



## Information for Food Vendor Participants

— Monday —  
**July 4, 2016**  
**10 am – 5 pm**

*Thank you for your interest in the Ventura Street Fair, presented by the City of Ventura Parks, Recreation & Community Partnerships Department. The Street Fair is held July 4th and is the largest of its kind in Southern California. An estimated 30,000-50,000 people attend the fair, enjoying live entertainment, shopping for quality arts and crafts and sampling a variety of food throughout the nine blocks of the Downtown Cultural District of Ventura.*

### Application For Vendor Participation

Applications will be accepted beginning **February 1, 2016 at 8 am.**

Applications must be received by the Community Partnerships Department no later than **5 pm on April 4, 2016.** This deadline is non-negotiable. Applications cannot be faxed or e-mailed into the Street Fair office.

Send County Health Permit and payment payable to *Ventura County Health* to the Special Events Office. Vendors choosing to supply proof of own insurance must have both a Certificate of Liability and a Letter of Endorsement.

#### Mail to:

4th of July Street Fair  
Community Partnerships Division  
P.O. Box 99, Room 226  
Ventura, CA 93002-0099

#### Hand deliver to:

PRCP Department, Room 226  
Ventura City Hall, 501 Poli Street  
(at the intersection of California & Poli Streets)

Vendors choosing to hand deliver their application may **not** do so prior to **8 am on February 1, 2016.**

### Permits

Vendors must provide a State of California Seller's Permit number or a non-profit tax identification number on the Street Fair application form. If you do not have a state Seller's Permit, call the State Board of Equalization at 800.400.7115 or 805.677.2701 to initiate that process. A current business license is required to participate in the street fair. Visit: [www.cityofventura.net/businesslicense](http://www.cityofventura.net/businesslicense) for application and information.

## Health

It is your responsibility to be fully informed of, and compliant with, the City of Ventura, County and State regulations for food vendors. A copy of those Temporary Food Facility Requirements and Procedures are provided for your convenience on the website. Your TFFP application must be submitted to the City of Ventura Street Fair Office by **April 4, 2016**. Those vendors who are not in compliance, and who are not able to immediately resolve deficiencies on site, will be forced to close down. Sorry, refunds will not be issued. Food vendors at the Ventura Street Fair are to offer only the type of foods indicated on their application.

## Insurance

The insurance policy must endorse the City of Ventura, its officials, volunteers, employees as an additionally insured party for a minimum \$1 million for each occurrence and \$2 million aggregate for bodily injury and property damage, which must be provided with your application and registration fee. Applications cannot be processed without proper documents. Vendors choosing to supply proof of **own** insurance must have both a Certificate of Liability and a **Letter of Endorsement**. Please see website for sample.

For an additional fee of \$60, insurance provided by an independent insurance company may be purchased for the one-day event through the City of Ventura. A separate check in the amount of \$60 payable to the "City of Ventura" must be included with the application.

## Electricity

Each appliance to be used, and the number of amps it requires for operation, must be listed on the application form. An additional fee of \$50 will be charged to the vendor for every 20 amps needed for those appliances. The vendor must supply his/her own three-prong, three wire grounded cords to access the main electrical line provided by the City, and heavy tape or flat, plate cord covers to secure them to the ground to minimize pedestrians tripping over them. Cords cannot be laid across pedestrian walkways. Vendor placement will be in the Food Court or if possible along Main Street.

## Sink

Food vendors requiring the City of Ventura to provide a three compartment sink will be charged an additional fee of \$75. A sink is a requirement for all food vendors preparing food at the event.

## Location

Food vendors will be located, at the discretion of the Special Events staff, in the Food Court on Palm Street between Main and Santa Clara Streets, or at other sites within the event parameters. The decisions on where to place vendors will be based on numerous factors, including non-profit status, types of food products being sold, available space, electrical and sink needs and city, state and county regulations.

## Booths

Each vendor must provide his/her own booth. It must be clean, attractive, and enclosed in a manner compliant with both Fire and County Health Code Regulations. Every booth that contains cooking equipment and/or an open flame device must display the official State Fire Marshal fire retardant tag and have a minimum of one fire extinguisher. Booths must have a sturdy roof made of a flameproof material that also bears the official State Fire Marshal fire retardant tag. Construction of the booth, including signs and decorations, must be secure and safe. All signage is to be professional – **menus must include prices and be visible to the public**. Handwritten signs will not be allowed.

Food concessionaires must provide high quality products at reasonable prices. Concessionaires must provide recyclable serving products to the public and help minimize the volume of disposable trash generated. Booths must be sufficiently staffed to handle a potentially high volume of customers.

Food concessionaires must provide their own trash cans and are not permitted to displace trash cans placed by event organizers.

A pathway dedicated for the passage of guests and emergency vehicles must be kept open at all times during the fair. Vendors will be required to retain their set-up within their allotted space at all times.

At the conclusion of the event, vendors are to clean booth area, and throw all trash and empty containers in City supplied trash bins. Failure to clean booth area and dispose of oils and grease will result in a \$100 fine. Vendors are to take all grease, oils, etc. and dispose in large bins.

## Cancellation Policy

Refunds will be issued only for the following:

1. Cancellations made by **June 3, 2016**.  
Verbal cancellations must be followed by a written letter. A \$50 cancellation fee will be deducted. Cancellations made after **June 3, 2016** will forfeit all fees including insurance.
2. In the event the City postpones the event because of inclement weather, no alternative date for the event has been set.

## Fire Regulations

All vendors must comply with the following State Fire Marshal's regulations:

1. Every tent, enclosure and concession booth that contains cooking equipment and/or an open flame device shall display the official State Fire Marshal fire retardant tag and have a minimum of one fire extinguisher.
2. Each extinguisher shall have a minimum rating of 2A-10BC. All personnel must be familiar with the use of these extinguishers.
3. Every tent, enclosure and concession booth must be maintained in a neat and orderly manner, free from any conditions that could create a fire or life hazard, or a condition that could add, or contribute, to the rapid spread of fire. All combustible waste material and rubbish within a tent or other structure must be stored in approved containers. Waste materials and rubbish containers, located outside the booth must not block exit passageways or streets. Such materials and rubbish containers must not create an external fire hazard to any nearby structures.



4. All electrical equipment must be installed in accordance with the National Electric Code. Flammable liquids must be stored in approved containers. The use and storage of flammable liquids must be a minimum of 25 feet from any opening in a building. Flammable liquid and liquefied petroleum gas containers must be secured to protect from damage and/or spillage.

## Food Vendor Participant Checklist

- Submit completed application and fee payment by deadline of **April 4, 2016**
- Provide proof of insurance with application or **separate** check payable to *City of Ventura*.
- Submit \$75 payment for sink and \$50 payment for electricity if applicable.
- Provide Community Partnerships with your County Health application with proper payment. Checks are payable to County of Ventura. Due **April 4, 2016**.
- Check to make certain you and your staff are knowledgeable of mandatory local, City and State regulations and that your booth and method of operation conform with those guidelines.
- Submit copy of City of Ventura Business License.
- Submit copy of completed "Special Event Cooking Tent Checklist".

For information about City of Ventura Fire Marshal regulations for food vendors, call 805.658.4711

For information on Ventura County regulations for food vendors, call 805.648.9246.

In compliance with the Americans with Disabilities Act, this document is available in alternate formats by calling 805/658-4726 or by contacting the California Relay Service. 