



2018

2018 Booth Application - Welcome

Policies, Procedures & Requirements

DATE & TIME:

Saturday, August 11th from 12 p.m. – 7 p.m. & Sunday, August 12th from 10:00 a.m. to 6:00 p.m.

ATTENDANCE:

Projected attendance is 10,000+ over two days

APPLICATION DEADLINE:

Applications will not be accepted after 5:00 p.m. PDT, Monday, July 16, 2018! Submit application to vendors@gilroyrodeo.com or Mail to, Gilroy Rodeo, ATT: Vendor, P.O. BOX 1148, Gilroy, Ca. 95021

FOOD VENDOR FEES:

\$350 per 10x10 serving/booth space for the two-day event (\$200 non-profit). Additional space is provided at no additional cost for cooking/BBQing. If your set-up/serving booth does not fit into the above space, you must supply details of your set-up requirements. Additional fees may apply depending on the additional space you will need. Completed application must include a picture or handwritten sheet of booth set-up. This is very important so we make sure we give you enough space for your cooking area.

Electrical is not available. Quiet Generators are acceptable

A \$50 Security Deposit is required in a separate check and voided after the Rodeo if ALL Rodeo and DEH rules and regulations were met. If Rules & Regulations were not met by the Food Chair or DEH representatives, the deposit check will be cashed by the Gilroy Rodeo.

SALES PERMIT:

The vendor is responsible for obtaining a current and valid sales permit prior to the event. Only public education institutions are exempt. This is not negotiable. A valid sales permit can be obtained from the State Board of Equalization office in San Jose at (408) 277-1231. Please make sure your permit is valid or your application will not be processed. You can check the status of your resale permit at <https://efile.boe.ca.gov/boewebservices/verification.jsp>.

HEALTH PERMIT:

Copy the informational pages and train all workers on these regulations. Inspectors will be on site both Rodeo days to insure compliance. All Health Department regulations will be enforced even after the inspectors have left the grounds. No menu changes will be allowed without written approval. Food may not be sold or sampled outside of the booth. The Gilroy Rodeo does not take responsibility for any vendor who is shut down for non-compliance. Absolutely no refunds will be granted if a food vendor is shut down by the Health Department or Rodeo management for non-compliance.

APPLICATION PROCEDURE:

Completed application must include 2 picture and handwritten sheet of booth set-up. This is very important so we make sure we give you enough space for your cooking area. Vendors will be notified of their acceptance and approved menus in a timely manner. Those accepted will receive space assignment and set-up information the first week of August. All placement decisions are final. NO NEGOTIATIONS!

LIABILITY AND SECURITY:

The Rodeo will provide minimal security for the two-day event; however, participants are responsible for their own merchandise and equipment, its protection and insurance.

FIRE DEPARTMENT:

If vendor is cooking with electricity or flame, vendor must have ¾ inch plywood flooring and a FIRE EXTINGUISHER (Dry Chemical, 2AIOBC with a current tag). FIRE DEPARTMENT WILL BE ON SITE FOR INSPECTIONS OF ALL BOOTHS. Have all workers trained in use of the extinguisher.

GENERAL RULES:

A) To insure variety and eliminate repetition, the Rodeo will limit the kinds of food, drinks and other items that will be accepted for sale at the Rodeo. Prices are subject to Rodeo approval and must be inclusive of sales tax. Prices must be posted and visible to customers. Prices may be lowered during the Rodeo, however they can't be increased.

