FOOD VENDOR APPLICATION

It is with great pleasure that we welcome you to the 42nd Annual Carnaval San Francisco Festival to be held on Saturday, May 23rd - 24th, Parade Sunday, May 24th, 2020 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 Food Vendors.

If you have any questions or comments, give us a call at Carnaval San Francisco, Rodrigo Durán (415) 691-1147 and for Spanish Pepe Jose Rodriguez (415) 971-8180 or email vendor@carnavalsanfrancisco.org. General information www.carnavalsanfrancisco.org

Striving for Zero Waste:
The City and County of San Francisco and Carnaval San Francisco believe achieving zero waste is possible. In San Francisco, over half of what still goes in the landfill bins can be recycled in the blue bin or composted in the green bin. Carnaval San Francisco and the City and County of San Francisco continue to promote best practices, including reducing, reusing, recycling and composting. Starting in 2020, Carnaval will require that:
1. No styrofoam, #6 PS cups, aluminum foil, plastic bags, or non-compostable containers are used in the festival;
2. Exclusively certified compostable utensils and food service ware be used--avoid products labeled "biodegradable," for those do not compost; and
3. Food be served on paper plates, or in compostable containers, not in plastic or styrofoam clamshells, according to the San Francisco’s Zero Waste Policy.

Carnaval San Francisco – May 23rd & 24th

First Name: __________________________________________

Last Name: __________________________________________

Business Name: ______________________________________

Address: ____________________________________________

City: __________________ State: _____ Zip: ______

Phone: _____________________________________________

Email: ______________________________________________

Cleaning Deposit Refund - Under what name should check deposit be made out to? _______________________

Website: ____________________________________________

Facebook / Instagram: ________________________________

Category: _________________________________________

APPLICATION DUE DATE MARCH 15, 2020

Check Choice Below-SPACE INCLUDES 10FT GRILL SPACE:
(Space only-does not include canopy,tables , chairs)

☐ 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

☐ Specialty/Unique (1 Item) Food Vendor Space
   _____10’x10’ $850.00 _____10’x20’ $1,500.00
   After March 15th (Specialty/Unique-1 Item)
   _____10’x10’ $1,300.00 _____10’x20’ $2,000.00

☐ Full Menu Food Vendor Space
   _____10’x10’ $1,200.00 _____10’x20’ $2,400.00
After March 15th (Full Menu)

- 10'x10' $1,500.00
- 10'x20' $2,500.00

Food Truck Space

- 10'x20' $1,300.00
- 10'x30' $2,100.00

After March 15th (Food Truck)

- 10'x20' $1,800.00
- 10'x30' $2,500.00

Total Enclosed: __________________

*Include Separate Cashier’s Check for Cleaning Deposit of $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)

See below for Further Instructions ↑

PAYMENT OPTIONS:

1. Cashier’s Checks or Money Orders-ONLY
   Make cashier’s checks payable to:
   CARNIVAL SAN FRANCISCO-CANA
2. Online payment thru credit card or PayPal

Mail cashier’s checks and completed application:

CARNIVAL SAN FRANCISCO-CANA
1333 Florida Street San Francisco, CA 94110
For further information please contact:
Rodrigo Durán (415) 691-1147
For Spanish Pepe Jose Rodriguez (415) 971-6180
Email vendor@carnavalsanfrancisco.org

Carnaval San Francisco
May 23rd & 24th, 2020
FOOD VENDOR APPLICATION INSTRUCTIONS

Please make a copy of these instructions for your records.

TWO-DAY FESTIVAL - May 23 & 24, 2020 – 10:00AM TO 6:00PM HARRISON BETWEEN 16TH AND 24TH STREETS
Beverages: Food vendors may NOT sell beverages including water, soda, juice, and alcoholic beverages.

Cleaning Deposit: An additional $300 will be added to your booth fee as a cleaning deposit. The full $300 deposit will be returned by mail if you: 1) leave your booth clean, 2) use compostable utensils, straws, and plates, and 3) leave your cooking area clean.

There will be an inspection at the beginning and the end of the festival each day. Full cleaning deposit will be returned if the above Zero Waste requirements are met. Cleaning deposit will be returned by mail within 30 and 45 days after the festival.

Requirements:

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

Effective June 1, 2007, food vendors and restaurants in San Francisco must use compostable or recyclable to-go containers. Polystyrene foam (Styrofoam™) disposable food service ware can no longer be used for food prepared in San Francisco.

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I have read and agree to the “Requirements of San Francisco’s Food Service Ware Ordinance & Zero Waste Policy (Failure to comply will result in deduction of cleaning deposit fee) _____ (initial)

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 Rodrigo Durán (415) 691-1147 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.
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](http://www.sfdph.org)
- Fire Department Application [www.sf-fire.org](http://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 $275 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-CANA. 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-CANA as a named insured by 60 days prior to the event or March 25, 2020. 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 6:00 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 CANA (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____________________________________________________________________