11th annual Spirit & Soul Festival
INFORMATION PACKET for FOOD VENDORS

ABOUT SPIRIT & SOUL FESTIVAL
The Spirit & Soul Festival, hosted by Richmond Main Street Initiative, is Downtown Richmond’s premiere event. This annual street festival brings together residents, local businesses, and supporters of Main Street for to Celebrate Downtown and further its revitalization. Spirit & Soul Festival 2019 will transform Macdonald Avenue into an outdoor bazaar complete with food & artisan vendors, beverage pavilion, information & activity booths, youth zone & community stage, and phenomenal musical performances.

The vendors who participate in Spirit & Soul Festival help create an event that offers goods, services, information, and a sense of community togetherness for all attendees. Benefits to vendors include promoting their business, reaching current and new customers, and networking with community members, representative, and other businesses.

EVENT INFORMATION
Dates: Saturday, September 21, 2019
Event Time: 1pm-5pm
Vendor Set-up: 10am-12pm
Location: Macdonald Avenue, Harbour Way – 13th Street, Downtown Richmond

FEE SCHEDULE & APPLICATION DEADLINES

<table>
<thead>
<tr>
<th>Vendor Type*</th>
<th>Fee</th>
<th>Deadline to Apply</th>
<th>Vendors Notified of Participation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth or Mobile – Commercial/For Profit Enterprise</td>
<td>$225</td>
<td>Monday, August 19</td>
<td>Friday, August 23</td>
</tr>
<tr>
<td>Booth or Mobile – with Veteran Exempt Status (DD214)</td>
<td>$125</td>
<td>Friday, August 23</td>
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</tr>
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* More info about vendor types on Page 2

HOW THE APPLICATION PROCESS WORKS:
There are a limited amount of spaces 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 their participation status via email by Monday, August 19. 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](http://www.richmondmainstreet.org/vendors) and send all additional paperwork via email to outreach@richmondmainstreet.org
2. Mail or drop off completed form on Page 4, 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

*Application Deadline: Monday, August 19, by 5pm*

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

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### APPLICATION REQUIREMENTS

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

**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; high quality photo OK)
- 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.**
1. **Application**: Vendor must complete the Spirit & Soul Festival 2019 Food Vendor Application Form (Application), also available online at [www.richmondmainstreet.org/vendors](http://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, August 19**

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 Determination Made via Email: Friday, August 23**

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, fees paid may be retained by RMSI: More than 3 weeks prior to the Event = fees paid, less $125; Less than 21 business days prior to the Event = 100% fees paid.

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, in writing, at least 2 weeks in advance. Equipment rental fees are non-refundable if cancellation occurs less than 2 weeks 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. **Event Location/Venue**: Macdonald Avenue between Harbour Way and 13th Street, Downtown Richmond

8. **Parking**: Vendor is offered one (1) parking space in gated lot located on 13th Street between Macdonald Avenue and Nevin Avenue. This lot may be locked during Hours of Operation and opened at 5pm for clean-up.

9. **Set-Up**: Set-up begins at 10am. Vendor must check in with RMSI staff before setting up. Vendor space is not guaranteed to vendors who arrive after 11:30am. Food vendors must be fully set-up and ready for health inspection by 12pm. Vendor may use his/her vehicle within the Event space for unloading purposes only, to ensure the safety of RMSI staff/vendors/volunteers/guests, vendors arriving after 11:30am will not be allowed to drive vehicles in the Event space.

10. **Hours of Operation**: **Service/Shop Hours of Operation for all vendors: 1pm – 5pm.** Vendor is encouraged to be ready to serve/greet customers by 12:30pm. Booths must be fully staffed by 1pm and must remain fully staffed at all times. **No Vendor will be allowed to continue sales/service past 5pm.** All vendors must complete clean-up and vacate venue by 7pm.

11. **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.

12. **Vendor Responsibilities**: **Vendor must provide all supplies** including but not limited to: tables, chairs, tents, food service equipment, water, generators, 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.

13. **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](http://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.

14. **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.

15. **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.
Spirit & Soul Festival 2019
FOOD VENDOR APPLICATION FORM
Saturday, September 21, 2019 | 1pm-5pm

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#

☐ Yes, I am available and, if my application is approved, committed to participating in this event.

Vendor Type  *Select One*
☐ Booth or ☐ Mobile Commercial/For Profit Enterprise $225
☐ Booth or ☐ Mobile Veteran Exempt $125
☐ Booth or ☐ Mobile Nonprofit Organization $125

Equipment Rental (optional)
☐ 6’ table @ $10/ea ☐ 11’ Market Umbrella @ $50/ea
☐ Chair @ $5/ea ☐ 10’x10’ Food Service Tent @ $150/ea
Total=

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 ____________

Ways to Submit this Application
*Application Deadline: Monday, August 19, by 5pm*
1. Mail to or drop off this completed form and payment:
   Richmond Main Street Initiative, c/o Spirit & Soul 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
Spirits & Soul Festival
9/21/2019
10am-12:30pm

Event Location: Macdonald Avenue, from Harbour Way-13th Street, Richmond, CA 94801

Name of Event: 
Date: 
Event Set Up Time (s): 

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

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 cannot prepare food/beverages at home. Yes ☐ No ☐
2. I am preparing all food/beverages on-site Yes ☐ No ☐
3. I am preparing all food/beverages in an approved commissary/production kitchen. Yes ☐ No ☐
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 ☐ No ☐
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 ☐ No ☐

I am providing the following minimum hand washing facilities:

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

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 rinse water (3) Appropriate sanitizing solution, 4) Test strips for checking sanitizer. See page 4 Yes ☐ No ☐

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 ☐ No ☐
13. A booth with cleanable flooring (concrete, asphalt, light wood or other similar cleanable material are acceptable). Yes ☐ No ☐
14. Food/beverage supplies will be stored at least 6 inches off the ground. Yes ☐ No ☐

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: 

[Handout page 2]