- B)** Food booth applicants must submit a proposed menu and packaging list at the time the application is submitted. Menu changes without written authorization could result in booth closure. All food products must be sold in compostable packaging. **Foil is not approved packaging.**
- C)** Pre-printed booth and menu signs required – **No handwritten signs.**
- D)** Due to the amount of applications each year, the Rodeo must limit (1) one booth per vendor, unless specifically approved by the Gilroy Rodeo.
- E)** You must provide your own propane or other heat source. **The Gilroy Rodeo and the Fire Marshall must approve all heat sources.**
- F)** Water for food preparation is not available.
- G)** The Liability Insurance fee of \$100.00 will be waived if you provide a \$1,000,000.00 Certificate of Insurance naming the Gilroy Rodeo Association as an additional insured. If approved, you must submit the valid Certificate to the Gilroy Rodeo by July 16, 2018.
- H)** The Gilroy Rodeo reserves the right to locate vendor booths according to the needs of the Rodeo.
- I)** Overnight security will be provided. Each vendor is responsible for securing their own booth. The Rodeo is not responsible for any loss or theft incurred by any vendor.
- J)** Access to your space will be available on Saturday, August 11th at 7 a.m. for set up. No Exceptions. Area must be clear of all vehicles by 9:30 a.m. If you set up in the wrong booth space you will be asked to move. If you are not available to move your booth, Rodeo management has the right to move your booth and is not responsible for any damage.
- K)** Cancellations prior to July 20th will be refunded, minus a \$50 processing fee. Absolutely no refunds for cancellations after July 20th. If you are NOT accepted as a vendor, all fees will be returned by August 10th.
- L)** Tables and chairs are not available to borrow or rent from the Rodeo. Please make arrangements to provide your own. They should be covered with a washable surface.
- M)** Vendors are responsible for removing their own trash from their area each evening and may not use Rodeo trash receptacles used by public for its disposal. Each food booth must provide its own large garbage cans behind booth. Your \$50 security deposit will be voided after the Rodeo if you follow all general rules and your space is left clean.
- N)** The Gilroy Rodeo has the right to prohibit and/or evict (without refund or assumption of liability for lost sales or expenses) any presentation or person who is in any manner deemed offensive or unprofessional.
- O)** All vendors agree to participate for the entire event and understand that tear down on Sunday before 6pm is not allowed for any reason.
- P)** Gilroy can be windy after 4 p.m., so please be prepared. The vendor will be held liable in the event that their display causes damage to the display or work of another vendor or event site property or if anyone is injured due to your negligence.
- R)** All exhibitors require credentials for Rodeo entry during the operating hours of the Rodeo.

DEH FEES DESCRIPTION

PERMIT TYPES FOOD VENDOR CATEGORIES	FEE 1-12 DAYS PER EVENT	FEE 13+ DAYS PER EVENT
Risk Category 1 (RC1) Low Risk	\$99.	\$99
Risk Category 2 (RC2) Moderate Risk	\$145.	\$202.
Risk Category 3 (RC3) High Risk	\$186.	\$241.
Sampling Only - No food/beverage sales Limited to small sample sizes	\$88.	\$88.
Mobile Food Facilities - carts/vehicles permitted by Santa Clara Co.	No temp event fee required operating under annual permit	-
Mobile Food Facilities - carts/vehicles NOT under permit by Santa Clara Co.	Fee will depend on menu - RC 1, 2 or 3	Fee will depend on menu - RC 1,2,3
ATEP - for business owners of fixed food facilities that they own in Santa Clara Co.	\$ 504 Annual Fee	

Veteran *must submit Affidavit for a Veteran's \$0 \$0

Exemption form and all required documentation (see form)

Temporary Food Facility RC 1 includes (\$99):

- Prepackaged, non-potentially hazardous foods (non-PHF), or
- Prepares only non-PHF. Examples include prepackaged foods/beverages, kettle corn, candies.
- Reheating commercially manufactured ready to eat foods with no further processing. Examples include canned chili beans, hot dogs, nacho cheese

Temporary Food Facility RC 2 includes (\$145):

- Food that is for same day service to customers (hamburgers, raw sausages, crepes etc.).
- Food that is prepared/cooked onsite and served with hot or cold holding of potentially hazardous food (PHF) after preparation.
- Absolutely no cooling of potentially hazardous foods are allowed, either in advance or on site. All prepared food is to be discarded at end of day (includes hot foods, and any cold foods that have exceeded 41F).
- The business owner of a brick and mortar food facility with a valid permit, prepares in advance of the event (potato salad, pot pies, and tamales) at their approved facility; the facility must have a valid permit and inspected by the local enforcement agency

