



10th annual Healthy Village Festival INFORMATION PACKET – FOOD VENDORS

ABOUT HEALTHY VILLAGE FESTIVAL

Healthy Village Festival is an annual summer community event sponsored and organized by Richmond Main Street Initiative. Admission to Healthy Village Festival is free and all members of the community are invited to attend. The festival takes place in the Community Green Space located at Harbour Way and Macdonald Avenue, and features a variety of activities all about health and wellness.



OUR GOAL...AND HOW OUR VENDORS HELP US ACHIEVE IT

Richmond Main Street's goal for the Healthy Village Festival is to increase access to health and wellness resources; produce a family-friendly event that is enriching, safe, and fun for all participants; create opportunities to connect local nonprofit and community organizations with residents and workers; and foster economic opportunities for local businesses. The organizations and businesses that participate in Healthy Village Festival contribute tremendously towards our goal of creating an event that offers goods, services, information, and a sense of community togetherness for all attendees.

EVENT INFORMATION

Dates: Saturday, June 29

Time: 10am-2pm

Set-up: 8:30am-9:30am

Location: Community Green Space, Harbour Way & Macdonald Avenue, Richmond, CA 94801

FEE SCHEDULE & APPLICATION DEADLINES

Number of vendor spaces available: 1

Vendor Type*	Fee*	Deadlines	
		To Apply	Determination
Booth or Mobile – Commercial/For Profit Enterprise	\$75	Monday, June 3	Friday, June 7
Booth or Mobile – with Veteran Exempt Status (DD214)	\$50		
Booth or Mobile – with Nonprofit Status	\$50		

*More info about vendor types on page 2.

HOW THE APPLICATION PROCESS WORKS:

There are a limited amount of space available. We seek to provide a variety of food offerings and to create an atmosphere where each vendor has the maximum potential for success. All interested food vendors who complete the application process, in full, by the deadline will be considered for participation in one and/or both dates. Vendors will be accepted based on their responsiveness to the application process and their menu. Vendors will be notified of acceptance/denial via email by Friday, June 7. By completing the application process, vendors are confirming their availability and commitment to participate, pending acceptance. Application fees will be returned to all vendors whose applications are not accepted.

Application Requirements & Explanation of Additional Paperwork: See Page 2 for details.

Vendor Terms and Conditions: All vendors must agree and adhere to terms and conditions outlined on Page 3.

WAYS TO APPLY – CHOOSE ONE

1. ***RECOMMENDED*** Online at www.richmondmainstreet.org/vendors and send all additional paperwork via email to outreach@richmondmainstreet.org
2. **Mail or drop off** completed forms (Page 4 & 5), additional paperwork, and payment to:
Richmond Main Street, c/o Alicia Gallo, 1600 Nevin Plaza, Richmond, CA 94801
3. **Fax** completed application form and additional paperwork to: (510) 236-4052, Attn. Alicia Gallo
4. **Email** PDF of completed application form and additional paperwork to: Alicia at outreach@richmondmainstreet.org

Contact: Alicia Gallo, (510) 236-4049 or outreach@richmondmainstreet.org for more information and with any inquiries.

Healthy Village Festival 2019

Food Vendor Application Requirements & Fee Schedule

FEE SCHEDULE & DEADLINES

Food Vendor Definition	Fee	Deadlines	
<i>Food Vendor is any business wishing to sell or give away food, including, but not limited to – restaurants, caterers, manufactures, food trucks/carts, booth operators.</i>		To Apply	Participation Determination
Booth or Mobile – Commercial/For Profit Enterprise	\$75	Monday, June 3	Friday, June 7
Booth or Mobile – with Veteran Exempt Status (DD214)	\$50		
Booth or Mobile – with Nonprofit Status	\$50		

