

FOOD VENDOR INFORMATION

PLEASE KEEP THIS PAGE AS REFERENCE

DEADLINE: October 1, 2019

1. We reserve the right to limit the number of food vendors and the menu items being sold.
2. You may begin setting up at 7:30 AM. You must be set up by 9:30 AM. VEHICLES (which are not a part of your display) **MUST BE REMOVED FROM THE AREA PRIOR TO 9:35 AM. NO EXCEPTIONS.**
3. Food vendors are required to pay Vacaville Kid Fest a space rental fee of \$100 for a 10' by 10' and \$175 for a 10' by 20'. Larger spaces will be negotiated dependent on size required.
4. In addition to your space fee, a refundable clean-up / compliance deposit of \$150 (separate check) is required with your application. If you comply with the Solano County Environmental Health Department requirements and your space is found in satisfactory condition after the event, the deposit will be returned to you by a Kid Fest Committee member before you leave. No deposit checks will be mailed back to vendors— you must pick it up at the end of the event once your booth space area has been checked.
5. You must confine your activities to within your booth space area. No strolling vendors are allowed, and you may not walk around and distribute information or solicit the public.
6. Health Department approved food booths or vending carts **MUST BE USED**. Food booths must be straight sided, no converted camping tents will be allowed.
7. Please note that wastewater and grease may not be dumped into storm drains, as per state law.
8. Environmental Health has strict requirements for safe food handling at special events. You must adhere to their regulations and show compliance by filling out, signing and posting the required Food Safety Checklist during this event. Any food vendor who does not remain in compliance throughout the event will be asked to leave. **NOTE: No space rental fee or cleaning deposit refund will be given to any food concession cited for being out of compliance by the Solano County Health Inspector.**
9. Food vendors shall not construct or arrange their booths so that they obstruct the general view or hide exhibits of others. Pedestrian aisles must be maintained at all times. Spaces are 10' by 10' and 10' by 20'. A larger space can be purchased, if necessary for the safety of the consumers (a BBQ or smoker for example). Cooking areas outside your food booth must have restricted access for the safety of consumers and children.
10. You must collect and pay your own sales tax. A copy of your sellers permit must accompany your application.
11. A copy of your current Solano County Environmental Health Permit for a temporary food booth / facility – Seasonal April-October permit must accompany your application. Please call the Department of Environmental Health at (707) 421-6765 to arrange for the permit.
12. You are responsible for your own canopy, tables & chairs, etc. A washable ground cloth must cover the floor of your booth.
13. You are responsible for providing or arranging all necessary labor in unpacking, erecting,

dismantling and repacking displays. Event staff are not available to help with set-up or takedown.

14. You must provide a minimum of one covered trash receptacle at your booth. All packing cases, crates and debris of any kind must be removed from your space prior to the time of opening. You must take your trash, empty containers and packing materials with you when you leave.
15. NO DISPOSING OF ICE / WATER OR OTHER LIQUIDS INTO PLANTED AREAS.
16. You must comply with the conditions required by the Vacaville Fire Department which are attached.
17. You shall not store or display materials on benches, planters or architectural surfaces and all food or serving products must be kept a minimum of 6 inches off the ground.
18. Concession vehicles must have a drip pan placed beneath them to catch any automotive fluids.
19. You must provide General Liability Insurance including Products and Completed Operations coverage naming by endorsement to the policy, Vacaville Kid Fest and the City of Vacaville as additional insured's. Minimum acceptable limits are \$1,000,000 per occurrence and \$2,000,000 aggregate. Proof of automobile liability insurance (policy declarations page) is also required. Insurance required by this paragraph in no way limits the liability of the Vendor.
20. Transport automobiles must be in good mechanical order to prevent automotive fluids from staining the ground.
21. UTILITIES: Some spaces have access to electrical power. You will need to let us know if you require electricity.
22. Portable toilets and hand washing facilities will be provided. You must also provide hand washing and utensil washing facilities within your food booth as per Solano County Environmental Health Regulations.
23. Breakdown begins no earlier than 3:00 PM Saturday. All spaces must be vacated and cleaned by 4:30 PM.
24. You may not make substitutions to your menu without prior written approval from the Kid Fest Committee.