

MAY 27th & 28th, 2017



Corazon de San Pancho

FOOD VENDOR APPLICATION

It is with great pleasure that we welcome you to the **39th Annual Carnaval San Francisco Festival** to be held on **Saturday, May 27th - 28th, Parade Sunday, May 28th, 2017** along Harrison Street, between 16th & 24th streets in the heart of the Mission.

Carnaval San Francisco is a celebration of music, dance, art, food, showcasing Latin and Caribbean culture. With annual attendance of well over 400,000, this two-day outdoor cultural festival and Grand Parade is the largest multicultural celebration on the West Coast. The festival takes place on Saturday and Sunday from 10 am to 6 pm. The parade starts on Sunday at 10:00 am. It is a classic event providing many levels of participation for residents, community service groups, sponsors, and **the Food Vendors**.

If you have any questions or comments, give us a call at Carnaval San Francisco, **Arturo Carrillo (415) 715-7330** and for Spanish **Pepe Jose Rodriguez (415) 971-6180** or email vendor@carnavalsanfrancisco.org. General information www.carnavalsanfrancisco.org

Carnaval San Francisco – May 27th & 28th

First Name: _____

Last Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Website: _____

Category: _____

See other side for Food Vendor Application Instructions →

- Food Truck Space
_____ 10'x30' \$1,250.00 _____ 10'x40' \$2,000.00
- After March 15th (Food Truck)
_____ 10'x10' \$1,750.00 _____ 10'x20' \$2,500.00
- Cart Space (2-Carts total per fee)
_____ 10'x10' \$500.00 _____ 10'x20' \$1,000.00
- After March 15th (Cart Space)
_____ 10'x10' \$1,000.00 _____ 10'x20' \$1,500.00

Total Enclosed: _____

APPLICATION DUE DATE MARCH 15, 2017

Check Choice Below-SPACE INCLUDES 10FT GRILL SPACE:

(Space only-doesnot include canopy,tables , chairs)

- Full Menu Food Vendor Space
_____ 10'x10' \$1,000.00 _____ 10'x20' \$2,000.00
- After March 15th (Full Menu)
_____ 10'x10' \$1,500.00 _____ 10'x20' \$2,500.00
- Specialty/Unique (1 Item) Food Vendor Space
_____ 10'x10' \$750.00 _____ 10'x20' \$1,450.00
- After March 15th (Specialty/Unique-1 Item)
_____ 10'x10' \$1,250.00 _____ 10'x20' \$1,950.00

*Include Separate Cashier's Check for Cleaning Deposit \$300.00

Rental Equipment; (Optional Cost) does not include space

- Booth Structure (Canopy Only)
(10'x10') \$275.00 _____ (10'x20') \$550.00 _____
- Table Rental / 2 Chairs Combo
8ft Table /Chairs \$30.00 _____

Rental(s) Total Amount _____

Space Fees & Rentals if Needed (Fees, total should be paid in full)

PAYMENT OPTIONS: (Cashier's Checks or Money Orders)

Make cashier's checks payable to:

CARNAVAL SAN FRANCISCO-BRAVA

CARNAVAL SAN FRANCISCO
1333 Florida Street San Francisco, CA 94110
For further information please contact:
Arturo Carrillo (415)715-7330
For Spanish Pepe Jose Rodriguez (415) 971-6180
Email vendor@carnavalsanfrancisco.org

Mail cashier's checks and completed application:

**Carnaval San Francisco
May 27th & 28th, 2017
FOOD VENDOR APPLICATION INSTRUCTIONS**



Please make a copy of these instructions for your records.

TWO-DAY FESTIVAL - May 27 & 28, 2017 – 10:00AM TO 6:00PM HARRISON BETWEEN 16TH AND 24TH STREETS

Beverages: Food vendors may NOT sell beverages including water, juice, and alcoholic beverages.

Cleaning Deposit: A separate cleaning deposit of \$300 cashier's check is required with your application. The deposit will be returned by mail if you leave your booth and cooking area clean. All trash must be disposed of in the nearest dumpster. There will be an inspection at the end of the festival each day. In addition you must follow these rules:

- Have traps free of grease from cooking
- Provide two (2) garbage cans in front of the booth and two in the cooking areas
- Monitor trash and empty the cans, as necessary
- Do not empty grease or water into the drains. Use grey water containers available at each corner
- Use recyclable products as required by the City and County of San Francisco
- Protect the street with an approved covering that measures two feet (2') greater than the cooking area

Health Department: Please prepare for the Health Department inspection by 9:00 am. To prevent violations during the inspections comply with the following warnings:

- Proper amount of ice to store food prior to cooking
 - Proper heat maintenance of cooked food
 - Proper sanitary upkeep of cooking area
 - Proper hand washing facility, including towels, soap and utensil wash station, per SFDPH regulations
 - Do not place generators, grills, fryers, boxes, storage chests, etc. on the sidewalk
 - Protect festival attendees from hot items
- For more information see below:
San Francisco Health Department www.sfdph.org
San Francisco Fire Department www.sf-fire.org

Multiple Booths: We are looking for an appetizing and diverse selection of food, therefore, we may not be able to let you purchase multiple locations with the same menus. Normally, the maximum is two (2) food booths. For more than two food booths, please contact **Arturo Carrillo (415)-715-7330** or via email at vendor@carnavalsanfrancisco.org

If you are applying for multiple booths (maximum of two), please indicate: Booths together (side-by-side); desired location (no guarantee)

Separate locations; desired location (no guarantee).

