agreement form must be submitted for food preparation at a permitted food facility.**

Name of Facility: _____ Permit #: _____

Address of Facility: _____

Method of food temperature control used during transportation: _____

HOT/COLD HOLDING EQUIPMENT

Identify methods of maintaining food hot or cold during hours of operation.

Cold Holding: Mechanical Refrigerator Ice Chest Cold Table
 Other (Specify): _____

Hot Holding: Steam Table Chafing Dishes Electric Soup Warmer
 Hot Holding Cabinet Hot Dog Roller Grill Electric Rice Cooker/warmer
 Other (Specify): _____

At the end of the operating day, all potentially hazardous foods that are held at 45°F **shall be destroyed.**
At the end of the operating day, all potentially hazardous foods held at or above 135°F **shall be destroyed.**

EQUIPMENT/UTENSILS USED

Will multi-use kitchen utensils (knives, scoops, spatulas, bowls, etc.) be used inside the booth for food preparation? Yes No

Identify all **equipment** that will be used in food preparation at the food booth:

Barbecue Grill Range Burner Deep Fryer Griddle Charbroiler Mixer Blender
 Other (Specify): _____

Identify all **utensils** that will be used in food preparation at the food booth:

Multi-use eating and drinking utensils are prohibited (plates, glassware, etc.)

FOOD PROTECTION

Identify methods of protecting foods from customer contamination.

Sneeze Guards Only pre-packaged food or bottled drink
 Hinged chafing dishes Prepared and stored away from the customers
 Other (Specify): _____

FOOD BOOTH CONSTRUCTION

Food preparation booths must be constructed with 4 sides, a washable floor and overhead protection.
Pre-packaged food booths require a washable floor and overhead protection.

Floor Material: Asphalt Wall Material: Mesh

Ceiling Material: Mesh Size of Pass Through Window: 216 inches

SINK REQUIREMENTS

Warewashing sink with hot and cold running water under pressure provided by:

- Event Organizer Pre-packaged only (not required)
 Temporary Food Facility Operator (complete Liquid Waste Disposal section)

Handwashing sink with warm and cold running water provided by:

- Event Organizer Pre-packaged only (not required)
 Temporary Food Facility Operator (complete Liquid Waste Disposal section)

Type of handwashing sink:

- Permanently plumbed sink Self contained portable sink
 Gravity fed unit

Water Source: Water Barrels **Volume of Water:** _____ Gallons

LIQUID WASTE DISPOSAL

Liquid Waste Removal Provided By: Event Organizer TFF Operator

Method of Liquid Waste Removal: Connected to public sewer Waste tank _____ Gallons

Waste tank maintenance schedule: _____ per day _____ per hour

Provide the name, address and telephone number of Person(s) responsible for removal of liquid waste:

Name: United Site Services
Address: 25053 Doble Ave, Los Angeles, Ca 90710
Telephone: 626-818-6825

I agree to voluntarily destroy any and all potentially hazardous food(s) held at 45 F and/or held at or above 135 F at the end of the operating day in a manner approved by the enforcement agency.

Print Name: _____ Signature: _____

I have completed the application to the best of my ability. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is considered part of the application.

I understand that failure to meet the conditions identified in this application or failure to comply with requirements set forth in the California Health and Safety Code may result in the disposal of food, suspension of my approval to operate and/or may result in the filing of misdemeanor criminal charges.

I understand that once the application is reviewed the application fee is non-refundable including any expedited processing fee.

Application completed by:

Print Name: _____ Telephone: _____
Signature: _____ Cell Phone: _____