APPLICATION REQUIREMENTS

Requirements	Vendor Type			Set-Up Type	
	Commercial/For Profit Enterprise	Veteran Exempt Status	Nonprofit Status	Booth	Mobile
Complete application for one or both dates	X	X	X	X	X
Submit fee in full	X	X	X	X	X
Complete and return Vendor Operator Information form*	X	X	X	X	X
Review, understand, and comply with all set-up requirements outlined in California Food Code Requirements for Temporary Food Facilities **	X	X	X	X	X
Legible and valid copy of Cottage Food Operation permit	If applicable				
Provide legible and valid copy of valid mobile operator permit					X
Proof of nonprofit status: EIN # or copy of IRS confirmation letter			X		
Provide legible and valid copy of honorable discharge DD214		X			

*** Vendor Operator Information Form Instructions & Tips:**

- ✓ Complete all fields highlighted in yellow. Please type or print legibly.
- ✓ Carefully read and answer all questions truthfully. Here are some helpful hints for some of the sections:
 - Type of all food to be sold or given away → Provide detailed menu
 - Sources of food/beverages purchased/prepared → Provide name of stores
 - Checklist: Non Pre-Packaged Food/Beverages → #4: Provide name and address of commissary/production kitchen

Ways to submit Vendor Operator Information Form and any additional paperwork:

Email: outeach@richmondmainstreet.org (scan/PDF preferred)

Fax: (510) 236-4052, Attn. Alicia Gallo

Mail or drop off: Richmond Main Street, c/o Alicia Gallo, 1600 Nevin Plaza, Richmond, CA 94801

****Please be advised that failure to comply with these requirements may result in closure by health department inspectors. Richmond Main Street is not responsible for any related financial loss or damages.**