If you want the same location as last year, indicate the specific location (no guarantee).

Security: Carnaval San Francisco provides minimal 24 hour roving security from 6:00 am Saturday to 12:00 midnight Sunday. Carnaval San Francisco does not accept any responsibility for any loss of property or damage to vendor's materials, supplies, equipment, or other losses.

Cancellation of Event: If weather, acts of God, or other circumstances beyond the control of Carnaval San Francisco causes the event to be canceled, participation fees will NOT be returned. Carnaval San Francisco cannot be held liable by Vendors for the failure of the event to take place.

2017 Food Vendor Application Guidelines (continued)

Carnaval San Francisco reserves the right to select vendors and to assign locations, based on the suitability of this Festival and category limits.

Vendor Selection: From the qualified applications submitted, selection is based on:

- Receipt date of completed application
- Full payment
- Menus

Completed Food Vendor Application must include:

- Proof of Insurance
- Signed Application with all appropriate fees

Please visit the following sites for further regulations:

- Health Department Application www.sfdph.org
- Fire Department Application www.sf-fire.org

Festival personnel will periodically monitor food vendors to assess vendor compliance. Violators will be subject to removal from the Festival and forfeiture of all fees.

Required Booth Rentals: Carnaval San Francisco will provide booths at a cost of \$200 each. They will be properly constructed and fully screened. Food vendors must provide a way section off their space (e.g., fencing).

IMPORTANT INFORMATION

Insurance: Please provide additional insured status to **Carnaval San Francisco-BRAVA**. If you do not have insurance, there are insurance carriers that will provide event-day insurance coverage. Search online or ask your general liability insurance carrier. We must receive proof of your insurance with Carnaval San Francisco-Brava as a named insured by 60 days prior to the event or March 27, 2016. Insurance must have a minimum of \$100,000.00 per event.

Rentals: WE ONLY PROVIDE SPACE. Please clarify rental needs if any on front of application.

Booth Space Set-Up: YOU ARE PROVIDED WITH YOUR RENTAL SPACE (10X10 OR 10X20, WHICH INCLUDES A 10X10 GRILLING AREA). IF FURTHER SPACE IS NEEDED PLEASE CONTACT US. All food vendors will be allowed in the Festival site at 5:00 am on Saturday morning before the non-food vendors arrive. Vendors will unload supplies and move vehicles. All vehicles must be out of the Festival site by 8:00 am to prepare for ice delivery and inspections at 9:00 am.

Booth Space Breakdown: All food vendors must prepare to end all sales at 5:30 pm Saturday and Sunday at the close of the Festival. Vendors will use their vendor pass to enter the Festival site at 7:00 pm on Sunday evening from the designated point of entry in order to remove all belongings and clean their assigned space.

Water: Carnaval San Francisco does not provide water. Each vendor must provide appropriate amounts of water. Ice orders must be placed two weeks before the event. Contact Juan Gonzalez at 925-303-9379

Electricity: Carnaval San Francisco does not provide any source of power/electricity.

Refund Policy: If a withdrawal is made 60 days or more prior to the first day of the event, you can receive a 50% refund of fees or apply as credit to the following year. A \$30 processing fee applies. If the withdrawal is made less than 60 days from

the first day of the event, no refunds are available as all funds are committed to the production, promotion, marketing and advertising of the Festival. All refund requests must be made in writing stating the reason for withdrawal and must be received by our office via fax, email or mail. The event will go on rain or sunshine. No refund will be given due to bad weather, natural disaster, or acts beyond our control.

FOOD VENDOR RELEASE & HOLD HARMLESS AGREEMENT

This agreement is entered into by and between Carnaval San Francisco (Producer) and the Fiscal sponsor of the event, BRAVA (Agent) and the Food Vendor filling out, signing, and returning the application and all people working on behalf of the Food Vendor.

Producer is in the business of providing space at the Carnaval San Francisco event for the display and sale of arts and crafts, government, small business/retail and non-profit causes and the sale of food.

Producer does not participate in the construction, assembly, or placement of the individual Food Vendor's stall.

The Food Vendor, and all people working on behalf of the Food Vendor, hereby indemnifies and holds the Producer, agents, employees; servants and the Client, its agents, employees, and servants harmless from any and all claims, including costs and attorney's fees resulting there from, arising out of said Food Vendor's participation in this event. For the purpose of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures and product to their designated location, the set up and display of any such structure and the dismantling and removal of all such items from the area provided by or through the Producer or its agents, employees and servants or the Client or its agents, employees and servants. Also- the sale and consumption of any food during the event.

The Food Vendor hereby expressly assumes any risk of harm to the Food Vendor and anyone working on behalf of Food Vendor and arising out of their participation and the participation of other artists at Carnaval San Francisco, including any risk resulting from the particular location of the space designated to them by the Fiscal Producer (Carnaval San Francisco).

This agreement shall be effective immediately upon execution and shall continue in effect throughout the event period.

I have read the vendor guidelines and by signing I agree to the above :

Vendor Signature_____