Temporary Food Facility RC3 includes (\$186):

- Food that is prepared in advance of the event (potato salad, pot pies, and tamales) at an approved facility
- Extensive menus with the handling and preparation of raw ingredients or complex preparation which includes cooking, cooling and/or reheating.
- Food that is prepared in advance of the event (potato salad, pot pies, and tamales) at an approved facility permitted and inspected by the local enforcement agency (you are not the owner of that fixed facility but renting kitchen space, or with the owner's permission)
- Food that is prepared for multi-day use.
- All prepared food is to be discarded at end of day (includes hot foods, and any cold foods that have exceeded 41F).

FOOD VENDOR PROPOSED MENU & CALCUATION OF FEES

(MUST return with application. Remember to keep a copy)

BUSINESS NAME: _____

List all food items in order of preference to be sold or provide a separate menu. (Please list items in order of preference. All items must be listed). We will notify you of your approved menu by July 21st Only items approved by the Rodeo can be sold. To avoid duplication, not all menu items listed below may be approved. No waters, sodas, bottled/canned beverages allowed to be sold. Vendors agree to serve only those items that have been approved.

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

THE FOLLOWING MUST BE SUBMITTED AT TIME OF APPLICATION:

Failure to submit required information will delay this process.

- 1 picture/drawing of your booth display (layout will determine best location for your space)
- Signed Acceptance of Waiver
- Health Department Application filled out and returned
- Certificate of Insurance
- Calculation of Fees.

(Please use separate check for security deposit which will be voided after the event, if you follow guidelines and leave your area clean)

\$_____ For Profit Serving Space \$350 (per 10x10 space)

\$_____ Self-contained Trailers/Trucks \$600 (up to 20' including tongue)

\$_____ Non-Profit Serving Space \$200 (per 10x10 space)

\$_____ Health Department Fees

(see previous page for fee description)(\$99 Risk 1; \$145 Risk 2; \$186 Risk 3 or \$88 sampling only) (Separate Check addressed to "County of Santa Clara DEH)

\$ 50 Additional Security Deposit (Separate Check)

\$_____ Liability Insurance fee of \$100.00 (waived if you provide a \$1,000,000.00 Certificate of Insurance naming the Gilroy Rodeo as an additional insured)

\$_____ TOTAL COST



A Non-Profit Organization

FOOD BOOTH VENDOR APPLICATION - Application Deadline – July 16, 2018

All fees must be submitted with application. Read the terms & conditions carefully and before returning your application. Applications won't be accepted unless full payment, Menu & Fee Calculation form and health permit application is returned with food booth application.

Company/Organization Name: _____

Contact Name: _____

Address/City/ST/Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

California Sellers Permit # _____

Contact State Board of Equalization in San Jose for information, application and permit. Your # is required for approval. Public education institutions are exempt.

VERY IMPORTANT: Please fill out the following questions carefully. If you do not disclose something you require, we might not be able to accommodate your request at a later date.

FOOD BOOTH

All food vendors must supply their own 10x10 canopy. Any vendor cooking with an open flame must have a flame-retardant canopy. If your set-up does not fit into a 10x10 serving/booth space you must supply details of your size and needs to be considered as a participant. Additional fees will be applied to oversized spaces.

SPACE REQUIREMENTS (please provide a picture or drawing of your set-up and/or layout)

What kind of booth do you have Canopy/Trailer/Truck/Cart) _____

How large is your serving space (10x10, 10x20, truck/trailer length including tongue/cart, etc.) _____ Special Requests _____

COOKING (we will determine how much cooking space you need based on your answer below)

What type of Cooking are you doing on-site (e.g.: BBQ, Deep Frying, Griddle, none, Etc.) _____