

35th Annual Valley Almaden Art & Wine Festival

Food Vendor Application & Information 2011



NOTE: Due to the outstanding number of vendor applications we receive each year, we strongly recommend anyone interested in participating in the 2011 Almaden Art & Wine Festival get their applications in as soon as possible. The application deadline is June 30th, 2011. There will be a \$50 LATE FEE applied to any food vendors sending in their applications after the June 30th deadline.

Almaden Valley Art & Wine Festival Information

The Almaden Art & Wine Festival has become the South Bay's premier event! Every September over 25,000 people take part in this fun community Festival, which includes a wide variety of events, activities, food and entertainment unique to the South Bay community. The event is sponsored by the Almaden Valley Women's Club (AVWC) and all proceeds are donated to various local charities, schools, and scholarships. AVWC is pleased to have the opportunity to invite you to submit your application for the 35th Annual Almaden Art & Wine Festival!

Food Vendor Information

The Almaden Art & Wine Festival has two artist areas, two food court locations, a main stage and a children's play area. The Main Food Court has both beer & wine gardens and is located close to the entertainment stages, the other court is located in the midst of our artist booths and is also surrounded by various wine booths. Space is also available throughout the Festival grounds for a few small mobile food carts. We will work with you to select a booth location that best accommodates your logistical needs.

Festival Location

The Almaden Art & Wine Festival is located in Lake Almaden Park on the corner of Almaden Expressway and Coleman Road, San Jose, CA 95120.

Description of Vendors

Food Vendors set up within a 10' x 10' space; food vendors who are cooking will be allowed an additional 10' x 10' space to be used for a cooking area (for a total space of 10' x 20'). *Two booths set*

up front and back is highly recommended for vendors who are cooking on site. Booths must be purchased and set up by the Almaden Art & Wine Festival contractors.

Mobile Concessions Trailers are self-contained mobile units which require an area no larger than 10' x 10'.

Health Department

IMPORTANT: You must complete and return a detailed description of your internal booth food prep and external booth cooking layout along with your food vendor application. All food vendors need to have a current food service permit issued to you from the County of Santa Clara. ***Please include your permit fees with your application. We will obtain a permit for you from the Dept. of Environmental Health.*** If you have any questions about the regulations, or if you need to obtain a permit, call Christy Kaufman, (408) 918-3400. The Health Dept. will conduct inspections on Festival Day, Sunday, September 18, 2011.

Fire Department

There is to be no cooking under any tent or canopy, and all cooking and heating equipment must be at least ten feet away from any combustible materials. All food vendors need to supply their own dry-chemical-type portable fire extinguisher, having a rating no less than 40-B. Portable LP-gas containers, piping, hoses, valves and fittings shall be protected to prevent tampering or damage. Compressed gas tanks must be secured in an upright manner, away from tents and canopies and are not to be secured to tent poles or trees. Because of limited space, refueling trucks will not be permitted on Festival grounds. The San Jose Fire Department will also be making inspections before the start of the event on Sunday, September 18, 2011.

Insurance

IMPORTANT: All for profit food vendors must submit a certificate of insurance naming Almaden Valley Women's Club and the City of San Jose as additional insured. All non-profits must sign a waiver of liability. ***Please include your certificate of insurance or waiver with your application!*** In order for your application to be considered, it MUST be accompanied by a copy of your insurance or waiver!

Event Services

We will provide trash dumpsters, cardboard recycling containers and "gray water" barrels for your waste water. Ice may be purchased at the event, but in order to purchase ice you must fill out the Event Services portion of the application and include your credit card number and expiration date. This information must be completed before the event if you are planning on purchasing ice from us. The ice you purchase will be put on your event account and your credit card will be charged on Monday, September 19th before the end of the day.

ELECTRICITY

Power is available for an additional fee and will be provided **only** to those exhibitors who paid for electricity in advance. **NOTE:** In the past, we have experienced problems with vendors who have used more power than they initially requested. This trips the breakers and causes many problems and delays that we would like to avoid! To help ensure a smoother and safer event for everyone, in the space provided on your application, please give a detailed description of everything you are planning to plug in. Please also note that every vendor is responsible for covering all cables and wires in his or her booth by using wire mats or covers and any cables or wires running into your booth **MUST** be covered at all times! Extension cords, splitters, etc. will **NOT** be provided. Please plan on bringing a minimum of 100' of extension cords to the event and make sure that you have come prepared with power strips, or any additional equipment you may require.

