



**VENDOR APPLICATION**

I am a:  New Vendor  Returning Vendor  Returning Vendor with updated information

Vendor Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Government Agency  Non-Profit Agency (501c3)  Commercial Business  Other \_\_\_\_\_

**1. Describe your booth (Check one):**

TYPE OF BOOTH	APPLICATION REQUIREMENTS
<input type="checkbox"/> Information Only – No Sales	<ul style="list-style-type: none"> <li>• Vendor Application Pages 1-3</li> <li>• \$1M Liability Insurance Certificate or Waiver (see Page 4)</li> </ul>
<input type="checkbox"/> Non-Food Sales	<ul style="list-style-type: none"> <li>• Vendor Application Pages 1-3</li> <li>• \$1M Liability Insurance Certificate or Waiver (see page 4)</li> <li>• City of Modesto Business License or Temp. Sales Permit</li> </ul>
<input type="checkbox"/> Food Sales or Food Samples	<ul style="list-style-type: none"> <li>• Vendor Application Pages 1-3</li> <li>• \$1M Liability Insurance Certificate or Waiver (see page 4)</li> <li>• City of Modesto Business License or Temporary Sales Permit</li> <li>• Fire Prevention Bureau Application for Special Event Food Sales (page 5 &amp; 6)</li> <li>• Stanislaus County Temporary Food Permit Application (page 7 &amp; 8)</li> </ul>

**2. Booth fees (Check one):**

Vendor Booth = 10' X 10' Must provide your own tables, chairs & awnings, etc. Tents over 200 sf require payment for 2 booth spaces and special permits, applications available at <a href="http://www.modestogov.com/public/forms/">www.modestogov.com/public/forms/</a>	Rec. by 3/1	Rec. after 3/1
<input type="checkbox"/> Commercial Business/Other (Information Only)	\$75	\$100
<input type="checkbox"/> Commercial Business/Other (Non-Food Sales)	\$100	\$125
<input type="checkbox"/> Commercial Business/Other (Food Sales)	\$160	\$200
<input type="checkbox"/> Government/Non-Profit Agency-501c3 (Information Only)	FREE	\$25
<input type="checkbox"/> Government/Non-Profit Agency-501c3 (Non-Food Sales)	\$20	\$45
<input type="checkbox"/> Government/Non-Profit Agency-501c3 (Food Sales)	\$120	\$150

**Business License/Sales Permit (Check one):**

- No business license is required for our booth.
- A copy of our City of Modesto business license is attached.
- Please provide us with a temporary sales permit - \$10.00 fee.

See page 3 for special requests

**FOR OFFICIAL USE ONLY**

- |              |             |          |
|--------------|-------------|----------|
| ___ Paid     | ___ Fire    | ___ Ins  |
| ___ Food     | ___ Map     | ___ Vet  |
| ___ RPC      | ___ Confirm | ___ B.L. |
| ___ Database |             |          |

**Graceada Park • April 21, 2018 • 10am - 4pm**



## VENDOR APPLICATION

Applicants will be considered for participation based upon responses to the following questions. Environmental organizations, governmental agencies and green businesses will be given preference. **Applications deadline is March 1, 2018. Selected vendors will be notified on or before April 2, 2018** (Attach additional pages if necessary.)

## VENDOR CRITERIA QUESTIONS

1) What is the overall theme of your booth? Please check box

- Recycle/Waste Reduction
- Water
- Endangered Species
- Alternative Energy
- Social Awareness

- Climate Change
- Air Pollution
- Farming
- Healthy Living
- Other: \_\_\_\_\_

2) Describe your display, presentation or product:

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**Graceada Park ● April 21, 2018 ● 10am - 4pm**



**Final Checklist**

Please make a copy for your records

Check	Fee	Form	3 Ways to Submit
	\$	Vendor Application- Booth Fee	Mail: Earth Day in the Park Festival City of Modesto PO Box 642 Modesto, CA 95353  E-mail: <a href="mailto:swm@modestogov.com">swm@modestogov.com</a>  Fax: (209) 521-4801
	NC	Liability Insurance Endorsement or Completed Waiver	
	\$	Fire Prevention Bureau Application for Special Event Food Sales- Propane Use Fee	
	NC	Stanislaus County Temporary Food Permit Application	
Total	\$	Make Check Payable To: <b>City of Modesto- Earth Day</b>	

**APPLICATION DUE BY: MARCH 1, 2018**

**Please describe any special needs for your booth.**

(Note: We will do our best to meet your special needs but cannot guarantee they will be met and booth spaces are reserved on a 1<sup>st</sup> come 1<sup>st</sup> served basis)

- A vehicle will be part of our display please reserve street parking for a \_\_\_\_\_ (size) vehicle
- Animals will be part of our display, please reserve shade
- Water hook-up needed
- Double booth space (May require additional fees)
- Please put us in (or as close to) the same spot as last year
- Other: \_\_\_\_\_

**Vendors must complete all required pages, incomplete applications will not be considered.**

The Earth Day in the Park Committee reserves the right to reject or conditionally accept applications.

