

Celebrate 75 Years of Parks Making Life Better
City of Visalia Parks & Recreation



75th Celebration

Join the Party at Plaza Park

SATURDAY 10:00^AM - 10:00^PM
NOVEMBER 1 FREE ADMISSION

Food Booths • Carnival Rides • Craft Vendors • Petting Zoo
Kid's Zone • Scarecrow Contest • Live Entertainment Featuring Run4Cover

Plaza Park • 700 S. Plaza St. • Visalia • Located Off Hwy 198

Vendor Applications Now Accepted!

**Parks
Make
Life
Better!**

Call Us: 559-713-4365

Visit Us: www.liveandplayvisalia.com



September 5, 2014

On behalf of the City of Visalia Parks & Recreation Department, I invite you to be a part of an upcoming special event we are hosting. We are very excited to celebrate our department's 75th year anniversary on Saturday, November 1, 2014. We are celebrating this milestone with a free admission special event for all community members to enjoy.

We are currently seeking community groups, local agencies and businesses who would like to be a part of this special day. Check-in time is from 7 – 9:30 a.m., with the event itself running from 10 a.m. – 10 p.m. Fees vary according to the type of booth reserved, and all precautions will be taken to not duplicate products for those vendors selling goods.

The deadline for food vendor applications is October 17th and the deadline for information, non-profit, government and commercial booth applications is October 24th. This special event festival will include carnival rides, a variety of live entertainment, information booths and food that everyone in the community can enjoy.

The vendor application is included in this packet. For assistance, please contact me at 559-713-4365 or by email at Laurissa@liveandplayvisalia.com.

We look forward to working with you as we celebrate this historic event.

Sincerely,

Laurissa Gallardo
Recreation Supervisor



75th Anniversary Celebration Vendor Rules and Procedures

PLEASE READ VENDOR RULES AND PROCEDURES BEFORE SUBMITTING YOUR APPLICATION. NO PERSON HAS THE AUTHORITY TO VARY OR CHANGE ANY RULE UNLESS IT IS IN WRITING, AGREED TO BY THE CITY OF VISALIA PARKS AND RECREATION DEPARTMENT, AND IS ATTACHED TO THE VENDOR'S APPLICATION ON FILE WITH THE CITY OF VISALIA.

1. **Applications:** All vendors interested in participating in the Parks and Recreation Department's 75th Anniversary Celebration must submit to the City of Visalia a complete application, full payment and all other documentation required. Vendors will be considered for booth space assignment only after the registration forms have been reviewed and approved. Payment in full and all forms must be provided with application for approval process. Space is limited and is on a first come, first serve basis. We will do our best to prevent duplication of products; you must disclose all items you will be selling. Failure to disclose shall be cause for having such items removed from the event or vendor dismissal.
2. **Operating Hours:** Vendors must be ready and open for business during the hours of the event: Saturday, November 1, 2014 from 10am – 10pm.
3. **Check-In:** Vendors **MUST** check in at the *Vendor Registration Center* to receive their booth space assignment. Event staff will direct vendors to the correct location and oversee setup. Vendors not arriving and checking in by 9:30 a.m. on Saturday morning will be considered "no-shows" and, in the best interest of the event, their space will be reassigned or eliminated.

Check-In Times: Saturday, November 1, 2014 7:00 - 9:30am

4. **Setup/Tear Down/Booth Space:** Setup can begin at 7am and must be complete 30 minutes prior to event start time.

Booth spaces are 10' wide and 12' deep. Vendors are not to exceed their booth space dimensions or conduct business outside their booth space or by walking about the event. You must provide your own tables, chairs and shade structure or enclosure as needed.

No booths may be removed from the event site until after the event is complete. Vendors who sell out prior to the event closing will be required to wait until after the event is complete before tearing down. All booths and displays must be completely removed 2 hours after the event.

