

*Temecula Sister City Association
presents*

2009



FOOD VENDOR APPLICATION

Application Deadline:
Friday, October 30th at 5pm

GENERAL INFORMATION

The Temecula Sister City Association invites local restaurants and non-profit organizations, and food vendors to apply to participate in the 2009 Dutch American Heritage Day.

Event Date & Time: Saturday, November 7, 2009, 11am-5pm

Event Location: Dutch Mill Trading Co., 36687 Van Gaale Lane, Winchester, CA 92596.

Application Deadline: Friday, October 30th 2009 at 5:00pm

Vendor Booth Size: 10' x 10' outdoor space, one 6 foot table and two chairs provided

Mail Completed Application to: Temecula Sister City Association, P.O. Box 904, Temecula, CA 92593; be sure to fill out the "Vendor Checklist".

Fees: All vendor space fees are due with the application. The following types of payment are accepted: check, money order, or cashiers check. Checks should be made payable to: Temecula Sister City Association.

Vendor Space Fees	
Vendor provides complete set up – including own Canopy (TSCA provides 1 table and 2 chairs)	\$50
Vendor provides 10x10 Canopy (TSCA provides 3 sidewalls and food service window panel)	\$125
TSCA provides complete set up (10x10 Canopy, 3 sidewalls and food service window panel)	\$200

VENDOR INFORMATION AND REQUIREMENTS:

- Anticipated attendance: 2,000+.
- Volunteers will be present to direct vendors to their assigned area for set-up beginning at 8am. All Vendors must be completely set up by 1030am.
- Each Vendor will have access to one electrical outlet.
- All vendors must be set-up in their assigned area by 1030am on Saturday, November 7, 2009, and remain set-up and in place until 530pm or until your items are sold out.
- All food items for sale must be of good quality and of the Dutch culture. A selection committee will review all applications to determine the sale items appropriateness for this event.
- Complete list of all food items to be sold is required.
- Minimum of 3 menus posted at each booth.
- **All required certificates (copies) must be submitted with the completed application.**

******Keep this page for your records******

VENDOR INFORMATION AND REQUIREMENTS CONTINUED:

- **All vendors need to supply their own disposable gloves and hand washing materials (bucket, soap, paper towels) and comply with all additional Health Dept requirements.**
- All vendors should provide a banner, if possible to identify their booth.
- Banners and signage shall only indicate the name of your business or organization.
- Vendors can distribute flyers, business cards or other materials to spectators within their vendor booth area.
- All entries will be reviewed by a committee. Temecula Sister City Association reserves the right to deny access to any vendor that does not satisfy these guidelines.
- **In order for the vendor application to be processed, applications must be completed and all items on the VENDOR CHECKLIST must be enclosed.**
- The Dutch American Heritage Day will also include live entertainment, crafts, games, demonstrations and much more.
- For additional vendor information, please call (951) 837-8970.

VENDORS MUST SUPPLY ALL OF THE FOLLOWING WITH THEIR APPLICATION:

- **Copy of Business License**
- **Copy of State Board of Equalization Seller's Permit (excluding Non-Profit organizations)**
- **Extinguisher Requirements Letter** – signed by vendor
- **Price List and Menu**
- **Liability Waivers** for all individuals working in your booth during the event

The intent of these guidelines is to establish rules to enable the Temecula Sister City Association to implement a successful and safe event that can be enjoyed by spectators and participants.

**APPLICATIONS SUBMITTED ARE NOT GUARANTEED A POSITION.
ALL ENTRIES WILL BE REVIEWED BY A COMMITTEE BEFORE BEING APPROVED.**

******Keep this page for your records******

LIABILITY WAIVER



I recognize and understand that officials, volunteers, and members of the Temecula Sister City Association will not accept any responsibility for restaurant and cooking items or personal property left or lost at the Dutch American Heritage Day.

I realize every precaution is taken to eliminate any injuries or hazard and a competent supervisor is present; however, in the event of any injury, I hereby waive, release, defend and hold harmless from any liability for damages for personal injury including accidental death, as well as from claims for property damage which may arise in connection with the above named activity, against the supervisor, the City of Hemet, Temecula Sister City Association, its officers, agents, employees, and volunteers. I further permit the use of activity/event photography and/or video for media promotion.

Participants Name: _____

Signature of Participant: _____ Date: _____

(Signature of Parent/Guardian if participant is a minor)

EVERY PARTICIPANT OR GUARDIAN OF A MINOR PARTICIPANT IN THE FOOD VENDOR AREA MUST SIGN A WAIVER AND RETURN IT TO THE TEMECULA SISTER CITY ASSOCIATION BEFORE TAKING PART AS A FOOD VENDOR. LARGE GROUPS MAY MAKE COPIES FOR DISTRIBUTION.

For more information, or to return a completed entry form, please contact:

Temecula Sister City Association

P.O. Box 904,

Temecula, CA 92593

Phone: (951) 750-1088

Fax: (951) 750-1088

DUTCH AMERICAN HERITAGE DAY

FOOD VENDOR APPLICATION

(Space is limited, mail today)

Organization Name _____

Booth Operator Name _____

Telephone (Day) _____ (Night) _____

Mailing Address _____

City _____ Zip _____

E-mail address _____

California State Board of Equalization Permit # _____

State or Federal Non-profit I.D. # _____

Please provide a detailed description of the FOOD items for sale:

Number of 10' X 10' spaces requesting: _____

SPACE FEE:

Food Vendor Options	Fee
Vendor provides complete set up (TSCA provides 1 table and 2 chairs)	\$50 <input type="checkbox"/>
Vendor provides 10x10 canopy (TSCA provides 3 sidewalls and food service window panel)	\$125 <input type="checkbox"/>
TSCA provides complete set up of 10x10 canopy, 3 sidewalls and food service window panel	\$200 <input type="checkbox"/>

Make Checks Payable to "Temecula Sister City Association"

Application Deadline: Friday, October 30th at 5pm!

For Committee Use Only:
Date Received _____ Accepted _____ Denied _____
Fees Paid _____ Space # _____ Insurance Rec. _____
Notes: _____

******Please complete the VENDOR CHECKLIST******

VENDOR CHECKLIST

THIS FORM MUST BE COMPLETED AND TURNED IN WITH APPLICATION

- Completed Vendor Application**
- Payment**
- Copy of State Board of Equalization Seller's Permit** – (909) 680-6400
(Required from all vendors, excluding non-profit organizations)
- Extinguisher Requirements** letter from the Fire Marshall – must be signed by vendor
- Copy of Business License** (Required from all vendors, excluding non-profit organizations)
- Complete menu/list** of items your organization will sell (Required from all vendors)
- Price List** (Required from all vendors)
- Liability Waivers** for all individuals working that day

All items listed above must be included with vendor application in order to be considered as a vendor for the Dutch American Heritage Day. By signing below you are verifying that you have included all required items.

X _____ Date: _____
Signature of Potential Vendor