



Old Town Elk Grove Foundation presents
The 34th Annual
Dickens Street Faire

Saturday, November 27, 2021 | 10AM to 4PM | Old Town Elk Grove

Food Vendor Application Deadline: November 14, 2021

Submittal of completed application does not guarantee acceptance into Dickens Street Faire by the Old Town Elk Grove Foundation. Vendor preference will be given on the basis of several factors, including but not limited to: what type of food sold, and if the vendor's history with Old Town Elk Grove Foundation or past performance at Old Town Elk Grove Foundation events, level of vendor investment, date paperwork received, and if in line with the themes and purposes of event as well as with Old Town Elk Grove Foundation's mission.

VENDOR INFORMATION

Business Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Business Phone: _____ Alternate Phone: _____

Email: _____

Website: _____ Dimensions needed for set up: _____

INSURANCE REQUIREMENTS

The Vendor HAS OPTIONAL LIABILITY PROTECTION.

- The Certificate of Insurance and necessary Permits are due no later than 14 days prior to Event date. A Homeowner's or Tenant's insurance policy can usually provide insurance for your rental for booth space.
- The Certificate of Insurance must be in the name of the person/business who signs the vendor application. It must also clearly show the liability limits and policy dates to be valid.
- Certificate of Insurance for comprehensive general or comprehensive personal liability coverage for a minimum of \$1,000,000 general liability coverage and \$2,000,000 aggregate liability. The CERTIFICATE must name: Old Town Elk Grove Foundation, 8820 Elk Grove Blvd. Elk Grove, CA 95624. The following statement must appear on the certificate: "Additional Insured Endorsement names the Old Town Elk Grove Foundation, Elk Grove Chamber of Commerce, Cosumnes Community Services District, and the City of Elk Grove, additional insured, its directors, agents, or employees are included as additional insured."

I have read and understand the above Insurance Requirements and agree to abide by all of the conditions set forth.

Signature: _____ Date: _____

Name of Vendor/Business: _____

VENDOR RESPONSIBILITIES

- Submittal of completed application does not guarantee acceptance into event
- Event is rain or shine. There are no refunds due to inclement weather.
- The Old Town Elk Grove Foundation does not guarantee vendor sales. Vendors keep 100% of the gross revenue. No tickets will be used; vendors will accept cash or credit card as payment.
- Old Town Elk Grove Foundation has final say on menu items. No duplication of food will be accepted into the same food court area. Any changes to approved menu must be approved by the Old Town Elk Grove Foundation.
- Placement of your booth is not guaranteed and is at the discretion of event management.
- Neither electricity nor water is available. If vendor requires electricity, personal generators are allowed and vendors must provide any cords needed.
- Vendors selling taxable items are responsible for acquiring a seller's permit through the California State Board of Equalization; a copy of permit must be posted at your booth. Vendors are responsible for submitting their own resale taxes.
- Vendor must be a permitted/stickered Mobile Food Facility (MFF) through County of Sacramento
- All fire codes, laws, ordinance, and regulations pertinent to health, fire prevention, and public safety shall be strictly obeyed.
- Vendor shall be responsible for complying with the Department of Environment Health Sacramento County's health regulations and will be subject to County health inspection. If vendor's booth fails to pass inspection, vendor is solely responsible for a re-inspection fee and/or costs associated with closing and removing vendor's booth from the Event. Re-inspection fee will be collected at Event before booth may re-open. If you have any questions contact the EHD at (916) 875-8440 or at www.emd.saccounty.net. This information will be reviewed prior to any permits being issued.
- Vendors must read and comply with the CSD Fire Department Conditions of Approval. These are available at www.yourcsd.com.
- Vendor booth materials must be in compliance with fire code regulations and vendor must supply proof if inspected. Such materials bear the official State Fire Marshal tags and/or certificates.
- Every truck is required to have a fully charged 2A:10B:C fire extinguisher bearing a current California State Fire Marshal service tag, placed in an accessible location near the exit of the structure; or a new fire extinguisher, minimum five (5) pounds, with the sales receipt taped to the side of it for visual inspection.
- Activities of participating vendors must not disrupt or interfere with the operation of the event, staff or event participants. If a situation is deemed disruptive to the event operation, event management may remove vendor at any time during the event.
- Vendor and vendor personnel shall not consume or use alcoholic beverages or any controlled substance at any time during the event or prior to the completion of all performances under this application.
- Vendor agrees to allow the Old Town Elk Grove Foundation to take photos of your booth and product during the Event, for no additional compensation.
- Vendor/staff/employees/agents will comply with the vendor responsibilities. Failure to comply can result in expulsion from event without a refund.

