



Town of Apple Valley 2023 Special Event Food Vendor Applications

Hello Food Vendor!

Thank you for your interest in becoming a vendor for our 2023 event season! We have revised our permit requirements since last season, so please read all requirements carefully.

We have enclosed the applications for the **SUNSET CONCERT SERIES, FREEDOM FESTIVAL, and FOOD TRUCK FRIDAYS (Aquatic Center)**

We will accept them on the following dates:

- **Apple Valley residents/businesses: April 24-27**
- **Open to all vendors: May 1**

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 or business licenses until you are completely accepted into an event. Acceptance notice will be emailed.
- Do not mail your application prior to the application acceptance dates
- 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 confirming the events you are accepted in to and the food items allowed to be sold. **Once you have been approved, you must provide a Health Dept Permit & Apple Valley Business License**

Applications & Policies for *Food Vendors*

Sunset Concert Series: Thursdays: June 15, 22, 29 and July 13 & 20

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 all concerts.**

Freedom Festival: Tuesday, 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. Vendor meeting will be Tuesday, June 20. Information for the meeting will be included on your vendor confirmation form. Attendance is mandatory for event participation.**

Food Truck Fridays: Every Friday June 2nd - July 28

12-4:30pm at Civic Center Park. This event includes food trucks and booths. Only one vendor per Friday. The pool services approximately 400 people per day. Power and water are not available.

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 2023. For more information or questions contact:

Town of Apple Valley Recreation Department

14955 Dale Evans Parkway, Apple Valley, CA 92307

aarnold@applevalley.org • www.AVRecreation.org • (760) 240-7000 X 7891



Town of Apple Valley Event Food Vendor Policies 2023

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. For vendors requiring a kitchen fire extinguishing system (hood) – extinguishing system must be up to date on service and have a valid tag showing the same.
- 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.
- **ALL Canopies must be fire rated.**
- 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 of Apple Valley Event Food Vendor Policies 2023

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

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. **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 Recreation 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. Event staff reserve 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.

Town of Apple Valley Event Food Vendor Policies 2023

Permits & Business License

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

PERMITS

1. **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, if a vendor is expecting to report more than \$500.00 in gross sales, they must carry a business license. All Food vendors **MUST** have an Apple Valley business license.

Food vendors for these events must have an Apple Valley Business License

2. **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.

3. **SELLER'S PERMIT:** Please check the California Tax & Fee Administration website at www.cdtfa.ca.gov to verify if your products are subject to sales tax and therefore require you to obtain a seller's permit. Failure to comply with state tax laws can result in a \$1,000 fine.

Waste Requirements

1. Food vendors must have trash, organic waste and recycling containers in or immediately adjacent to food prep areas in accordance with SB 1383 and AB 827.
2. Each booth/truck is subject to compliance audits by representatives of the Town of Apple Valley.

**Questions regarding waste requirements, please contact Pamela Quick at
(760) 240-7560**



FREEDOM FESTIVAL 2023 Food Vendor

Town use only:
 BN: _____
 Contact: _____
 Space #: _____

Vendor Information—Please PRINT CLEARLY using black or blue ink

Name: _____
 Business Name: _____
 Mailing Address: _____
 City: _____ Zip: _____ Email: _____
 Phone: _____

- General Event Rules**
- In order to participate you MUST have a Health Department permit.
 - 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.**
 - You may begin setup at 11am, no arrivals after 1 pm. Set up must be complete by 1:30pm. DO NOT pack up prior to 9pm.
 - All booth lighting must be off from 9-9:20pm for fireworks.
 - **Vendors must attend mandatory meeting.** You will not be allowed to participate in this event if a representative does not attend. Meeting will take place Tuesday, *June 20th* at Town Hall Council Chambers.
 - No smoking allowed anywhere on park property.
 - **Food vendors must have trash, organic waste and recycling containers in or immediately adjacent to food prep areas in accordance with SB 1383 and AB 827.**

FREEDOM FESTIVAL



single 15' x 15' space \$90
 double 15' x 30' space \$150

Lenny Brewster Sports Center
 Park

Menu and Price List

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.

_____	_____
_____	_____
_____	_____
_____	_____

Number of Spaces:

Will you use an external generator?

Trailer dimensions in feet (**please include the hitch**): _____ long x _____ wide



Town use only:
 BN: _____
 Contact: _____
 Space #: _____

Recreation Department: aarnold@applevalley.org
 (760) 240-7000 X 7891 Fax: (760) 240-7887

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

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, if a vendor is expecting to report more than \$500.00 in gross sales, they must carry a business license.

A PHOTOCOPY OF YOUR CURRENT BUSINESS LICENSE MUST BE ATTACHED. **Business License #:** _____

RELEASE OF LIABILITY. I hereby release, indemnify, defend, and hold harmless the Town of Apple Valley, its elected and appointed officials, its officers, clients, employees, agents, and volunteers ("Released Parties"), from any and all liabilities, claims, demands or causes of action (including attorneys' fees) that Participants may hereafter have for injuries and damages arising out of participation in any activities held at Town facilities or as part of a Town recreation program including, but not limited to, losses caused by the acts or omissions of the Released Parties or of obvious or hidden defects or dangerous conditions in Town facilities or Town recreation programs. This release shall release the Released Parties from related activities not conducted on Town property, including travel and off-site activities.