Compostable Supplies

San Jose is known for its "Green" approaches to preserving the planet; and the Almaden Valley Women's Club is doing our part to comply. The Almaden Valley Women's Club is working hard again this year to make the Almaden Art & Wine Festival a "Zero Waste Event." We will be in touch with each vendor individually prior to the event regarding policies implemented to assist "the pursuit of Zero Waste as a long-term goal in order to eliminate waste and pollution in the manufacture, use, storage, and recycling of materials," as listed in the City of Jose's Zero Waste Resolution. Our goal is to greatly minimize the amount of non-recyclable, non-compostable supplies used by all our vendors at the Almaden Art & Wine Festival. We thank all our vendors that participated in our efforts last year making the Almaden Valley Art & Wine Festival one of the few events that met the City of San Jose's Zero Waste requirements!

Menus

On your application, list all the food items that you are planning to serve. Please note the following:

- All menu items are subject to review and acceptance.
- Food vendors are not permitted to serve any alcohol or water of any kind without permission from the Festival Food Chair.
- Menus are accepted on a "first come, first serve" basis.

Vendor Fees

	Applications and fees received by June 30, 2011	Late submittals after June 30, 2011
Non-Refundable Processing Fee	\$25	\$25
Booth Fee <i>For Profit Food Vendor</i>	\$325	\$375
Booth Fee <i>Non-Profit Food Vendor</i>	\$225	\$275
Concessions Trailer – Space Only	\$200	\$250
Cleaning Deposit Fee Refundable	\$50	\$50
Health Department Permit <i>For Profit Booth</i>	\$184	\$230
Health Department Permit <i>Non-Profit Booth or Sampling Only</i>	\$67	\$117
For Profit Cart	\$63	\$113
Non-Profit Cart	\$56	\$106
40 pound bag of ice	\$10	
Electricity 110 volts up to 2000 watts	\$30	

Your application and fees (space fee, health dept. fee and electricity fee) are due by **June 30, 2011**. The refundable cleaning deposit must be paid on a *separate* check and is also due by June 30. All fees, except the cleaning deposit, will be deposited upon receipt of application. The cleaning deposit will be returned or credited back to you after the event, provided that your booth space is left clean, all trash around your booth has been removed, grease spots are gone, etc.

Cancellations

Any cancellations must be made in writing and must be received by the Food Booth Chair by no later than Thursday, June 30, 2011. ***No refunds will be made after July 31, 2011.***

Mail applications to: Almaden Art & Wine Festival

Attn: Food Booth Chair

P.O. Box 20084

San Jose, CA 95160

QUESTIONS?

Call: (408) 712.0003 • E-mail: denisethanh@hotmail.com

Fax: (408) 268-1551

Application below

Application 2011 Almaden Valley Art & Wine Festival Food Vendor

Applicant Name (Main Contact)			
Company Name or Non-profit Organization			
Address:	City:	State:	Zip Code:
Contact Information: Mark (P) for preferred mode of contact	Work Phone:		
	Mobile Phone:	Text Okay? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	FAX Number:		
	Email:		
State of CA Sales Tax License # (if applicable)			
Visa/MasterCard:	EXP Date:	Amount:	

Please Select Location Preference:

- Food Vendor in Main Food Row
- Food Vendor in Artist Area
- Concessions Trailer in Artist Area

Dimensions: _____

Dimensions: _____

Dimensions: _____

Requested Menu Item(s):	Price:

** Disclaimer: We do our best to accommodate requests, but first choice area is not guaranteed.*

Will you be receiving any deliveries during the Festival? If so, what time of day and how often?

Agreement

Almaden Valley Art & Wine Festival Food Vendor

As a participant of the 2011 Almaden Art & Wine Festival, I fully understand and agree to the following:

I recognize and acknowledge that I assume full risk of any injury, property damage or loss which I may sustain as a result of my participation in any and all activities connected with or associated with my participation in the Festival. Furthermore, I understand that I should carry my own insurance and that I store my products and equipment overnight at my own risk.

I agree to waive and relinquish all claims I may have against The Almaden Valley Women's Club, the City of San Jose, and all associated sponsors and staff of the Festival and agents thereof from any and all claims other parties may have resulting from injuries, damage, or loss caused by, arising out of, connected with, or in any way associated with the activities of the Festival.

I agree to provide a specified list of all menu items I plan to sell, and I acknowledge that I may not be permitted to sell each of the items I submit. I understand that I must comply with all Santa Clara County Department of Environmental Health regulations pertaining to food sales at special events. I understand that failure to comply with these regulations may result in being asked to leave the Festival, forfeiting all fees.

