



2018 VENDOR PACKET

VENDOR COORDINATOR: Verónica Cruz
PHONE: 707-480-8376
vcruz61@hotmail.com

Hola Vendors! We are excited for our upcoming Cinco de May Festival and welcome you to submit your vendor application.

DATES TO REMEMBER:

1. April 20, 2018 Application Deadline
2. April 20, 2018 Cancellation Deadline
3. April 23, 2018 Notification of Acceptance or Waiting List
4. May 5, 2018 Festival Day

ACCEPTANCE - Vendors will only be considered for acceptance when:

1. A completed signed Vendor Application & Agreement has been submitted.
2. All booth fees have been paid in full.
3. All required documents have been received; including food service permits, fire permits, and proofs of insurance as indicated on the Vendor Application & Agreement.
4. Cinco de Mayo de Santa Rosa, Inc. reserves the right to limit the number of vendors who sell similar items and the right for final approval of all applicants.
5. Vendor Coordinator will notify all applicants of acceptance status by April 23, 2018.

REFUNDS & CANCELLATIONS – For a refund request to be honored, the Vendor Coordinator must be notified of cancellation by April 20, 2018. Please note:

1. There will be no refunds for low sales.
2. There will be no refunds if the Vendor does not follow festival Rules and Guidelines.
3. There will be no refund if the Vendor has been removed from the festival.

SUBMITTING PAYMENTS & APPLICATIONS

Payable to: Cinco de Mayo de Santa Rosa, Inc.

Mail to: Cinco de Mayo Vendor Coordinator
PO Box 15156, Santa Rosa, CA 95402

OR

Hand Deliver to: EXCHANGE BANK - Dutton Office only
Please ask for **Carmen Garcia**



2018 VENDOR APPLICATION & AGREEMENT

BUSINESS/GROUP:	Phone:
Contact Person:	Cell:
Email:	
Mailing Address:	

BOOTH TYPE (Fees are for booth only – no tables or chairs will not be provided)		Sub Total
1	Non Profit Booth – Informational, Educational, Government	\$80
2	Single Booth – For Profit Business	\$300
3	Double Booth – For Profit Business	\$600
4	Food Trucks – For Profit Business	\$650
TOTAL DUE:		\$

PLEASE DESCRIBE YOUR PRODUCT(S) OR ACTIVITY

ADDITIONAL INFORMATION

RETURN THIS PAGE TO VENDOR COORDINATOR

INSURANCE – Please check the appropriate box for your insurance situation:

1. I have insurance and will submit proof of general and liability coverage (CG 20 26 07 04 or equivalent) which names the following entities as additional insured:
- a. City of Santa Rosa, its employees, officers, and agents
 - b. County of Sonoma, its employees, officers, and agents
 - c. Santa Rosa Cinco de Mayo Festival and its board, committees, volunteers, & agents
2. I will submit alternative proof of coverage because an endorsement is not available.
- a. The Cinco de Mayo Committee will consider accepting this alternative proof of coverage depending on the type of business the applicant will be conducting.
3. I do not have insurance and request a waiver.
- a. The Cinco de Mayo committee will consider waiving the insurance requirement depending on the type business the applicant will be conducting or will charge a fee to the applicant for the purchase of insurance for the applicant for this event only.

The Cinco de Mayo de Santa Rosa, Inc. reserves the right to limit the number of vendors who sell similar items, and reserves the right to final approval of all applicants. We will only accept complete applications with signature and any required documents.

Signing this agreement indicates that you, the applicant, have read and agree to the Festival Rules (attached) and further agree to release, indemnify and hold harmless the Cinco de Mayo de Santa Rosa, Inc., its board and committees, volunteers, agents and management team, the City of Santa Rosa, the County of Sonoma and its employees, officers and agents from and against any and all liability for loss, damage, injury to any person or property that may arise out of or otherwise relates to the Roseland Cinco De Mayo Festival, excluding liability due to the sole active negligence of such entities/persons.

I understand and agree to all the event and vendor rules as listed above and as outlined in the General Event & Vendor Information and Rules. I further understand that if I violate any of these rules that I may be asked to leave the festival premises without any refund of vendor fees and/or I may not be invited to return to participate in future Cinco de Mayo Festivals.