ASSUMPTION OF RISK. I understand that use of Town facilities and recreation activities may involve risks and dangers to Participants that no amount of care, caution, instruction or expertise can eliminate. I expressly and voluntarily assume all risk of injury or illness to Participants from any activity held at Town Facilities or as part of Town recreation programs. The Town is not responsible for any loss, theft or damage to personal property or Town equipment, articles, or facilities while Participants use said equipment, articles and/or facilities. I am aware that special interest classes are conducted by independent contractors, not Town personnel.

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:** _____

Town use only:

Late fee applies 2 weeks prior to event

Event	# of spaces	Late Fee +\$10	Total Due	Total Paid	Date Paid	CK # CASH CC/ATM	Initial	Receipt #
FREEDOM FESTIVAL								

Health Department Permit Attached
 Business License Attached
 Seller's Permit Attached
 Added to Event Vendor Log
 Added to Food Vendor Database



SUNSET CONCERT SERIES 2023 Food Vendor

Town use only:
 BN: _____
 Contact: _____
 Space #: _____

Vendor Information—Please PRINT CLEARLY using black or blue ink

Name: _____
 Business Name: _____
 Mailing Address: _____
 City: _____ Zip: _____ Email: _____
 Phone: _____

General Event Rules

- In order to participate you **MUST** have a Health Department permit.
- **You MUST commit to ALL scheduled concerts.**
- There are no water hook ups or electrical access. You must provide your own power for stoves, refrigerators, trailers and other equipment.
- Payment is due 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.**
- You may begin setup at 4pm, no arrivals after 5 pm. Set up must be complete by 5:30pm. **DO NOT** pack up prior to 9pm.
- No smoking allowed anywhere on park property.
- **Food vendors must have trash, organic waste and recycling containers in or immediately adjacent to food prep areas in accordance with SB 1383 and AB 827.**



June 16, 23, 30, July 14 & 21

6-9 pm

15' x 15' space \$75 per week

Civic Center Park 14999 Dale Evans Pkwy.



Menu and Price List

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.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Number of Spaces:

 Will you use an external generator?

Recreation Department:

aarnold@applevalley.org
 (760) 240-7000 X 7891
 Fax: (760) 240-7887

Make checks payable to:

Town of Apple Valley
 14955 Dale Evans Parkway
 Apple Valley, CA 92307

Town use only:

BN: _____
 Contact: _____
 Space #: _____

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, if a vendor is expecting to report more than \$500.00 in gross sales, they must carry a business license.

A PHOTOCOPY OF YOUR CURRENT BUSINESS LICENSE MUST BE ATTACHED. **Business License #:** _____

RELEASE OF LIABILITY. I hereby release, indemnify, defend, and hold harmless the Town of Apple Valley, its elected and appointed officials, its officers, clients, employees, agents, and volunteers ("Released Parties"), from any and all liabilities, claims, demands or causes of action (including attorneys' fees) that Participants may hereafter have for injuries and damages arising out of participation in any activities held at Town facilities or as part of a Town recreation program including, but not limited to, losses caused by the acts or omissions of the Released Parties or of obvious or hidden defects or dangerous conditions in Town facilities or Town recreation programs. This release shall release the Released Parties from related activities not conducted on Town property, including travel and off-site activities.

ASSUMPTION OF RISK. I understand that use of Town facilities and recreation activities may involve risks and dangers to Participants that no amount of care, caution, instruction or expertise can eliminate. I expressly and voluntarily assume all risk of injury or illness to Participants from any activity held at Town Facilities or as part of Town recreation programs. The Town is not responsible for any loss, theft or damage to personal property or Town equipment, articles, or facilities while Participants use said equipment, articles and/or facilities. I am aware that special interest classes are conducted by independent contractors, not Town personnel.

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:** _____

Town use only:

Late fee applies on Tuesday prior to each concert

Event	# of spaces	Late Fee +\$10	Total Due	Total Paid	Date Paid	CK # CASH CC/ATM	Initial	Receipt #
June 15								
June 22								
June 29								
July 13								
July 20								

 Health Department
Permit Attached

 Business License
Attached

 Seller's Permit
Attached

 Added to Event
Vendor Log

 Added to Food
Vendor Database



Food Truck Fridays

2023 Food Vendor

Town use only:

Vendor: _____

Last name: _____

Dates: _____

Vendor Information—Please PRINT CLEARLY using black or blue ink

Name: _____

Business Name: _____

Mailing Address: _____

City: _____ Zip: _____ Email: _____

Phone: _____

General Event Rules

- In order to participate you **MUST** have an annual Health Department permit. See reverse side.
- There are no water hook ups or electrical access.
- Cancellations: Because this is an invitation only event, if you cancel within one week, fail to show up, don't set up on time, or leave early you may not be invited to future Town events.
- 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.
- You may begin setup at 11am, no arrivals after 11:30am. Set up must be complete by 11:45pm. **DO NOT** pack up prior to 4:30pm.
- No smoking allowed anywhere on park property.
- **Food vendors must have trash, organic waste and recycling containers in or immediately adjacent to food prep areas in accordance with SB 1383 and AB 827.**



Every Friday, June 2nd-July 28th
12:00pm-4:30pm

Civic Center Park Aquatics Center
14999 Dale Evans Pkwy

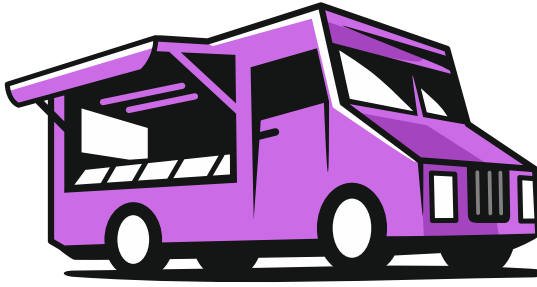
Fee: Free

Items Sold/ Information Provided

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.

Will you use an external generator?

FOOD TRUCK *Fridays*

**Town use only:**

Vendor: _____

Last name: _____

Dates: _____

Recreation Department: aarnold@applevalley.org
(760) 240-7000 X 7891 Fax: (760) 240-7887

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

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, if a vendor is expecting to report more than \$500.00 in gross sales, they must carry a business license.

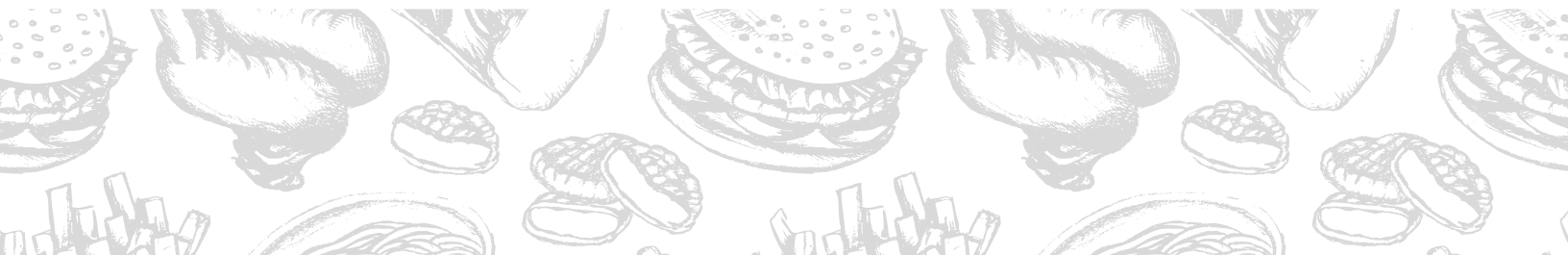
A PHOTOCOPY OF YOUR CURRENT BUSINESS LICENSE MUST BE ATTACHED. **Business License #:** _____

RELEASE OF LIABILITY. I hereby release, indemnify, defend, and hold harmless the Town of Apple Valley, its elected and appointed officials, its officers, clients, employees, agents, and volunteers ("Released Parties"), from any and all liabilities, claims, demands or causes of action (including attorneys' fees) that Participants may hereafter have for injuries and damages arising out of participation in any activities held at Town facilities or as part of a Town recreation program including, but not limited to, losses caused by the acts or omissions of the Released Parties or of obvious or hidden defects or dangerous conditions in Town facilities or Town recreation programs. This release shall release the Released Parties from related activities not conducted on Town property, including travel and off-site activities.

ASSUMPTION OF RISK. I understand that use of Town facilities and recreation activities may involve risks and dangers to Participants that no amount of care, caution, instruction or expertise can eliminate. I expressly and voluntarily assume all risk of injury or illness to Participants from any activity held at Town Facilities or as part of Town recreation programs. The Town is not responsible for any loss, theft or damage to personal property or Town equipment, articles, or facilities while Participants use said equipment, articles and/or facilities. I am aware that special interest classes are conducted by independent contractors, not Town personnel.

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:** _____



Fridays Requested

Town use only:
 Vendor: _____
 Last name: _____
 Dates: _____

Please mark the dates you would like to participate. This is only a request for dates **NOT** a guarantee. Space is limited. Only one Food Vendor will be booked per Friday. The pool services approximately 400 people per day. You will be contacted to confirm booked dates.

June 2	
June 9	
June 16	
June 23	
June 30	
July 7	
July 14	
July 21	
July 28	

Town use only:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date Recieved	Call/Email Sent to Confirm Dates	Dates Confirmed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Added to Database	Added to Business License	Seller's Permit	Health Permit	Added to Vendor Log