



San Leandro Cherry Festival 2019

Join us on **Saturday, June 1, 2019**, from 11:00 to 6:00pm in Downtown San Leandro for our highly anticipated, annual Cherry Festival!

The Cherry Festival is a long-standing community tradition celebrating our past, present and future. The first festival was held on June 5, 1909, when cherry production was so great that San Leandro was dubbed as "The Cherry City." Many things have changed over the years, but one thing that remains the same is the strong sense of identity and pride the Cherry Festival brings to the San Leandro community.

Upwards of 40,000 people attend the Cherry Festival to partake in cherry-themed food, a beer garden, live entertainment, a Farmers Market with an abundance of cherries, handmade artisan goods, a special Kids Zone with rides and games, community resources and City resources.

We hope you can join us! With your participation, the Cherry Festival will be a spectacular event!

Sincerely,

Cherry Festival Team

City of San Leandro, Recreation and Human Services Department
835 East 14th Street, San Leandro, CA 94577
Phone: (510) 577-3462 | Fax: (510) 577-3471 | cherryfestival@sanleandro.org

FOOD VENDOR APPLICATION 2019

San Leandro Cherry Festival

Saturday, June 1, 2019 – 11:00am to 6:00pm

Downtown San Leandro – West Estudillo Ave



Food vendors include those selling pre-packaged items, drinks, or those preparing food for consumption onsite.

All applicants are required to have a **cherry item** or **cherry-themed item** on their menu. Approved menus will be strictly enforced. The City of San Leandro attempts to limit the number of similar items.

Applications for Food Vendors will be evaluated on the following criteria:

1. Quality and variety of food products
2. Cherry food item
3. Healthy food offerings (low fat, low sugar, etc.)
4. Duplication of products and services
5. Returning food vendor in good standing with the City of San Leandro
6. San Leandro based
7. Date that the completed entry is received

Vendor acceptance decisions are at the sole discretion of the City. The Festival reserves the right to admit duplicate businesses or extend exclusivity based on Festival size and needs.

Application Deadline: Friday, February 22, 2019

Application Procedure:

You may apply via mail or in person at Recreation and Human Services Dept.,
Attn: Cherry Festival, 835 East 14th Street, San Leandro, CA 94577.

Complete and submit an application by the deadline, Friday, February 22, 2019. Be sure to enclose all required supporting documents as outlined in the application.

Enclose all fees as specified in the application. Checks, money orders, or cashier's checks should be made payable to **City of San Leandro**.

A week after the application deadline, applicants will be notified of acceptance to the festival via email.

By late-May, all accepted applicants will receive more detailed information regarding access times, booth set up, parking passes, security, and more via email.

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Downtown San Leandro - West Estudillo Ave



Name of Business/Organization/Group: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Business Phone: (____) _____ Cell Phone: (____) _____

Fax Number: (____) _____ E-Mail Address: _____

Have you participated in a past Cherry Festival? _____ No _____ Yes

Are you a non-profit organization? _____ No _____ Yes - If yes, Tax ID # _____

Amount Enclosed:	# Requested	Standard Fee	TOTAL FEE DUE
Space Only (10 x10) (Vendors provide their own booth)		\$405.00	
Space and Booth Rental (provided by City)		\$600.00	
Required Cleaning Deposit (separate check)		\$250.00	
Space for BBQ, open flame, etc. (If you select this option, you are required to fill out the Fire Code Regulated Activity/Use Form, located on last page)		\$110.00	
Electricity (20 amps)		\$30.00	
Table and Chair Package (8 ft. banquet table and 2 chairs)		\$35.00	

TOTAL AMOUNT ENCLOSED: _____

Payment Method:

Check # _____ (made payable to City of San Leandro)

VISA MasterCard

Card #: _____ Exp. Date: ____/____/____

Signature: _____ Date Signed: ____/____/____

Please complete ALL PAGES of this application

FOOD VENDOR MENU & PRICING

Food/Beverage Item Sold – include a Cherry or Cherry-themed item	Cost
<i>Example: Chicken Caesar Salad with Dried Cherries</i>	\$4.50

FOOD VENDOR REQUIRED ALAMEDA COUNTY HEALTH PERMIT

All accepted food vendors are required to have a health permit issued by Alameda County. The application can be accessed at http://www.acgov.org/aceh/food/TFF_Application_Booth.pdf or by calling (510) 567-6724.