LOAD-IN AND SET-UP INSTRUCTIONS

- Vendors may arrive as early as 7:00 am and must be set up and ready for business by 9:00 am.
- All vendors must check in with staff at the Old Town Elk Grove Foundation booth located at 2nd street and Elk Grove Blvd
- Booth break down must occur until after 4:00 pm at the scheduled end time of the event.
- Failure to comply may result in exclusion from future events

DICKENS STREET FAIRE

Dates: Saturday, November 27, 2021 **Event Time:** 10:00 am to 4:00 pm

Set Up Time: Between 7:00 am - 9:00 am

Location: Old Town Elk Grove

Attendance: 10,000 + average

PAYMENT DUE UPON APPROVAL: NO LATER THAN NOVEMBER 15, 2021

Space Reservation	Fee	Subtotals
Mobile Food Truck	\$200	=
Late Fee	\$25	=
	Total Fees:	=

LIST OF ITEMS TO BE SOLD & PRICING

Please list all items you plan to sell with prices or attach menu with prices.

NON-TRANSFERABLE

Acceptance of this application constitutes an agreement between the applicant and the Old Town Elk Grove Foundation. This agreement is not assignable or transferable without the express written consent of the Old Town Elk Grove Foundation.

INDEPENDENT CONTRACTOR

Vendor shall perform all services required under this application and is an independent contractor of the Old Town Elk Grove Foundation and shall remain, at all times as to the Old Town Elk Grove Foundation, a wholly independent contractor with only such obligations as are required under this application. Neither vendor, nor any of its employees, shall be considered an employee of the Old Town Elk Grove Foundation.

INDEMNIFICATION

Vendor shall defend, indemnify and hold harmless the Old Town Elk Grove Foundation and the Elk Grove Chamber of Commerce and their respective trustees, officers, employees and agents, from and against any and all claims, actions, liability, damage, loss or obligations, including all costs, demands, expenses, expert fees and costs, and attorney's fees arising out of Vendor's activities pursuant to this application, including by way of illustration and not limitation, the following: (a) any injury to or death of any person or damage to or destruction of any property occurring in or on Vendor's equipment, or any part thereof; (b) any default by Vendor's in the observance or performance of any of the terms, covenants, or conditions of this application ; or (c) the use, occupancy, or condition of Vendor's equipment or activities therein.

**I have read the regulations included in this Food Vendor Application and
I agree to comply with the conditions set forth.**

Signature

Date

Name

Business / Organization Name

**Completed Applications Submit to:
Old Town Elk Grove Foundation
8820 Elk Grove Blvd
Elk Grove, CA 95624
Phone: (916) Fax:(916)
Email: visitoldtown@elkgrovecalifornia.com
Attn: Katie Beskeen**

APPLICATION CHECK-LIST
<i>Please be sure to include all of the applicable documents:</i>
<input type="checkbox"/> Completed Food Vendor Application Signed and Dated
<input type="checkbox"/> Completed Insurance Requirements Signed and Dated
<input type="checkbox"/> Certificate of Insurance with Additional Insured Endorsement or include fee to purchase if applicable
<input type="checkbox"/> Copy of Menu with Prices
<input type="checkbox"/> Copy of County of Sacramento Mobile Food Facility Official Inspection Report or picture of Permit Sticker

THANK YOU FOR YOUR SUPPORT