Signature of Responsible Party

Printed Name

___/___/_____
Date

RETURN THIS PAGE TO VENDOR COORDINATOR



2018 VENDOR RULES & GUIDELINES

1) EVENT INFORMATION – **SAME ROSELAND LOCATION & NEW START TIME**

Date – Saturday May 5, 2018

Time – 3:00 pm to 9:00 pm

Admission - Free

Location – Roseland Shopping Village, Sebastopol Road, Santa Rosa, California

Organizer – Cinco de Mayo de Santa Rosa, Inc., a Non-Profit Organization

- a) The *Roseland Cinco de Mayo Festival* is a family-oriented, community-centered, alcohol free, cultural celebration intended for the enjoyment of people of all ages. As such, the Roseland Cinco de Mayo Festival reserves the right of final approval of all booths, vendors, entertainers, or participants.
- b) Set up time is 10:00 am to 2:00 pm - All festival activities must be operating by 2:00 pm and must continue operating until 9:00 pm.
- c) Without exception all set-up or support vehicles must vacate festival area by 2:00 pm.
- d) Due to safety and logistical considerations, vendors arriving after 2:00 pm will not be permitted to bring their vehicles into the festival area.
- e) After 2:00 pm, only official event vehicles will be allowed on the festival premises.
- f) Roseland Cinco de Mayo Festival reserves the right to limit the number of vendors who sell similar items.
- g) Festival staff will perform routine checks to enforce all festival rules.
- h) Festival staff will not be available to assist vendors with set up, breakdown, or clean up.

2) **MERCHANDISE NOT PERMITTED FOR SALE OR DEMONSTRATION**

- a) No alcoholic beverages will be permitted to be sold or in the festival area.
- b) No glass containers of any kind may be used or allowed at any time.
- c) No selling of toy guns or weapons.
- d) No selling of self-propelled flying objects or demonstration of such objects.
- e) No selling of merchandise that contains shock sensitive explosive compounds that provide noise and smoke that creates a loud sound simulating a gunshot and a puff of smoke.

3) **HEALTH PERMITS, FIRE PERMITS, & INSURANCE INFORMATION**

- a) Vendor must provide in advance the appropriate liability insurance certificate, business tax certificates, health permits and fire permits.
- b) Deadline for Proof of Insurance, & Health and/or Fire Permits is **April 20, 2018.**
- c) All vendors planning on using liquid propane gas must call the Santa Rosa Fire Department, 707-543-3500, for approval of the vendor's propane set-up at least two weeks prior to the event. For more information go to this City web page:
<https://srcity.org/DocumentCenter/View/16254>

- d) All food **must** meet the Department of Health Special Event Health Permit Requirements. For more information go to this County web page:
<http://sonomacounty.ca.gov/Health/Environmental-Health/Food-Safety-Program>

4) BOOTH INFORMATION

- a) Location of booth is assigned by the Vendor Coordinator.
- b) Vendor Coordinator reserves the right to move a vendor to another booth space as needed to meet Santa Rosa Fire Department guidelines.
- c) Booth size is a 10 foot x 10 foot space.
- d) Vendor must provide a contact person and phone number responsible for booth during the event.
- e) All vendor activity is restricted to the assigned booth space – no roving vendors.
- f) Vendor may not use any other unused or unauthorized space.
- g) Vendor must keep booth space clean at all times.
- h) Vendor must display menu signs indicating menu pricing.
- i) Vendor must display the event permit issued by the Vendor Coordinator for each activity.
- j) Vendor may not share or sublet booth space to a third party.
- k) Vendor may not move to another booth space without prior authorization of the Vendor Coordinator.
- l) Vendor must place garbage into nearby dumpsters throughout the festival area.
- m) Vendor may not leave garbage in booth space at the end of the event.
- n) Vendor is responsible for:
 - i) Providing all necessary people to help set up, breakdown, or clean up.
 - ii) An approved fire extinguisher.
 - iii) All materials required for complying with the Department of Health requirements including, but not limited to, fully enclosed booth (if required), hand-washing station, and proper clean-up area.
 - iv) Any equipment needed; including, but not limited to, tables, chairs, cooking and heating supplies, small generators, propane gas.
 - v) The necessary apparatus for keeping food a minimum of 2 (two) feet off the ground.
 - vi) Possessing a 50-gallon trash receptacle for properly disposing of food preparation and/or supply refuse produced by the vendor.
 - vii) Possessing a 50 gallon metal garbage can for properly disposing of any hot coals used by the vendor.

5) SET UP & BREAKDOWN RULES & REQUIREMENTS

- a) Set up starts at 10:00 am and ends at 2:00 pm.
- b) All late arrivals must unload all supplies in designated area and pack into booth space.
- c) All vehicles must be removed from the festival vending area by 2:00 pm.
- d) No vehicle will be allowed in the festival vending area after 2:00 pm.
- e) Food sales end at 9:00 pm - NO EXCEPTIONS – PLEASE RESPECT THIS RULE.
- f) Booth area must be cleaned and returned to pre-event condition by 11:00 pm.
- g) Vendors must start breaking down as the event ends at 9:00 pm and leave the festival vending area by 11:00 pm.