Healthy Village Festival 2019 VENDOR TERMS AND CONDITIONS

1. **Application:** Vendor must complete the Healthy Village Festival 2019 Food Vendor Application Form (Application), also available online at www.richmondmainstreet.org/vendors, in order to be considered for participation. Application and all supplemental materials must be completed and submitted in full. Space is limited and available on a first-come, first-reserved basis. Additionally, Richmond Main Street Initiative (RMSI) seeks to present a varied mix of food vendor options. RMSI reserves the right to deny any Application for any reason. **Application Deadline: Monday, June 3**
2. **Contract:** A submitted Application is an offer to contract between RMSI and Vendor. A contract is formed only upon RMSI's notice to Vendor that the Application has been accepted and payment received. By entering said contract, Vendor agrees to adhere to all Terms and Conditions as outlined and direction of RMSI staff. Permission to sell/exhibit/participate at the Event is a personal privilege and right granted to Vendor. The contract and booth space shall not be assigned, transferred, or sublet without the permission of RMSI. Accepted Application allows for Vendor to participate in the Event, but *does not guarantee sales*. **Participation Notification Deadline: Friday, June 7**
3. **Vendor Fee & Payment:** Vendor agrees to pay RMSI the amount indicated in the fee schedule, plus any fees for equipment rental, which must be made at time of Application. Fees are due in full at time of application and can be made via the following methods: Credit card (online only-via Eventbrite version of application); Cash (drop-off only); or Check, Money Order, or Cashiers' Check (made payable to: Richmond Main Street Initiative). Without payment Application is not complete and space is not guaranteed. If Application is not accepted, the fee shall be returned to Vendor.
4. **Cancellation:** If, for any reason, Vendor cancels his/her participation, all fees paid may be retained by RMSI.
5. **Equipment Rental:** If desired or needed, Vendor may rent equipment through RMSI. All equipment rental requests must be made at time of Application. Availability of equipment is not guaranteed after application deadline. Cancellation of rental must be made at least 1 week in advance. Equipment rental fees are non-refundable if cancellation occurs less than 1 week in advance.
6. **Liability:** Upon submission of Application, Vendor releases RMSI from liability in connection with any damage to Vendor's person and/or anyone operating Vendor's booth, merchandise and/or personal property due to fire, theft, breakage, or disturbance in connection with and/or during the Event.
7. **Set-Up:** Set-up begins at 8:30am and Vendor must be fully set-up by 9:30am. All vendors must check in with RMSI staff before setting up. Vendor space is not guaranteed to vendors who arrive after 9:30am. Vendor may use his/her vehicle within the Event space for set-up purposes only; to ensure the safety of RMSI staff, vendors, volunteers, and guests, vendors arriving after 9:30am will not be allowed to drive vehicles in the Event space for set-up.
8. **Hours of Operation:** Service/Shop Hours of Operation for all vendors: 10am – 2pm. All vendors are advised to be ready to serve/greet customers by 9:45am. Booths must be fully staffed by 10am and must remain fully staffed at all times. No Vendor will be allowed to continue sales/service past 2pm. All vendors must complete clean-up and vacate event space by 3pm.
9. **Parking:** Street parking available in surrounding neighborhood.
10. **Vendor Space:** Application entitles Vendor to one space large enough to accommodate a 10x10 booth OR mobile unit (food truck, cart, etc.). Vendor booth location is determined by RMSI, is subject to change, and is non-negotiable.
11. **Vendor Responsibilities:** Vendor must provide all supplies including but not limited to: tables, chairs, tents, food service equipment, generators, water, merchandise, cash/change, promotional and display materials, etc. Limit of one (1) canopy tent not exceeding 10'x10' (if needed) per Vendor. Vendor must supply adequate weights and/or securement equipment for canopy tent. Vendor will not be allowed to set-up canopy tent without use of weights.
12. **California Food Code Requirements for Temporary Food Facilities:** Vendor is responsible for reviewing, understanding, and complying with all set-up requirements outlined [in this document](#). Failure to comply with these requirements may result in closure by health department inspectors. Richmond Main Street is not responsible for any related financial loss or damages
13. **Booth Appearance:** At all times, Vendor will confine his/her display of items within his/her assigned vendor area. Vendor is responsible for maintaining a neat and orderly booth area and properly dispose of trash and waste before, during, and after the Event. If Vendor leaves excess trash or damage, Vendor may be charged any fees levied upon RMSI or participation in future events may be restricted.
14. **Smoking & Animals:** Smoking is prohibited. No animals are permitted at the event other than visual aid dogs.

Failure to comply with above terms and conditions may result in automatic closure and may result in revocation of vendor space without refund.



Healthy Village Festival 2019 FOOD VENDOR APPLICATION FORM

Vendor Information

Company/Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Website: _____

Contact Name: _____ Email: _____

Business Phone: _____ Cell Phone: _____

Onsite Contact: _____ Email: _____

Business Phone: _____ Cell Phone: _____

Menu: _____

Business Information *complete all that apply*

Richmond Business License# _____

Mobile Operator Permit # _____

Nonprofit EIN# _____

Vendor Type	*Select One*	Fee
<input type="checkbox"/> Booth or <input type="checkbox"/> Mobile	Commercial/For Profit Enterprise	\$75
<input type="checkbox"/> Booth or <input type="checkbox"/> Mobile	Veteran Exempt	\$50
<input type="checkbox"/> Booth or <input type="checkbox"/> Mobile	Nonprofit Organization	\$50
Equipment Rental (optional)	<div>___ 6' table @ \$10/ea ___ 11' Market Umbrella @ \$50/ea ___ Chair @ \$5/ea ___ 10'x10' Food Canopy Tent @ \$150/ea</div> <div>Total=</div>	
Total Fee Enclosed (Booth Fee: \$ _____ + Equipment Rental Total: \$ _____) =		

Vendor Agreement

I acknowledge that I have read and agree to the Vendor Terms and Conditions as outlined in the Vendor Information Packet. I also acknowledge that submitting this application does not entitle or guarantee to me a vendor booth space; that RMSI reserves the right to accept or deny this application for any reason and at any time; that RMSI will contact me regarding the status of this application's acceptance by the participation determination deadline outlined in the Vendor Terms and Conditions.