I agree that I am responsible for the transportation, insurance and sale of my products. I also understand that I am responsible for collecting and reporting sales tax on all transactions made during the Festival.

I agree to pay all the necessary fees set forth in this application. I understand that my credit card will be run and/or checks will be deposited upon application arrival, although I may not be selected to be in the 2011 Almaden Art & Wine Festival. I further understand that if I am not accepted into the Almaden Art & Wine Festival, I will receive a refund for my booth/cart/trailer fee, Health Dept. fee, electricity fee, and cleaning deposit, which will all be mailed after the 2011 Almaden Art & Wine Festival. I understand that all cancellations must be made in writing and must be postmarked, emailed, or faxed by no later than June 30, 2011 and that absolutely no refunds will be considered after July 31, 2011.

I agree to be present for the entire day of the Festival: 9am – 6pm, Sunday, September 18, 2011. I agree that if I have not set up by 9am on Sunday, September 18, or if I leave the Festival early, I forfeit my booth space and all fees. If I intend to be late, I must acknowledge this to the Food Chairperson or I may forfeit my booth space. I agree that all demonstrations and exhibits may be photographed for publicity purposes. I understand and will abide by the rules of this application.

I have read through the application and I agree to abide by all rules set forth in this agreement.

Signature of Authorized Representative:	Date:	Printed Name:
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Waiver of Liability
Almaden Valley Almaden Art & Wine Festival

ALL VENDORS MUST SIGN THIS SECTION

I, _____ assume any and all liability which arises out

(Enter Name and/or organization here)

of the activities and/or business of _____

(Enter Booth Name here)

at the Almaden Valley Art and Wine Festival, September 18th 2011, whether such liabilities arise out of negligence, recklessness, malfeasance, misfeasance or nonfeasance, and hereby indemnify and hold harmless the Almaden Valley Women's Club.

Signature of Authorized Representative:	Date:	Printed Name:

Food Permit Guidelines Acknowledgment
Almaden Valley Almaden Art & Wine Festival
ALL FOOD VENDORS MUST SIGN THIS SECTION (in addition to the above)

I, _____ have read and understood the guidelines for food

(Enter Name and/or organization here)

vendors set forth by the City of San Jose including, but not limited to, The Department of Public Safety and The Department of Public Health. I will return copies of all necessary permits to the Almaden Valley Art and Wine Festival Food Committee and understand that failure to do so will cancel my application. Permits must be posted during the duration of the Festival to comply with City of San Jose inspection requirements.

Signature of Authorized Representative:	Date:	Printed Name:

Electrical/Fire Safety Worksheet

In order to ensure that everyone has access to the electricity they need, please complete the following information. If you bring equipment that is not listed, we may not be able to accommodate your requirements.

- Do you need electricity in your booth space? Yes No
- Are you planning to cook with charcoal at the event? Yes No
- How much electricity & how many circuits will you need?

110 volts up to 2000 watts & _____ circuits

Please list all the equipment & required AMPs that you will be plugging in:

To expedite fire inspection, please complete the following information:

How many tanks of compressed gas are you going to bring, and where are you planning to store full tanks? How will you secure the full tanks?

Check list follows

Check List
Almaden Valley Almaden Art & Wine Festival

In order for your application to be considered, it MUST be accompanied by ALL required fees and forms. *Before mailing in your application, please make sure you have included the following:*

- Food Vendor Application and Food Vendor Agreement
- Electrical/Fire Safety Worksheet
- Food Booth Operational Layout & Description
- Certificate of Insurance naming Almaden Valley Women's Club and the City of San Jose as additionally insured (for profit vendors only)
- Health Dept. Food Permit Fee = \$184 for profit, \$67 non profit
- Non-Refundable Processing Fee = \$25
- Appropriate Space Fee = \$
- Electricity Fee = \$30
- Cleaning Deposit = \$50 (Separate Check)
- Other _____
- Other _____
- Other _____
- Other _____
- Other _____

REMINDERS

Application Deadline: June 30, 2011

Set Up: Saturday, September 17th, 7am – 12 noon

2011 Almaden Art & Wine Festival Operating Hours

Sunday, September 18: 10am- 6pm

Denise D. Thanh

Food/Water Chair

denisethanh@hotmail.com

(408) 712-0003; Fax: (408) 268-1551