- Health permit applications should be submitted directly to Alameda County Environmental Health Department with the Event Sponsor Name: **City of San Leandro** and Event Name: **Cherry Festival**
- Vendor shall be responsible for complying with the Alameda County’s health regulations and will be subject to a health inspection. If Vendor’s booth fails to pass inspection, Vendor is solely responsible for a re-inspection fee and/or costs associated with closing and removing Vendor’s booth from the Event. Re-inspection fee will be collected at the event before booth may re-open.

Copies of the pre-inspection/self-inspection Form can be found at <http://www.acgov.org/aceh/food/Self-inspection-Temporary-Event-Booth.pdf> or by calling (510) 567-6724.

FOOD VENDOR EQUIPMENT AND ELECTRICAL REQUIREMENTS

All booths are required to have a tent. All tents must meet California State Fire Marshall Codes and be identified with official CA State Flame Retardant seal. Tents will be inspected by the Fire Marshall. Food tents must be fully screened per the Alameda County Health Department. Vendor must provide their own tent, equipment, tables, and chairs unless renting through the City of San Leandro.

Electricity at the festival is limited to certain areas of the festival. **No personal generators are allowed.** Vendors are required to supply their own extension cords (25+ feet) to reach the access points at the rear of the booth, as well as safety mats to cover cords to avoid trip and falls.

I **WILL** need electrical service – (Electrical service requires an additional \$20 fee.)

I **WILL NOT** need electrical service

Quantity	Appliance	Listed Watts	Listed Amps	120 VAC	220 VAC

(Most electrical equipment lists the usage on the equipment, often near the plug.)

Please complete ALL PAGES of this application

FOOD VENDOR REQUIRED ALAMEDA COUNTY FIRE CODE ACTIVITY FORM

Food vendors are required to meet the California State Fire Marshall code as it relates to your tent, rig, fire extinguisher, etc. Failure to comply may result in closure of your booth. Vendors are advised to refer to the **Fire Code Requirements for Carnivals and Fairs and Tents and Other Membrane Structures Requirements**. (see following link):

<http://www.sanleandro.org/civicax/filebank/blobdload.aspx?BlobID=24355>

Will you be using any of the following?

Propane?	<input type="checkbox"/> Yes <input type="checkbox"/> No	For what devices? _____
BBQ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Size _____
Open Flame Burners ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Size _____
Deep Fat Fryer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Size _____

IF YES TO ANY OF THE ABOVE, you must complete the **Fire Code Regulated Activity/Use Application and Permit** and pay **\$100 fee for Space for BBQ, open flame, etc.**

Food vendors who will be utilizing any form of flame for cooking or any other purpose must complete the Fire Code Regulated Activity/Use Application and Permit (see following link):

<http://www.sanleandro.org/civicax/filebank/blobdload.aspx?BlobID=24356>

FOOD VENDOR REQUIRED INSURANCE: DUE BY March 15, 2019

Vendor shall obtain and keep in force, including set up and tear down of the event, a Commercial General Liability Insurance policy with limits equal to or greater than \$1,000,000 per occurrence. Vendor shall provide BOTH a CERTIFICATE OF INSURANCE reflecting the City of San Leandro as the Certificate Holder, and an ADDITIONAL INSURED ENDORSEMENT to the City of San Leandro evidencing coverage. Failure to provide the required documents to the City of San Leandro on above due date may result in cancellation of acceptance to the event and forfeiture of booth fees.