**Confirmation packets will be sent the week of April 10, 2018**

For questions call the Solid Waste Management Office at 209/577-5495

**Graceada Park ● April 21, 2018 ● 10am - 4pm**



## LIABILITY INSURANCE REQUIREMENTS

Each participating vendor must provide the City of Modesto with an appropriate insurance certificate **OR** a signed liability waiver (see below).

### Certificate of Insurance

Vendors must provide general liability insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage. **Vendors must list the following information on the Certificate of Insurance in the area titled "Description of Operations" and Endorsements:**

**The City of Modesto, its Officers, Agents, Employees & Volunteers are named as additional insured per the attached endorsement. Project: Earth Day in the Park Festival, 2018.**

Vendors shall provide the CITY with separate endorsements evidencing proof of the CITY's additional insured status as to both the general liability and automobile liability insurance policies.

If applicable, Automobile Liability insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage. This insurance shall cover any automobile for bodily injury and property damage.

If applicable, Proof of Workers Compensation Insurance for vendors who will have employees working during the event.

All endorsements referenced above must include the applicable policy number.

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### Liability Insurance Waiver

I agree to hold the City, its agents, officers, employees, and volunteers, harmless from and save, defend and indemnify them against any and all claims, losses, liabilities and damages from every cause, including but not limited to injury to person or property or wrongful death, with the indemnity to include reasonable attorney fees, and all costs and expenses, arising directly or indirectly out of any act or omission, whether or not the act or omission arises from the sole negligence or other liability of its agents, officers, employees, or volunteers relating to this event.

Vendor Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Endorsements or Waivers must be received by April 2, 2018  
No exceptions.**

**Graceada Park ● April 21, 2018 ● 10am - 4pm**





## Modesto Fire Prevention

1010 Tenth Street, Suite 3200 Modesto, California 95354

Tel: (209) 571-5553 FAX: (209) 491-5969

**Complete this form and submit with your vendor application.**

All applications for food sales must be submitted TWO weeks before the start of the event.

A \$20.00 fee applies for all propane users and must be provided at the time of submittal.

Deadline to submit an application for Earth Day is March 1, 2018.

(WHEN REQUIRED, a representative of the food booth will attend a **mandatory** vendor meeting. Persons not attending **will not** participate in the event.)

Name of Event: Earth Day in the Park Festival Date of Event: April 21, 2018

Location of Event: Graceada Park, Modesto Phone: \_\_\_\_\_

Event Coordinator: City of Modesto Phone: 577-5495

Vendor, Club, Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor Contact (print): \_\_\_\_\_ Phone (Day/Cell): \_\_\_\_\_

Vendor Address: \_\_\_\_\_ Email: \_\_\_\_\_

Please list all cooking appliances to be used: how many of each, size and type (BBQ, Wok, Fryer etc... propane/charcoal.) NO deep-frying inside of the tent. (Special guidelines must be met when frying outside.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please state size of tent to be used \_\_\_\_\_. Tents over 200 SF require special permits, applications available at [www.modestogov.com/public/forms/](http://www.modestogov.com/public/forms/).

ALL vendors must be ready for inspection by: 8:00 AM

**\*\*A minimum of ONE (2-A-10-BC or 2-A-40-40 BC-K class for deep fat fryers) Fire Extinguisher will be required for all cooking operations. \*\***

I hereby make application for a permit to conduct a temporary food facility (booth) in accordance with the laws, ordinances and regulations that are now or may hereafter be enforced, by the State of California, or under jurisdiction of the Modesto Regional Fire Authority, Fire Prevention Division, pertaining to the above business.

**I have read and understand the "Special Event Food Sales Requirements and Application" application.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Graceada Park ● April 21, 2018 ● 10am - 4pm**



## REQUIREMENTS FOR SPECIAL EVENT FOOD SALES

The following requirements shall be met for operations of a temporary food booth at authorized special events.

### Open Flames and Appliances Emitting Grease Laden Vapors

- A. Cooking and heating equipment shall not be located within **10 feet** of exits or combustible materials.
- B. Tents where cooking is performed shall be separated from temporary membrane structures, other tents and canopies by a minimum of **20 feet**.
- C. Outdoor cooking that produces sparks (solid fuel) or grease-laden vapors shall not be performed within **20 feet** from a temporary membrane structure, tent or canopy.
- D. Cooking appliances without an automatic fire protection system shall be operated in a separate area from the sales tent.
- E. Canopies may be used over LPG barbecues. Where canopies are allowed they shall be made from flame retardant material, with a **State Fire Marshal** label, and must be a minimum of **10 feet from sales tent**.
- F. All tents being used as a food booth must be **flame retardant** and must be labeled.
- G. Ash disposal shall be the responsibility of the organization and shall be either contained within the cooking unit, or placed in a metal container with a tight fitting lid to be transported away from the site for disposal.

