

Roseland Cinco de Mayo Festival

Vendor Application & Agreement

Deadline: April 5, 2024

Business Name ("Vendor Name"): _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person (First & Last Name): _____

Phone Number: _____ Email: _____

Business Type:	Applying as:	Booths Needed:
<input type="checkbox"/> Sole Owner <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit	<input type="checkbox"/> Sales Vendor <input type="checkbox"/> Informational Booth <input type="checkbox"/> Food Vendor <input type="checkbox"/> Art/Crafts/Exhibit Vendor <input type="checkbox"/> Other: _____	<input type="checkbox"/> Single Booth (Size: 10' x 10') <i>Price: \$350</i> <i>Non-Vendor Non-Profits Price: \$100</i> <input type="checkbox"/> Double Booth (Size: 10' x 20') <i>Price: \$700</i>

Please describe your products, food menu, services, or activities that you propose to sell or exhibit at the event:

Will you be using Propane?

Yes

No

Will you be using a generator?

Yes

No

Additional information or comments:

Submitting Payments:

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

Mail to: PO BOX 15156, Santa Rosa, CA 95402

(Please contact Vendor Coordinators to inform of any mailing)

OR

Hand Deliver to Vendor Coordinators

(Please contact Vendor Coordinators to coordinate hand delivery of payment)

Vendor Coordinators:

Idalia Topete

idaliatopete@outlook.com

(707)548-9036

&

Iliana Valenzuela

ilianavalenz@gmail.com

(707)228-2517

Insurance Requirements

Please check off the statement that best applies to your business:

- I have insurance and will submit proof of general liability coverage in the amount of \$1,000,000 (CG 20 26 07 04 or equivalent) which names the following entities as additional insured:
- The City of Santa Rosa, its officers, agents, employees and volunteers
 - County of Sonoma, its officers, agents, employees and volunteers
 - Santa Rosa Cinco de Mayo Festival and its board, committees, volunteers, and agents

Please note that the insurance certificate will not be accepted without the endorsement page and exact wording shown above. **Certificate of Insurance is due APRIL 26, 2024.*

- I do not have insurance and request a waiver.
- The Cinco de Mayo committee will consider waiving the insurance requirement depending on the type of business the applicant will be conducting or will charge a fee to the applicant for the purchase of insurance for this event only (*we will inform you if there's a fee, prior to the event*).

Agreement

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. Please be advised that Mitote Food Park will be open and operating as normal with the exception of alcohol sales, which will be paused during this event.

Signing this agreement indicates that you, the vendor applicant, have read and agree to the Vendor Rules and Guidelines (See Page 3 & 4 attached) and further agree to release, indemnify and hold harmless the Cinco de Mayo de Santa Rosa, Inc., its board, committees, volunteers, and agents, the City of Santa Rosa, its officers, agents, employees and volunteers, the County of Sonoma, its officers, agents, employees and volunteers 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.

REFUNDS & CANCELLATIONS – For a refund request to be honored, the Vendor Coordinator must be notified of cancellation by April 20, 2024. 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.

I hereby certify that, to the best of my knowledge, the provided information in this application is true and accurate. I understand and agree that booth fees are due upon submitting of application on or before the due date of April 5, 2024. (A refund will be returned if your application is not accepted.)

I understand and agree to all the event and vendor rules as outlined in the Vendor Rules and Guidelines. 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

Vendor Rules and Guidelines

Event

Cinco de Mayo Festival

Date: **Sunday, May 5, 2024**

Time: 3pm to 9pm

Location: Sebastopol Road, Santa Rosa, CA

Application due date is **Friday, April 5, 2023**. Accepted and waitlisted vendors will be notified on or before **Friday, April 19, 2023**. Keep an eye out for emails from coordinators Iliana Valenzuela and Idalia Topete. If for any reason your application is denied, we will automatically refund or return your payment.

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.

HEALTH PERMITS, FIRE PERMITS, & INSURANCE INFORMATION

1. Vendor must provide in advance the appropriate liability insurance certificate, business tax certificates, health permits and/or fire permits.
2. Deadline for Proof of Insurance, Health and/or Fire Permits is **Friday, April 26, 2024**.
3. 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> To download the most current application: <https://www.srcity.org/DocumentCenter/View/21662/>

VENDOR IS RESPONSIBLE FOR:

1. Providing all necessary people to help set up, breakdown, or clean up of their own operations
2. An approved fire extinguisher.
3. All materials required for complying with the Department of Health guidelines including, but not limited to, fully enclosed booth (if required), hand-washing station, and proper clean-up area. Information is available at: <https://t.ly/h8wWn>
4. Any equipment needed; including, but not limited to, tables, chairs, canopy, cooking and heating supplies, small generators, propane gas.
5. The necessary apparatus for keeping food a minimum of 2 (two) feet off the ground.
6. Possessing a 50-gallon trash receptacle for properly disposing of food preparation and/or supply refuse produced by the vendor.
7. Possessing a 50 gallon metal garbage can for properly disposing of any hot coals used by the vendor.
8. Vendor must place garbage into nearby dumpsters throughout the festival area

MERCHANDISE NOT PERMITTED FOR SALE OR DEMONSTRATION

1. No alcoholic beverages will be permitted to be sold or in the festival area.
2. No glass containers of any kind may be used or allowed at any time.
3. No selling of toy guns or weapons.
4. No selling of self-propelled flying objects or demonstration of such objects.
5. 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.

SET UP: 10am - 2:30pm

1. Please check-in with the Vendor Coordinators upon arrival for booth assignment
2. Booth size is 10 feet x 10 feet; space will be the only thing provided by the event planners. Vendors may not use any other unused or unauthorized space. No roving vendors!
3. Vendors must bring equipment necessary for their operations
4. Vendors must keep booth space clean at all times
5. Vendor may not share or sublet booth space to a third party
6. All festival activities must be operating by 2:30 pm and must continue operating until 9:00 pm
7. Without exception all set-up or support vehicles must vacate festival area by 2:00 pm
8. Due to safety and logistical considerations, vendors arriving after 2:00 pm will not be permitted to bring their vehicles into the festival area
9. Festival staff will not be available to assist vendors with set up, breakdown, or clean up
10. Vendor must display menu signs indicating menu pricing.
11. Vendor must display the event permit issued by the Vendor Coordinator for each activity.
12. Vendor may not share or sublet booth space to a third party.
13. Vendor may not move to another booth space without prior authorization of the Vendor Coordinator.
14. Vendor must place garbage into nearby dumpsters throughout the festival area.

BREAK DOWN: 9:00pm to 11:00pm

1. Food sales end at 9:00 pm - **NO EXCEPTIONS – PLEASE RESPECT THIS RULE.**
2. Vendors must start breaking down as the event ends at 9:00 pm and leave the festival vending area by 11:00 pm
3. Vendor may not leave garbage in booth space at the end of the event
4. Booth area must be cleaned and returned to pre-event condition by 11:00 pm
5. Festival staff will not be available to assist vendors with breakdown or clean up

Vendor Coordinators:

Iliana Valenzuela
ilianavalenz@gmail.com
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