



Town of Apple Valley 2019 Special Event Food Vendor Applications

Hello Food Vendor!

2018 was a great year for events! We really appreciate all the feedback and hard work you provided throughout the year. We are working hard to make 2019 one of the best years yet! Reminder: ALL Apple Valley parks are SMOKE-FREE. For the health and safety of patrons, NO smoking is allowed anywhere on the park property.

We have enclosed the applications for the **SUNSET CONCERT SERIES** and **FREEDOM FESTIVAL**.

We will accept them on the following dates:

- **Apple Valley residents:/businesses:** April 15-18
- **Open to all vendors:** April 22

This year we continue the practice of giving preference first to Apple Valley vendors. We will also continue to limit the number of booths selling similar products. To reduce processing time:

- We will not be collecting any payments until you are completely accepted into an event. Acceptance letters will be mailed.
- All requests will be noted, but no guarantees will be made.
- Each vendor will receive an initialed copy of their application as confirmation of receipt upon request.
- See applications regarding when fees are due.

You will be contacted by a staff member early May confirming the events you are accepted in to and the food items allowed to be sold via mail.

Applications & Policies for *Food Vendors*

Sunset Concert Series: Thursdays: June 20, 27, July 11, 18, & 25

6-9 pm at Civic Center Park. Limited number of food booths. Event will feature live music and a beer garden, with approximately 1,200+ attendees per night. **Due to Health Department regulations, we will only accept Food Vendors who have an annual Health Department permit. All food vendors must commit to each concert.**

Freedom Festival: Thursday, July 4

2-9 pm at Brewster Park. Family-fun activities, a beer garden and great music attract over 12,000 people! **Power is NOT available. Vendors must be self contained. There will be a mandatory vendors meeting on June 18, 6-7 pm in the Town Hall Council Chambers. Attendance is required for event participation.**

The Town of Apple Valley has set the standard for community events in the High Desert and we look forward to continuing this tradition in 2019. For information or questions contact:

Town of Apple Valley Recreation Department
14955 Dale Evans Parkway, Apple Valley, CA 92307
efratt@applevalley.org • www.AVRecreation.org • (760) 240-7000 X 7882



Town of Apple Valley

Town of Apple Valley Event Food Vendor Policies 2019

By submitting a vendor application for a Town of Apple Valley special event, you agree to abide by all **Town, Fire District and County Health Department** requirements provided on this form, event applications and other information provided by the Town or other agencies. **You may be denied participation** on the day of an event by representatives of the Town, Fire District and/or Health Department for failure to comply with any of the stated conditions.

Vendors who fail to comply with any of the conditions herein are subject to removal from the area without a refund of vendor fees and may not be invited to participate in future events.

Vendor Acceptance Policies & Payment Schedule

- We limit the number of vendors selling the same item. However, we reserve the right to accept applicants with similar or the same food products for the same event if we feel the size of the crowd warrants it.
- You will receive a confirmation via mail or email including event details no later than one week prior to the event.
- Exclusivity and space location cannot be guaranteed. See “Town Requirements” on next page for more details.
- All payments must be received 30 days prior to the event to secure space reservation. If payment is not paid within two weeks of the event, you will be charged a \$10 late fee.
- Refunds are not issued for no shows or cancellations within 30 days of an event, unless the event is cancelled by the Town. No refunds are given for claims of duplicated items, location, lost profits, etc.

Apple Valley Fire District Requirements

- Open flame and devices capable of igniting combustible materials shall not be used in or adjacent to a temporary membrane structure, tent or canopy, unless otherwise approved. BBQ, etc. Exception: Operations such as warming of foods, which do not present an ignition hazard.
- All food vendors are required to provide one (1) 2A-40-BC minimum rating fire extinguisher, currently serviced and tagged by a certified company and readily accessible.
- Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
- Vendors where cooking is performed shall be separated from tents and canopies by a min. of 20 feet.
- LP-Gas: Equipment such as tanks, valves, tubing and other related components shall be approved and in accordance with Article 82 and the Mechanical Code. LP-Gas containers up to 125-gallon water capacity shall be located outside tents and canopies a minimum of 5 feet. Container shall be adequately protected to prevent tampering, damage by vehicles or other hazards.
- Generators: Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents, and canopies by a minimum of 20' and be isolated from contact with the public by fencing, enclosure or other approved means. Parked vehicles or internal combustion engines shall not be located within 20 feet of any canopies.

If you do not adhere to these requirements you may not set up and no refund will be given. For more details please contact the AV Fire Protection District at (760) 247-7618.



Town Requirements & Permits

Following is general information applicable to all events. Additional requirements and information is included on the various applications for each individual event.