Signature of Company Representative _____ Date _____

Application Deadline: Monday, June 3, by 5pm

Ways to Submit this Application

1. Mail to or drop off this completed form and payment:
Richmond Main Street Initiative, c/o Healthy Village Festival
1600 Nevin Plaza, Richmond, CA 94801
2. Fax completed application to (510) 236-4052, Attn: Alicia Gallo
3. Email PDF of completed application to:
outreach@richmondmainstreet.org and send payment separately

VENDOR/OPERATOR INFORMATION		
Name of Event: Healthy Village Festival	Date (S): 6/29/2019	Event Set Up Time (S): 8am-10am
Event Location: Harbour Way & Macdonald Avenue, Richmond, CA 94801		On Site Contact Person:
Name of Booth, Organization or Company:	Mobil Food Truck License #	On Site Phone #:
Mailing address, City, Zip of Vendor/Operator:		E-mail address of Vendor/Operator:
TYPE: <input type="checkbox"/> For profit <input type="checkbox"/> Non-profit <input type="checkbox"/> Veteran Exempt <input type="checkbox"/> C.C. County Food Truck <input type="checkbox"/> Out of County Vendor/ Food Truck - provide home county health permit <input type="checkbox"/> CFO		

Type of all food/beverage to be sold or given away: (Include beverages, ice, condiments, or attach a menu).

Source(s) of all food/beverages purchased/ prepared: Name of Restaurant, Caterer, Cottage Food Operator, BevMo, Cosco, Safeway, etc.

Type of holding/cooking equipment to be used: (i.e. ice chest, barbeques, fryers, chafing dishes, steam table, etc.)

Checklist Completed by Food/Beverage Booth Vendor/Operator

Pre Packaged Food/Beverages Only

All food/beverages will be prepackaged and no food preparation will be conducted in the booth.

Overhead protection and approved floor cover will be on site because I am selling prepackaged food/beverages only. Yes ☐ No ☐

Non Pre Packaged Food/Beverages

- | | |
|--|--|
| 1. I understand I can not prepare food/beverages at home. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. I am preparing all food/beverages on-site | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. I am preparing all food/beverages in an approved commissary/production kitchen. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Name & address of commissary/production kitchen: _____ | |
| 5. I am preparing approved foods in my CC County registered/permitted Cottage Food Operation (attach permit copy). | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. I will provide an accurate probe thermometer to measure the hot and cold holding of potentially hazardous food during all times of booth operation. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

I am providing the following minimum hand washing facilities:

- | | |
|---|--|
| 7. Water supply dispenser (5-10 gallons) with hands free spigot. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. Booths with open food/beverage preparation will be required to have water temperature of 100°F for hand washing. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 9. One separate tub (bucket or basin) for collection of rinse/waste water. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 10. Pump style soap container. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 11. Paper towels & trash receptacle. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

I am providing the following items within my booth for the sanitary cleaning of food preparation utensils:

- | | |
|--|--|
| 12. Three (3) compartment container (basin 6-8 inches minimum); (1) Detergent & Water, (2) Clean rise water (3) Appropriate sanitizing solution, 4) Test strips for checking sanitizer. See page 4 | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|--|--|

I am protecting the non pre packaged food/beverage preparation areas from insects, dust, and the public by the following method:

- | | |
|---|--|
| 12. A booth with walls and ceiling constructed either of wood, canvas or other approved materials with fine mesh fly screening, completely enclosing open food areas. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 13. A booth with cleanable flooring (concrete, asphalt, tight wood or other similar cleanable material are acceptable). | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 14. Food/beverage supplies will be stored at least 6 inches off the ground. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

I have read the handout on Requirements for Temporary Food Facilities and will follow the guidelines provided in this handout.

Completed by (signature): _____

Date: _____

Please print name: _____

Event Coordinator: _____

Date: _____