



# Town of Apple Valley 2018 Special Event Food Vendor Applications

Hello Food Vendor!

2017 was a great year for events! We really appreciate all the feedback and hard work you provided throughout the year, and we are working hard to make 2018 one of the best years yet. Reminder: ALL Apple Valley parks are now SMOKE-FREE. For the health and safety of patrons, NO smoking is allowed anywhere on the park property.

We have enclosed the applications for the **SUNSET CONCERT SERIES** and **FREEDOM FESTIVAL**.

We will accept them on the following dates:

- **Apple Valley residents:/businesses:** April 16-17
- **Returning vendors:** April 18-19
- **Open to all vendors:** April 23

Special Events is in the main  
Town Hall building in Recreation

This year we continue the practice of giving preference first to Apple Valley vendors. We will also continue to limit the number of booths selling any each type of item at one event. To reduce processing time:

- We will not be collecting any payments until you are completely accepted into an event. Acceptance letters will be mailed.
- All requests will be noted, but no guarantees will be promised.
- Each vendor will receive an initialed copy of their application as confirmation of receipt upon request.
- See applications regarding when fees are due.

You will be contacted by a Special Events staff member early May confirming the events you are accepted in to and the food items allowed to be sold via mail.

## Applications & Policies for *Food Vendors*

### **Sunset Concert Series: Thursdays: June 21, 28, July 12, 19, & 26**

6-9 pm at Civic Center Park. Limited number of food booths. Event will feature live music and a beer garden, with approximately 1,200+ attendees per night. **Due to Health Department regulations, we will only accept Food Vendors who have an annual Health Department permit. All food vendors must commit to each concert.**

### **Freedom Festival: Wednesday, July 4**

2-9 pm at Brewster Park. Family-fun activities, a beer garden and great music attract over 12,000 people! **Power is NOT available. Vendors must be self contained. There will be a mandatory vendors meeting on June 19, 6-7 pm in the Town Hall Council Chambers. Attendance is required for event participation.**

The Town of Apple Valley has set the standard for community events in the High Desert and we look forward to continuing this tradition in 2018. For information or questions contact:

**Town of Apple Valley Special Events**

14955 Dale Evans Parkway, Apple Valley, CA 92307

[jgilmer@applevalley.org](mailto:jgilmer@applevalley.org) • [www.AppleValleyEvents.org](http://www.AppleValleyEvents.org) • (760) 240-7000 X 7071 or X 7073



Town of Apple Valley

## Town of Apple Valley Event Food Vendor Policies 2018

By submitting a vendor application for a Town of Apple Valley special event, you agree to abide by all **Town, Fire District and County Health Department** requirements provided on this form, event applications and other information provided by the Town or other agencies. **You may be denied participation** on the day of an event by representatives of the Town, Fire District and/or Health Department for failure to comply with any of the stated conditions.

**Vendors who fail to comply with any of the conditions herein are subject to removal from the area without a refund of vendor fees and may not be invited to participate in future events.**

### Vendor Acceptance Policies & Payment Schedule

- We limit the number of vendors selling the same item. However, we reserve the right to accept applicants with similar or the same food products for the same event if we feel the size of the crowd warrants it.
- You will receive a confirmation via mail or email including event details no later than one week prior to the event.
- Exclusivity and space location cannot be guaranteed. See “Town Requirements” on next page for more details.
- All payments must be received 30 days prior to the event to secure space reservation. If payment is not paid within two weeks of the event, you will be charged a \$10 late fee.
- Refunds are not issued for no shows or cancellations within 30 days of an event, unless the event is cancelled by the Town. No refunds are given for claims of duplicated items, location, lost profits, etc.

### Apple Valley Fire District Requirements

1. **Fire Extinguishers:** All vendors must have one easily accessible 2A10BC minimum rating fire extinguisher with a current service tag by a licensed California company.
2. **All canopies** must be composed of flame-resistant material or treated with a flame retardant in an approved manner. All canopies must have a permanently affixed California Marshal label attesting to such.
3. All cooking vendors must have “**No Smoking**” signs posted in an obvious place.
4. **Cooking tents** shall be separated from other tents and canopies by a minimum of 20 feet.
5. **LP-Gas containers** shall be located outside tents and canopies, separated by a minimum of 5 feet.
6. **Generators** and other internal combustion power sources shall be separated from tents and canopies by a minimum of 20 feet and isolated from contact with the public.

**If you do not adhere to these requirements you may not set up and no refund will be given. For more details please contact the AV Fire Protection District at (760) 247-7618.**



## Town Requirements & Permits

Following is general information applicable to all events. Additional requirements and information is included on the various applications for each individual event.

### FEES & PERMITS

1. **LATE FEES:** All vendor spaces must be paid in full 30 days prior to each event to guarantee your space. **A \$10 late fee will be added to your payment within two weeks of the event.**
2. **REFUNDS:** Fees are **non-refundable** with less than 30 days cancellation prior to an event.
3. **BUSINESS LICENSE:** Vendors who operate a business in the Town of Apple Valley, or participate as a vendor in three or more Town events, must get a Town business license. **Each Sunset Concert date is considered a separate event.**
4. **HEALTH PERMITS: Food vendors** must contact the San Bernardino Dept. of Environmental Health **prior** to the event. It is your responsibility to learn and adhere to all Health Department regulations and standards. Food vendors shall submit copies of Health Department permits one month prior to the event.
5. **NON-PROFIT RATE:** Organizations requesting the non-profit vendor rate must attach proof of non-profit status, including your tax ID number, to each event application. Vendors participating under a non-profit rate assert that all money raised through their participation is going to the non-profit organization listed. Not all events have a non-profit rate.