5. **Vehicles:** For safety purposes no vehicles will be allowed on the park grounds after 9:30 a.m. on the day of the event. Vehicular access shall be limited to those bringing in heavy equipment in order to protect the facility from damage. A loading and unloading area shall be designated.
6. **Weather:** The Event will take place regardless of weather conditions. There are NO refunds.

7. **Electricity:** No electricity will be provided.
8. **Trash/Cleaning:** All vendors are responsible for keeping their booth space clean and free of trash and debris. Vendors who generate trash must provide a large trash can with plastic liners at their location and be responsible for the periodic removal of the trash to the dumpsters provided by the event. At the close of the event, vendors **MUST** leave their vacated booth space clean.
9. **Insurance Coverage:** The Event requires no less than \$1 million dollar general liability insurance coverage. All vendors must submit a certificate of insurance as proof of insurance. It must list the City of Visalia as the certificate holder and as the additionally insured. Vendors may also purchase insurance through the City of Visalia.
10. **Compliance with Laws:** All vendors are required to comply with all necessary and applicable local, state, and federal laws and ordinances. Food vendors must comply with all health laws, ordinances, and regulations of the State of California, County of Tulare, City of Visalia, pertaining to public health and sanitation. The Department of Environmental Health lists minimum requirements for the event. The cooking of foods in booths will require compliance with City Fire Department and Health Department regulations. (Business license, health permit, etc.)
11. **Indemnity:** All vendors are responsible for costs of all labor, materials, equipment, supplies, and any other items necessary for the performance of their participation in the event. The event will not be held liable for any debt, tax, or assessment accrued by any vendor in the operation of their booth and participation.
12. **Animals:** Animals are not permitted within the event area, except registered service dogs.
13. **Sublease of Space:** Vendors cannot assign, sublease, or apportion the whole or any part of their assigned space without prior written permission from the event. In such situations the vendor must go through the same approval process.
14. **Security:** The event provides security at the event site. However, the event is not responsible for the security of individual vendor booths. Vendors are responsible to secure their own booths, supplies, and equipment.

City of Visalia Parks and Recreation Department
Vendor Application

Complete and submit application. Be sure to include:

1. Payment
2. Copy of City of Visalia Business Tax Certificate (food & commercial vendors)
3. Proof of Insurance (food & commercial vendors)
4. Health Department Permit (food vendors)
5. Vendor Application Form

SUBMITTING APPLICATION DOES NOT GUARANTEE ENTRY INTO THE EVENT. VENDOR WILL BE NOTIFIED OF STATUS AFTER APPLICATION HAS BEEN REVIEWED.

Select a category:

| | |
|---|--|
| _____ Food Booth | \$ 50 for 2 food items and 1 beverage \$ 25 for each additional food item |
| _____ Commercial with product sales | \$ 50 |
| _____ Commercial providing information only, no on-site sales | \$ 50 |
| _____ Non-profit & Government Organizations, information only | FREE |
| _____ Non-profit & Government Organizations, Game Booth | \$25 |

Deadline for food vendor applications is Wednesday, October 15, 2014.

Deadline for all other applications is Friday, October 24, 2014.

Individual, Company or Organization: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

California Retail Seller # _____ Non-Profit ID # _____

Describe Booth and LIST ALL ITEMS TO BE SOLD:

**ALL PAYMENTS AND REQUIRED INFORMATION MUST BE INCLUDED WITH APPLICATION TO
QUALIFY.**

CANCELLATION POLICY - There will be no refunds. No Exceptions!

***ACCEPTED FORMS OF PAYMENT INCLUDE:**

- Mail - Check made payable to City of Visalia
- Cash, Check or Credit Cards accepted in the business office, 345 N. Jacob Street.
- Credit Cards accepted by phone after receipt of complete application.