The Additional Insured Endorsement must contain the following recital: **City of San Leandro, its Officers, Employees, Boards, Commissions and Agents are included as additional insured.**

FOOD VENDOR REQUIRED CLEANING DEPOSIT: SEPARATE CHECK FOR \$250

A cleaning deposit for \$250 must be in the form of a separate check payable to City of San Leandro and will be returned following the event if the following criteria are met:

- a) Inside and outside booth area is clean with all garbage and debris removed.
- b) Grease and other residues are washed from the ground inside and outside of booth.
- c) All garbage must be bagged during the festival and disposed of in dumpster at end of event.
- d) Booth is 10'x10', no larger.

Vendors are **NOT** allowed to use Styrofoam® products for serving food and beverages. Food service ware must be compostable or recyclable.

The City of San Leandro will not refund deposits to any vendor using Styrofoam® food service ware.



Please complete ALL PAGES of this application

GENERAL FESTIVAL VENDOR RULES AND REGULATIONS (Please initial each box)

	The San Leandro Cherry Festival is a rain or shine event! There will be no refunds due to inclement weather.
	Fees are NON-REFUNDABLE after your application has been accepted.
	The City of San Leandro does not guarantee vendor sales.
	Vendors, their staff, employees, and agents must comply with all vendor policies, fire codes, laws, ordinances, and regulations pertinent to health, fire prevention and public safety. Failure to comply may result in expulsion from the event without a refund.
	A limited number of vendors in any category will be accepted to the Festival. Decisions are at the sole discretion of the City and based on, but not limited to: The best interest of the festival, history, level of investment, payment, and date of paperwork received. The Festival reserves the right to admit duplicate businesses based on the Festival needs and size. Exclusivity may be extended at the Festival's discretion.
	Vendors are required to operate the entire time that the Cherry Festival is open from 11:00 a.m.-6:00 p.m.
	All booths MUST have a tent. Vendors are required to supply their own tent, tables, and chairs or rent them through the City of San Leandro Recreation and Human Services Department.
	Booth locations are not guaranteed and are made at the discretion of Festival management.
	Exhibitor shall be liable for delivery; handling, set up and removal of his/her own displays and equipment.
	All displays, merchandise, equipment and staff must be contained within the assigned booth space (items cannot be hung on the outside of the tent.) Please note this will be strictly enforced.
	No amplified music, walkway solicitation or "barking" is allowed. Staff/Personnel must remain INSIDE your assigned booth.
	Walking the grounds to sell merchandise or hand out fliers is strictly prohibited.
	Vendor must obtain written permission from the City prior to using the City of San Leandro's logo or any logo from the City of San Leandro website in connection with their business.
	Vendor meets the insurance requirements and will submit for review and approval.

ADDITIONAL FOOD VENDOR RULES AND REGULATIONS (Please initial each box)

	Any food vendor using a BBQ, any open flame cooking device (open flame burners), deep fat fryers or grease-laden cooking (woks) must conduct this type of cooking activity a minimum of 10 feet away from any and all covered areas and booths. Additional space is required for the use of any of these and will incur an additional \$100 fee.
	No personal generators are allowed. If electricity is required, vendor must pay the additional fees per the application and complete list all equipment and appliances to be utilized on the application.
	A cleaning deposit for \$250 must be in the form of a separate check payable to City of San Leandro and will be returned following the event if the area is clean according to specifications.
	Vendors are NOT allowed to use Styrofoam® products for serving food and beverages. Food service ware <u>must be compostable or recyclable</u> . The City of San Leandro will not refund deposits to any vendor using Styrofoam® food service ware.

I, _____ have read both the application and information sheet and agree to comply with all the rules and regulations of the Cherry Festival. I acknowledge that the City of San Leandro takes photographs or other recordings of its activities and events for publicity and authorize the use of my image by the City. I declare that I am authorized to provide the information given herein, and that, to the best of my knowledge and belief, it is true and accurate. I have read and understand the above agreement. I further understand that it is binding upon myself and my organization, party/parties which I represent.