### Fire Extinguisher

- A. A 2-A-10-B:C- rated fire extinguisher is required for each temporary booth.
- B. A 2-A-40-B:C- K-class rated wet chemical fire extinguisher is required where **deep-fat fryers** are used
- C. The extinguisher must be serviced annually or after it has been used. A current tag must be attached to the extinguisher or indicate on the label a date of manufacture within the last 12 months. (Title 19 CCR)

### LPG Tanks

- A. All tanks must be stored outside the temporary booth, and must be adequately secured in an upright position to prevent damage.
- B. There is a limit of one, five-gallon tank per cooking appliance with a two appliance maximum per booth. Additional tanks may be stored away from the cooking/public area at a secured location.
- C. No electrical or other ignition source shall be in the same area as the tanks, or with LPG lines and connections.
- D. Equipment such as tanks, valves, tubing and other related components shall be listed.

### Burners

- A. Combustible material must be kept a minimum of three (3) feet from all heat sources.

### Generators

- A. Generators and other internal combustion power sources shall be separated from booths, tents and canopies by a minimum of twenty (20) feet and be isolated from contact with the public by fencing, enclosure, or other approved means.
- B. Refueling shall be performed in an approved location not less than twenty (20) feet from booths, tents, and canopies.

### Fueled Equipment

- A. Flammable-liquid-fueled equipment shall not be used in booths, tents, or canopies.
- B. Flammable and combustible liquids shall be stored outside in an approved manner not less than fifty (50) feet from booths, tents, and canopies.

**Graceada Park ● April 21, 2018 ● 10am - 4pm**



**APPLICATION FOR TEMPORARY FOOD PERMIT**  
**Deadline to Submit an Application for Earth Day 2018 is March 1, 2018**

**TEMPORARY FOOD FACILITY  
 APPLICATION FOR PERMIT**

Illegible or incomplete applications may result in delay or denial of permit.

Mark one box on the right for the type of event for which you are applying.	<input checked="" type="checkbox"/> Community Event
	<input type="checkbox"/> Certified Farmer's Market
	<input type="checkbox"/> Swap Meet (Prepackaged non-PHF only)
Have you attended an event in this county within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event has only one food vendor?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<i>D.E.R. Use Only</i>	
<input type="checkbox"/> PHF	<input type="checkbox"/> Pre-Packaged

**COMMUNITY EVENT INFORMATION**

Name of Event:	Earth Day in the Park Festival		
Starting Date:	April 21, 2018	End Date:	April 21, 2018
		Setup Date:	April 21, 2018
Address:	Graceada Park		
City:	Modesto	State:	CA    Zip: 95354
Organization:	City of Modesto	Phone:	(209) 577-5494
Event Contact Person:	Vicki Rice	Phone:	(209) 577-5495

**TEMPORARY FOOD FACILITY INFORMATION**

Business Name:			
Operator Name:			
Name of the Booth / Vehicle / Cart:			
Primary Phone:	(    ) -	Secondary Phone:	(    ) -
Email Address:			
Address:			
City:	State:	Zip:	
Mailing Address:			
City:	State:	Zip:	
OFF-site prep:	County:		
Address:			
City:	State:	Zip:	
Will you attend with a	<input type="checkbox"/> Canopy	<input type="checkbox"/> Booth	<input type="checkbox"/> Cart <input type="checkbox"/> Vehicle License <input type="checkbox"/> Permit

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- Food vehicles must obtain their permit from DER prior to the event. If this vehicle has been permitted in another county within the past 2 months, operator may submit the inspection report in lieu of the inspection.
- For Veteran’s Affair exemption, please attach a copy of form DD-214 to this application for permit.
- Operator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Event Contact Person’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*All applications for temporary food permits are to be submitted to the event organizer for approval.*
- Does any food contain meat, dairy or cut fruits or vegetables?       Yes       No
- Will all food and drinks served be prepackaged?       YES       NO
- Will all food be prepared at the temporary food facility site?       YES       NO
- What is the amount of time used to transfer the food to the event: \_\_\_\_\_ minutes/hours

List all food items, including drinks, ice, and prepackaged foods such as chips or candy.

Food Item(s)	Cooking Method (ex. fried, grilled, baked)	Holding HOT or COLD?	Name of EQUIPMENT used for hot or cold holding	Where is food purchased /obtained

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**Sketch Sheet** – In the following space provide a drawing of the food booth. Identify and describe all equipment, including hand-washing facilities, dishwashing/utensil-washing facilities, cooking, hot-holding and cold-holding equipment, prep tables, food storage, and garbage containers.

How many people will be working in the booth? \_\_\_\_\_

I, \_\_\_\_\_, have read the TFF guidelines and understand what is expected of me in order to operate my temporary food facility at this event. If I fail to provide the required items during the operation time, it may result in suspension/revocation of my permit, or further legal action.

Operator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DEPARTMENT OF ENVIRONMENTAL RESOURCES  
3800 Cornucopia Way, Suite C Modesto, CA 95358-9492  
Phone: 209.525.6700 Fax: 209.525.6774

**Graceada Park ● April 21, 2018 ● 10am - 4pm**