The vendor signing this application hereby acknowledges they have read, understand, and agree to all the Special Event Vendor Procedures and Rules, including the Health and Fire Departments and State Board of Equalization requirements, and agrees to abide by said Procedures and Rules if accepted as a vendor. Vendor certifies that all information contained in this application is true and correct. The above-named company, individual, or organization, and all related individuals shall indemnify and hold harmless the City of Visalia and all related persons and entities including owners, directors, management personnel, employees, contractors, volunteers, agents, representatives, and attorneys from and against any and all claims, demands, actions, liabilities, damages, losses, costs, and expenses (including attorney fees, court costs, and other professional fees), or judgments arising out of, or in connection with, any claim, demand, or action made by any third party, if such are sustained as a direct or indirect consequence of participation in any special events.

Signature: _____

Date: _____

Printed Name: _____

Tulare County Environmental Health
5957 S. Mooney Blvd.
Visalia CA 93277
(559) 624-7400

NOTE: RETURN THIS APPLICATION AND THE PERMIT FEE TO THE EVENT ORGANIZER
(Attach Veterans Exemption affidavit and DD214 Form, if applicable.)

**TEMPORARY FOOD EVENT
VENDOR APPLICATION FORM**

1. Date(s) of Event: _____ Event Start Time: _____
2. Name of Event: _____
3. Address/Location of Event: _____ City & Zip: _____
4. Name of Your Business/Organization: _____
5. Applicant Name: _____ Phone: () _____
6. Mailing Address: _____ City/State/Zip: _____
7. Email Address: _____
8. **Food Menu** (Please list what food will be served): _____

Applicant Signature: _____ Date: _____

Name (Print): _____

☐ ← Mark here if there will be NO OFF-SITE FOOD PREPARATION

Off-Site Food Preparation Location (If there is any food preparation off-site, including cutting, washing, bagging vegetables, meat, etc., you must state it, and it must take place at a permitted food facility.) No foods are allowed to be prepared at home. Please provide the off-site food preparation location:

Facility Name: _____

Facility Address: _____ City: _____

Contact Person: _____ Phone: () _____

Contact Person Signature: _____ Date: _____

List of foods prepared at this Off-Site location: _____

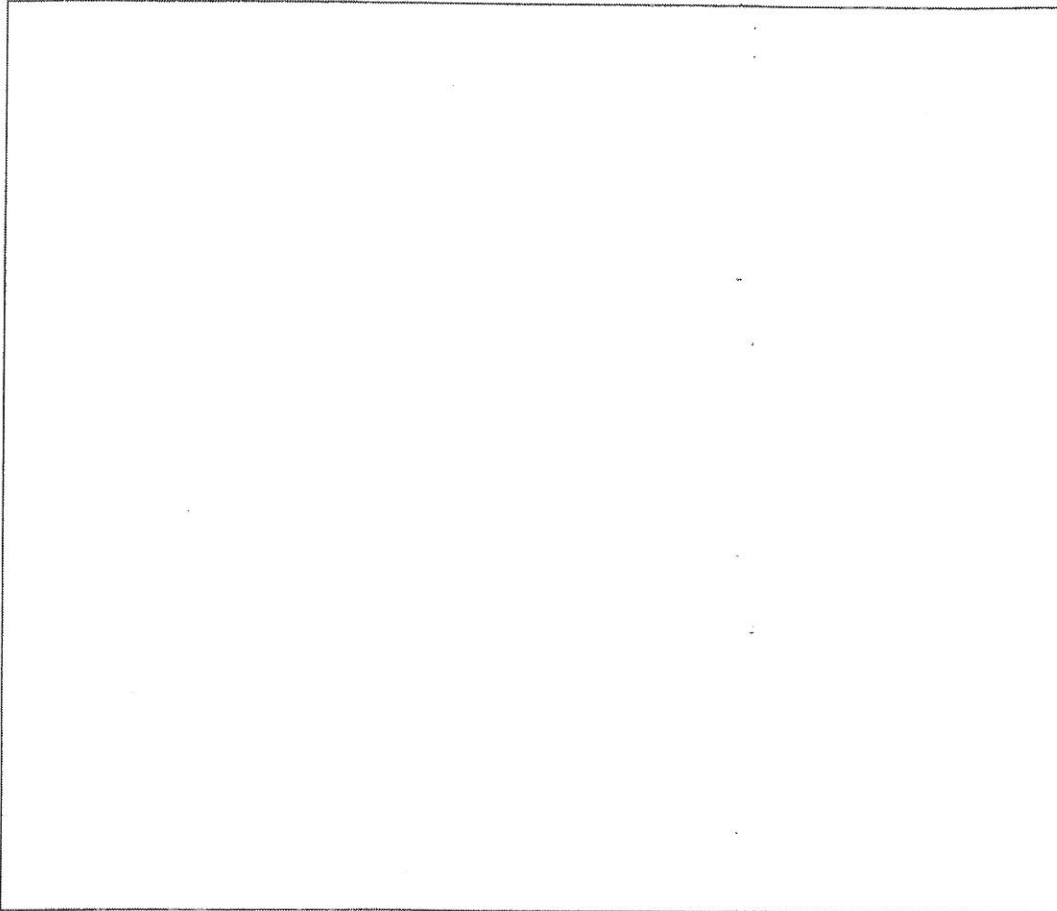
Booth Operator Temporary Food Facility Health Permit
Application Instructions