Signature: _____

Date: _____

Please complete ALL PAGES of this application

For Office Use Only

Date Received: _____ Initials: _____ Amount: \$_____ Check # _____ Visa Mastercard
 Insurance? Yes No Cleaning Deposit? Yes No Completed application & payment? Yes No



HOLD HARMLESS AGREEMENT

Between APPLICANT and the CITY of SAN LEANDRO
for the CHERRY FESTIVAL 2019

To the fullest extent allowed by law, Applicant hereby agrees to, and shall hold the City of San Leandro, its elective and appointed boards, commissions, officers, agents, employees and volunteers harmless from any loss, liability, expense, claim, costs, suits and damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted. Applicant agrees to, and shall defend the City of San Leandro and its elective and appointed boards, commissions, officers, agents, and employees, and volunteers from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of the aforesaid activities, regardless of whether or not City has assisted in or approved such activities.

I declare that I am authorized to make this agreement and, to the best of my knowledge and belief, all the information given herein is true, accurate, and complete. I have read and understand the above HOLD HARMLESS AGREEMENT and that this agreement shall be binding upon myself and the organization or group I represent.

Signed: _____
Applicant Signature Date Applicant Printed Name

Applicant Organization/Group:

Address: _____

Telephone#: (_____) _____

COMPLETE THIS FORM IF YOU ARE A FOOD VENDOR USING AN OPEN FLAME OR BBQ

FF-30/02.030 (10)



PERMIT # _____

**Alameda County Fire Department
Bureau of Fire Prevention**

**FIRE CODE REGULATED ACTIVITY/USE
APPLICATION and PERMIT**

[] Dublin [] Newark [] San Leandro [] Unincorporated Alameda County [] Union City

Application Date: _____

Type of Permit Requested: _____ Activity Date(s): _____

Activity Location: _____ City: _____

ORGANIZATION/INDIVIDUAL MAKING APPLICATION

Name: _____ Phone #: _____

Address/City/State/Zip: _____

Contact Person: _____ Phone #: _____ FAX #: _____

CONTRACTOR INFORMATION (if applicable) ATTACH COPY OF WORKER'S COMP AND BUSINESS LICENSE

Company Name: _____ License Type/Number: _____

Address/City/State/Zip: _____

Contact Person: _____ Phone #: _____ FAX #: _____

DESCRIPTION OF ACTIVITY TO BE PERFORMED: Attach copies of required listings, certificates, licenses, property owner approval (if different from applicant), etc. to fully explain activity, project, or authorization.

All permits issued by the Fire Department shall be presumed to contain the proviso that the applicant, his agents and employees, shall carry out the proposed activity in compliance with all the requirements of the fire code and any other laws or regulations applicable thereto, whether specified or not, and in complete accordance with the approved plans, specifications, and conditions of approval.

This permit shall not be construed as authority to cancel, violate or set aside any provisions of the fire code, State and any other laws or regulations applicable thereto; nor, shall this permit take the place of any license or other regulatory permits required by law. Permits are not transferable and any change in the use, occupancy, operation, activity, or ownership shall require a new permit. Permits may be suspended or revoked for cause at any time.

I have read the above and acknowledge and agree to abide by the requirements and conditions of this permit. I also affirm all information that is provided as a part of this permit application is true and correct.

Signature of Applicant

Date

- Fire Department Office Use Only -

APPROVALS:

Rejected Date/By: _____ Cont. Notified: _____ Rejected Date/By: _____ Cont. Notified: _____

TYPE PERMIT: _____ [] APPROVAL CONDITIONS ATTACHED

APPROVED BY: _____ DATE: _____ EXPIRATION: _____

PERMIT NOT VALID WITHOUT APPROVAL SIGNATURE

FEES DUE: _____ Date Paid: _____ Comments: _____

Plans Received: _____ Date Due: _____ Plans Received: _____ Date Due: _____