FEES & PERMITS

1. **LATE FEES:** All vendor spaces must be paid in full 30 days prior to each event to guarantee your space. **A \$10 late fee will be added to your payment within two weeks of the event.**
2. **REFUNDS:** Fees are **non-refundable** with less than 30 days cancellation prior to an event.
3. **BUSINESS LICENSE:** Vendors at Town sponsored events who report gross sales of \$500.00 or less to the state are not required to obtain an Apple Valley Business License (M.C. 5.02.040). Therefore, a business license will only be required from vendors who participate in 3 or more Town Sponsored Events per calendar year. Each Sunset Concert date is considered a separate event.
4. **HEALTH PERMITS: Food vendors** must contact the San Bernardino Dept. of Environmental Health **prior** to the event. It is your responsibility to learn and adhere to all Health Department regulations and standards. Food vendors shall submit copies of Health Department permits one month prior to the event.
5. **NON-PROFIT RATE:** Organizations requesting the non-profit vendor rate must attach proof of non-profit status, including your tax ID number, to each event application. Vendors participating under a non-profit rate assert that all money raised through their participation is going to the non-profit organization listed. Not all events have a non-profit rate.

MERCHANDISE & BOOTH LOCATION

1. **EXCLUSIVITY:** No vendor is guaranteed exclusivity for an item although efforts are made not to duplicate certain items. All categories of items sold and pricing must be listed on your application, and the Event Coordinator must be notified of any changes to the list.
2. **SPACE ASSIGNMENT:** We will try to meet requests for a specific space, however it cannot be guaranteed. Spaces are assigned to maximize traffic flow, avoid placing similar items together and meet vendor needs for access, electricity, fire and health department requirements and other factors.
3. **SET UP/CLEAN UP:** Vendor booths must be completely set-up and all vehicles removed from the event area at least 30 minutes before the event begins, or by the time stated on the event application. Vendors are required to remain set-up until the posted ending time of each event.
4. **ACCEPTABLE ITEMS:** All booths and merchandise must be maintained in good condition, in good taste, and appropriate for family viewing. The Event Coordinator reserves the right to order the removal of any items deemed inappropriate, disruptive, hazardous or not listed on your application. For example, "Silly String", "poppers" and "cap guns" are not allowed at any event.
5. **MULTIPLE SPACES:** Each vendor may operate only one of any one type of booth. For example, one vendor cannot rent two separate booths selling the same item at an event. If a vendor needs more than one space they must be adjacent to each other.



Sunset Concert Series 2019 Food Vendor

For Town Use Only: 2510-6790-5535

Last Name: _____

Space #: _____ Gen: _____

Vendor Information—Please PRINT CLEARLY using black or blue ink

Name: _____

Business Name: _____

Mailing Address: _____

City: _____ Zip: _____ Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

General event rules

- In order to participate you MUST have an annual Health Department permit and commit to all scheduled concerts. See reverse side.
- There are no water hook ups.
- Electrical access is limited.
- Payment is due each Monday prior to Concert. After Monday, a \$10 late fee will apply and your space may not be guaranteed.
- Cancellations: No refunds less than 30 days before the event.
- Event set-up and space assignments are subject to change at any time.
- A menu with prices must be clearly posted at your booth.
- We reserve the right to accept applicants with similar or the same food products for the same event.
- NO set up prior to 4 pm; set up must be complete by 5:30 pm.
- DO NOT pack up prior to 9 pm.
- No smoking allowed anywhere on park property.



Civic Center Park
14955 Dale Evans
Pkwy.

6-9 pm

15' x 15' space \$75

Menu Items: Provide a menu and price list for all items. You must notify the Event Coordinator of any additions or subtractions to this list prior to the event. The Town reserves the right to deny last minute changes, or request removal of items being sold that were not disclosed on the application. You may attach a menu if you prefer.

List number of requested spaces on back.

Please check box below that applies:

- I will provide my own generator
- Access to low-wattage power needed

List the items you will need to plug in:



Make checks payable to:
 Town of Apple Valley
Mailing address:
 14955 Dale Evans Parkway
 Apple Valley, CA 92307

Questions?
 Recreation Department:
 (760) 240-7000 X 7882
efratt@applevalley.org
 Fax: (760) 240-7887

For Town Use Only: 2510-6790-5535
Last Name: _____
Space #: _____ **Gen:** _____

Help us spread the word! We will email a flyer as soon as they're ready. You can let us know then if you'd like some printed copies as well.

HEALTH PERMITS: ALL food vendors must have a San Bernardino County Health Department Permit and be in good standing. You must provide a copy of your current permit one month prior to the event. For more information on health permits please call (800) 442-2283. The Health Department has the right to close your booth at any time. If this occurs you will NOT be eligible for a refund.