1. **Booth Layout and Booth Construction:** Indicate the proposed layout of equipment, food preparation tables, food storage, warewashing, and handwashing setup.

Provide details of the materials and methods used to construct the temporary food facility.
2. **Food Products:** Provide a list of all food products that will be handled and dispensed.
3. **Procedures and Methods:** Provide written procedures and methods of food preparation and handling.
4. **Cleaning and Refuse Disposal:** Provide written procedures, methods, and schedules for cleaning utensils, equipment, and structures. Provide written procedures and methods for trash and garbage disposal.
5. **Transportation and Protection from Contamination of Food:** Describe how the food will be transported to and from a permanent food facility or other approved facility and the Temporary Food Facility. Describe the steps that will be taken to prevent contamination of food.
6. **Temperature Control:** Describe how potentially hazardous foods will be maintained at or above 41°F, or at or above 135°F.

*These items are required by California Retail Food Code Section 114381.2.
Effective July 1, 2007*

1. Temporary Food Facility Layout



Show locations of Handwash setup, Warewashing setup, Equipment, Food storage, and Food preparation areas.

List details of the materials and methods used to construct the booth. If there is any food preparation, the booth is required to be fully enclosed. Screening may be used to provide the enclosure but must be no larger than 16-mesh per square inch.

2. List All Food Products to be Handled and/or Dispensed

- | | |
|-----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

Use another sheet of paper if needed.

3. Proposed Procedures and Methods of Food Preparation and Handling

Describe the procedures used to prepare food.

Example: Tri-tip will be cooked on an open-air BBQ grill, brought into the booth in covered stainless steel containers, sliced, and placed in a chafing dish for hot holding and dispensing onto sandwich rolls. The workers assembling the sandwiches will wear gloves and use long-handled tongs to assemble the ready-to-eat food products to prevent any bare-hand contact with the food.

4. Procedures, Methods, and Schedules for Cleaning and Refuse Disposal

Describe the time periods scheduled for cleaning utensils, equipment, structures, and for the disposal of refuse (trash, garbage, and wastewater). *(Any food-related utensils, food preparation surfaces, and equipment must be washed, rinsed, and sanitized at least every four hours throughout the operating day.)*

5. Food Transportation and Protection from Contamination

Describe how the food will be transported from a permanent food facility or other approved food facility (open-air BBQ, etc.) to the Temporary Food Facility.

6. Temperature Control of Potentially Hazardous Food

Describe how potentially hazardous foods will be maintained at or below 45°F or at or above 135°F.