



HauntFest on Main 2017

Food Vendor Application / Terms of Agreement

Date: Friday, October 20, 2017

Time: 5:00 p.m. - 10:00 p.m.

Location: Downtown El Cajon

To Apply for a Food Vendor Space:
Complete Application / Terms of Agreement and Submit With Payment by September 8, 2017
 Return to: City of El Cajon Recreation Department, Attn: Susie Lowe
 200 Civic Center Way, El Cajon, CA 92020
 Phone: (619) 441-1555 Fax: (619) 401-1296 E-Mail: slowe@cityofelcajon.us
Early submittal recommended. All booths must be approved by HauntFest Committee.
Submission of Application Does Not Guarantee Nor Confirm Booth Space.

Contact Information

Organization / Business Name:		
Contact Name:		
Mobile Phone:	Other Phone:	
Email:	Website:	
Mailing Address:		
City:	State:	Zip:

Booth Fees

- \$140 – Booth Fee Includes:**
 1 – 10' x 10' Space or self-contained food truck and event liability insurance
**Vendor responsible for supplying own power, canopy, tables and all equipment.*

- \$160 – Booth Fee Includes:**
 1 – 10' x 20' Space and event liability insurance
**Vendor responsible for supplying own power, canopy, tables and all equipment.*

- \$60 – Power fee includes:**
 Electricity is limited. No more than 2,400 watts will be available per booth. Personal whisper-silent generators and battery operated devices are allowed with prior **HauntFest** Committee approval.

- \$5 – City of El Cajon 1-Day Business License:**
 Provide a copy of your El Cajon Business License with application or check box if purchasing a 1-day El Cajon Business License.

_____ **TOTAL AMOUNT INCLUDED** Make check payable to: **City of El Cajon**

CRITERIA: Each food booth must meet all health code standards AND submit current copy of TFF (Temporary Food Facility Permit). It is recommended that food vendors reflect a Halloween theme, if possible. All food booth vendors are expected to communicate with the HauntFest Committee prior to event to review application / agreement.

Briefly describe what you will be selling, use additional sheets if necessary. If items change, notify **HauntFest** Committee.

Menu Item	Price Range	Menu Item	Price Range

Describe your booth set up and the equipment you will be using:



HauntFest on Main 2017 Food Vendor Application / Terms of Agreement

Initial the Following Terms of Agreement

- Initial ___ **DUE DATE – SEPTEMBER 8, 2017.** Submit completed application / agreement, booth payment, copy of TFF (see #2 below), copy of City of El Cajon Business License or 1-day business license payment (see #3 below), and photo of booth. Return to: City of El Cajon Recreation Department, Attn: Susie Lowe, 200 Civic Center Way, El Cajon, CA 92020
- Initial ___ **HEALTH DEPT.** – All food vendors must submit a **CURRENT** copy of their TFF (Temporary Food Facility Permit) with application and must follow County of San Diego Department of Environmental regulations. Contact the County of San Diego for requirements at (858)505-6900 or www.sdcdeh.org Permit must be posted in booth.
- Initial ___ **BUSINESS LICENSE** – All vendors are required to submit a copy of their City of El Cajon business license or purchase a 1-day City of El Cajon business license for \$5. Check box on first page if 1-day business license is needed.
- Initial ___ **EVENT INSURANCE** – Insurance will be provided by the City of El Cajon.
- Initial ___ **POWER** – Personal whisper quiet generators and battery operated devices allowed with HauntFest Committee approval. Vendor responsible for providing own 100 foot, commercial-type grounded extension cord and power strip. If applicant cannot provide own power, accommodations may be available for an additional \$60.
- Initial ___ **SUBMISSION OF APPLICATION** – Submission of the application and booth fees does not guarantee nor confirm a booth space until **HauntFest** Committee approves your space. Booth fees will be completely refunded if application is not accepted. **HauntFest** Committee reserves the right to limit the number of applicants for any particular type of goods/services, thereby maintaining diversity and quality. **If an approved vendor withdraws from event, booth fees are non-refundable.**
- Initial ___ **PROMISE OF PROFIT** – City of El Cajon is planning on having a very successful event. However, we cannot and do not guarantee your sales or profits.
- Initial ___ **CONFIRMATION** – Packets containing set up, event and clean up information will be sent out the first week in October.
- Initial ___ **EVENT OPERATING REQUIREMENTS**
Set up: Will take place between 1:00 p.m. – 4:00 p.m.
Event: Applicant agrees to have booth(s) operational and fully staffed throughout the entire event, 5:00 p.m. – 10:00 p.m.
Clean up: After the event, applicant will have vehicle access to booth(s) to pick up supplies when all event grounds are cleared. This will occur at approximately **10:30 p.m. or when the Police Department determines it is safe.** Applicant will enter and exit the property the same way as entered for set up. If vehicle is not needed, items may be packed up and carried out after 10 p.m.
- Initial ___ **SALES TAX** – It is the vendor’s responsibility to report sales tax to the State of California Franchise Tax Board, 7575 Metropolitan Drive, Suite 201, San Diego, 92108-4421, telephone number (800) 338-0505.
- Initial ___ **INAPPROPRIATE ACTIVITIES** – All **HauntFest** booths are prohibited from selling, distributing or displaying any material, food, or literature deemed by the **HauntFest** Committee as: inappropriate, political or controversial within booth(s) or anywhere on the event grounds. Tobacco and alcohol sales are strictly prohibited.

Acknowledgement of Terms
City of El Cajon – Sign Below

Release and Indemnification:

By signing this Waiver, I release the **City of El Cajon**, its officers, agents, employees, and volunteers from any and all liability, for any claim for personal injury or property damage, arising as a result of my or my organization’s participation in the **HauntFest on Main** event. I understand and assume all risk associated with this event. If I, my family, or any member of my organization is injured, this waiver will be used against me in any action for damages. I grant full permission for this event’s sponsors to use my name, voice, and/or picture in any media or other account of this event for any purpose. No city agent may modify this waiver. False information on this agreement, or failure to abide by the City of El Cajon regulations for **HauntFest on Main**, may prohibit participation.

THE UNDERSIGNED ACKNOWLEDGE HAVING RECEIVED THE BOOTH GUIDELINES, READ AND UNDERSTANDS THE FOREGOING, AND AGREE TO ALL THE TERMS AND CONDITIONS AS STATED.

Print Name: _____ Date: _____

Organization Representative’s Signature: _____

<u>OFFICE USE ONLY</u>	Date Received: _____	Initials: _____	Approved: _____	Denied: _____
	Check #: _____	Amount Paid \$: _____	Date: _____	Returned: _____