BUSINESS LICENSE: Vendors at Town sponsored events who report gross sales of \$500.00 or less to the state are not required to obtain an Apple Valley Business License (M.C. 5.02.040). Therefore, a business license will only be required from vendors who participate in 3 or more Town Sponsored Events per calendar year. Each Sunset Concert is considered a separate event.

A PHOTOCOPY OF YOUR CURRENT BUSINESS LICENSE MUST BE ATTACHED. **BL#**

I have read and understood the Event Vendor Requirements, Vendor Acceptance Policies, Fire and Health Department Requirements and this application and agree to abide by the rules and requirements as set forth, therein and any others that may be implemented. I understand that failure to abide may result in a non-refundable loss of fees, not being allowed to set up the day of the event, or removal from the event, and may prevent my participation in future events held by the Town of Apple Valley.

Sign Here: _____ **Date:** _____

*** We strongly encourage the use of recyclable/recycled products.**

Late fee applies on Tuesday prior to each concert.
TOWN USE ONLY:

| Event | # of Spaces 15' x 15' | Late Fee +\$10 | Total Due \$75 per space | Total Paid | Date Paid | CK # CASH CC/ATM | Initial | Receipt # |
|---------|--------------------------|-------------------|--------------------------------|---------------|--------------|------------------------|---------|-----------|
| June 20 | | | | | | | | |
| June 27 | | | | | | | | |
| July 11 | | | | | | | | |
| July 18 | | | | | | | | |
| July 25 | | | | | | | | |

Town of Apple Valley notes only:

Added to Database
 Added to Business License
 Added to Health Dept. Log
 Added to Spread Sheet



Freedom Festival 2019 Food Vendor

For Town Use Only: 2510-6790-5525

Last Name: _____

Space #: _____ Gen: _____

Vendor Information—Please PRINT CLEARLY using black or blue ink

Name: _____

Business Name: _____

Mailing Address: _____

City: _____ Zip: _____ Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

General event rules

- There are no water hook ups or electrical access.
- You must provide your own power for stoves, refrigerators, trailers and other large equipment.
- Payment is due 30 days before the event. At 2 weeks before, a \$10 late fee will apply and your space may not be guaranteed.
- Cancellations: No refunds less than 30 days before the event.
- Event set-up and space assignments are subject to change at any time.
- A menu with prices must be clearly posted at your booth.
- We reserve the right to accept applicants with similar or the same food products for the same event.
- NO set up prior to 11 am; set up must be complete by 1:30 pm.
- DO NOT pack up prior to 9 pm.
- All booth lighting must be off from 9-9:20 pm for fireworks.
- **Mandatory meeting— June 18, 6-7 pm;** Town Hall Council Chambers. You will not be allowed to participate in this event if a representative does not attend. No refunds will be issued.
- No smoking allowed anywhere on park property.

Freedom Festival

Lenny Brewster Sports Center
21024 Otoe Road

July 4

2-9 pm

15' x 15' space

\$90

or two spaces

\$150

Menu Items: Provide a menu and price list for all items. You must notify the Event Coordinator of any additions or subtractions to this list prior to the event. The Town reserves the right to deny last minute changes, or request removal of items being sold that were not disclosed on the application. You may attach a menu if you prefer.

Trailer dimensions in feet: _____(long) X _____(wide)

Number of spaces
requested
15' x 15'

Will you use an
external generator?



For Town Use Only: **2510-6790-5525**

Last Name: _____

Space #: _____ Gen: _____

Help us spread the word! We will email a flyer as soon as they're ready. You can let us know then if you'd like some printed copies as well.

Recreation Department: efratt@applevalley.org
(760) 240-7000 X 7882 Fax: (760) 240-7887

Make checks payable to: Town of Apple Valley
14955 Dale Evans Parkway Apple Valley, CA 92307

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Sign Here: _____ Date: _____

*** We strongly encourage the use of recyclable/recycled products.**

*ALL Apple Valley parks are SMOKE-FREE. For the health and safety of patrons, NO smoking is allowed anywhere on the park property.

Late fee applies 2 weeks prior to the event.

TOWN USE ONLY:

| Event | # of Spaces 15'x15' | Late Fee +\$10 | Total Due \$90 or 2 for \$150 | Total Paid | Date Paid | CK # CASH CC/ATM | Initial | Receipt # |
|--------------------------------------|------------------------|-------------------|-------------------------------------|------------|-----------|------------------------|---------|-----------|
| Freedom Festival July 4 2-9 pm | | | | | | | | |

Town of Apple Valley notes only:

Added to Database
 Added to Business License
 Added to Health Dept. Log
 Added to Spread Sheet