### MERCHANDISE & BOOTH LOCATION

1. **EXCLUSIVITY:** No vendor is guaranteed exclusivity for an item although efforts are made not to duplicate certain items. All categories of items sold and pricing must be listed on your application, and the Event Coordinator must be notified of any changes to the list.
2. **SPACE ASSIGNMENT:** We will try to meet requests for a specific space, however it cannot be guaranteed. Spaces are assigned to maximize traffic flow, avoid placing similar items together and meet vendor needs for access, electricity, fire and health department requirements and other factors.
3. **SET UP/CLEAN UP:** Vendor booths must be completely set-up and all vehicles removed from the event area at least 30 minutes before the event begins, or by the time stated on the event application. Vendors are required to remain set-up until the posted ending time of each event.
4. **ACCEPTABLE ITEMS:** All booths and merchandise must be maintained in good condition, in good taste, and appropriate for family viewing. The Event Coordinator reserves the right to order the removal of any items deemed inappropriate, disruptive, hazardous or not listed on your application. For example, "Silly String", "poppers" and "cap guns" are not allowed at any event.
5. **MULTIPLE SPACES:** Each vendor may operate only one of any one type of booth. For example, one vendor cannot rent two separate booths selling the same item at an event. If a vendor needs more than one space they must be adjacent to each other.



Town of Apple Valley

# Sunset Concert Series 2018 Food Vendor

For Town Use Only: 2510-6790-5535

Last Name: \_\_\_\_\_

Space #: \_\_\_\_\_ Gen: \_\_\_\_\_

Vendor Information—Please PRINT CLEARLY using black or blue ink

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

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## General event rules

- In order to participate you MUST have an annual Health Department permit and commit to all scheduled concerts. See reverse side.
- There are no water hook ups.
- Electrical access is limited. Specify below if needed.
- Payment is due 30 days before the event. At 2 weeks before the first concert a \$10 late fee will apply and your space may not be guaranteed.
- Cancellations: No refunds less than 30 days before the event.
- Event set-up and space assignments are subject to change at any time.
- A menu with prices must be clearly posted at your booth.
- We reserve the right to accept applicants with similar or the same food products for the same event if we feel the size of the crowd warrants it.
- NO set up prior to 4 pm; set up must be complete by 5:30 pm.
- DO NOT pack up prior to 9 pm.
- No smoking allowed anywhere on park property.



Civic Center Park  
14955 Dale Evans  
Pkwy.

**6-9 pm**

**15' x 15' space \$75**

**Menu Items:** Provide a menu and price list for all items. You must notify the Event Coordinator of any additions or subtractions to this list prior to the event. The Town reserves the right to deny last minute changes, or request removal of items being sold that were not disclosed on the application. You may attach a menu if you prefer.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List number of requested spaces on back.**

**Please check box below that applies:**

- I will provide my own generator
- Access to low-wattage power needed

**List the items you will need to plug in:**

\_\_\_\_\_

\_\_\_\_\_



**Make checks payable to:**  
Town of Apple Valley  
**Mailing address:**  
14955 Dale Evans Parkway  
Apple Valley, CA 92307

**Questions?**  
Special Events:  
(760) 240-7000 X 7071  
[igilmer@applevalley.org](mailto:igilmer@applevalley.org)  
Fax: (760) 240-7887

**For Town Use Only: 2510-6790-5535**  
**Last Name:** \_\_\_\_\_  
**Space #:** \_\_\_\_\_ **Gen:** \_\_\_\_\_

**Help us spread the word! We will email a flyer as soon as they're ready. You can let us know then if you'd like some printed copies as well.**

**HEALTH PERMITS:** ALL food vendors must have a San Bernardino County Health Department Permit and be in good standing. You must provide a copy of your current permit one month prior to the event. For more information on health permits please call (800) 442-2283. The Health Department has the right to close your booth at any time. If this occurs you will NOT be eligible for a refund.

**BUSINESS LICENSE:** If you are a vendor at three or more Town events you are required to have a valid Town of Apple Valley Business License. For information on business licenses please call: (760) 240-7000 X 7707.

A PHOTOCOPY OF YOUR CURRENT BUSINESS LICENSE MUST BE ATTACHED. **BL#** \_\_\_\_\_

I have read and understood the Event Vendor Requirements, Vendor Acceptance Policies, Fire and Health Department Requirements and this application and agree to abide by the rules and requirements as set forth, therein and any others that may be implemented. I understand that failure to abide may result in a non-refundable loss of fees, not being allowed to set up the day of the event, or removal from the event, and may prevent my participation in future events held by the Town of Apple Valley.

Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_

**\* We strongly encourage the use of recyclable/recycled products.**

Late fee applies 2 weeks prior to the event.  
**TOWN USE ONLY:**

Event	# of Spaces 15' x 15'	Late Fee +\$10	Total Due \$75 per space	Total Paid	Date Paid	CK # CASH CC/ATM	Initial	Receipt #
June 21								
June 28								
July 12								
July 19								
July 26								

**Town of Apple Valley notes only:**

Added to Database    
  Added to Business License    
  Added to Health Dept. Log    
  Added to Spread Sheet