

Third Annual | October 14th, 2017

Walnut Creek Oktoberfest

Food Concession Application

General Information

The Third Annual Walnut Creek Oktoberfest is a celebration of the downtown Walnut Creek Businesses and the Community of Walnut Creek. The Walnut Creek Oktoberfest is presented by Walnut Creek Downtown and the Walnut Creek Chamber of Commerce and produced by Labadie Productions. The event will be held on **Saturday, October 14th 2017** from 11am to 6pm, in the center of downtown Walnut Creek. The Festival will run along Locust Street from Mt. Diablo Boulevard to Civic Drive and includes the cross street of Bonanza Street and Cypress Street, home to many excellent restaurants and wonderful community-serving businesses in the heart of Walnut Creek.



Two Music Stages will feature a combination of music for appropriate to this event's theme and appeal to a broad range of age groups. Exhibitor displays will promote the Oktoberfest Theme and our Food Concessionaires will be comprised of Walnut Creek Restaurants and Area Vendors. Alcoholic and non-alcoholic Beverage Concessions will offer the latest in mega hopped IPAs. A Children's Area will be staged on Bonanza Street with a pumpkin patch, rides and activities for the young and young of heart.

As has been the case with the first two, the Third Annual Walnut Creek Oktoberfest will attract new people to the area and promote downtown Walnut Creek (Locust Street) to the attendees. This is a classic event providing many levels of participation for residents, community service groups, sponsors, and you... the Food Concessionaire. We are very excited about this year's Walnut Creek Oktoberfest and are pleased to have you participate in this event. If you have any questions or comments, give us a call at Labadie Productions: **(831) 704-7435** or email Lauren.Labadie@gmail.com.

The Walnut Creek Oktoberfest takes place on Locust Street from Mt. Diablo Boulevard to Civic Drive and includes the cross street of Bonanza Street in Walnut Creek, with Exhibitor display spaces back to back and along the approximate center of the street.

Festival Weather: Walnut Creek is usually warm and potentially windy in the afternoon. Some form of shade protection in your set-up is recommended and all booths must be weighted against potential afternoon breezes.

Day of Event: The Concessionaire is responsible for the set-up and strike of the concession booth and all materials needed for its operation. If Labadie Productions is providing a booth structure, it will be set up and removed for you.

The concessionaire is responsible to remain within the assigned booth space only. There will be no exceptions. If Concessionaire does not follow rules (i.e. no spills or items on walkway area) this will result in loss of Security/Cleaning Deposit.

Space Assignment & Final Instructions: Exhibitors accepted by or before September 1st, 2017 will receive their space assignment and final instructions approximately 3 weeks prior to the festival. Applications received after September 1st, 2017 will be assigned on a first come basis.

Withdrawal: Exhibitors may withdraw up until September 1st and receive a 100% refund and before September 14th to receive a 50% refund. **After September 14th, participation fees are not refundable.** All requests for withdrawal must be received in writing.

Cancellation: If weather, acts of God, or other circumstances beyond the control of Walnut Creek Downtown, the Walnut Creek Chamber of Commerce, City of Walnut Creek, and Labadie Productions, cause the event to be cancelled, participation fees will not be returned. Walnut Creek Downtown, the Walnut Creek Chamber of Commerce, the City of Walnut Creek and Labadie Productions cannot be held liable by exhibitors for the failure of the event to take place.

Layout: Space will be restricted to 10' x 10' increments and are located in three locations throughout the festival site. A separate space is required for a BBQ or open flame grills. The walkways are open to the public. Concessionaires are prohibited to use walkways as storage or cooking space. Non-compliance will result in loss of Cleaning Deposit.

Clean-up: The Food Concessionaire is responsible for cleaning their area and properly disposing of trash, waste water and grease. The Food Concessionaire should provide trash receptacles for public use at the booth. The Concessionaire must keep the receptacles clean and emptied and usable at all times. The booth area must be left clean at the end of the day. This includes all spills and garbage. The Food Concessionaire is responsible for meeting health department requirements in each booth. Non-compliance will result in loss of Security/Cleaning Deposit.

Security/Cleaning Deposit: Refundable only if Concessionaire was in compliance with all instructions.

Beverages: Only Tea Drinks, Lemonade and Soda may be sold. **No Water or Bottled Juice!**

Fire Extinguishers: Applicable Concessions will require fire extinguisher within reach in the booth. This will be verified by the Contra Costa Fire Department before you are allowed to open for business. A minimum of one 2A:10BC rated fire extinguisher is required. This is in addition to the "K" type extinguisher required for deep fat frying operations. Upon acceptance to the festival, and if applicable, Concessionaires will be required submit a Fire Department Permit Form.

Health Dept.: All Concessionaires must meet the requirements as set by the Contra Costa County Health Department. This will require a fully screened booth plus a Health Department Permit to be filed by the producer specifically for this Festival. The Health Department Fee is \$115.00 for this year's Festival. Agents of Contra Costa County Health Department will be on site. They can request removal of Concessionaires who are not in compliance with current Health Department regulations. Citations and fines may be issued by a Health Department Agent. ***Please check the [Contra Costa County Environmental Health](#) web site prior to the festival for compliance.***

Flooring: The Walnut Creek Chamber of Commerce and Walnut Creek Downtown advises you of the city's concern about grease and cooking materials dripping and spilling on the street. The Walnut Creek Oktoberfest requires that all festival food preparation and food storage areas have a surface placed under them that protects the street from grease and other cooking materials. Suggested flooring is tarps under plywood or cardboard. Flattened cardboard boxes will not suffice. Non-compliance will result in loss of Cleaning Deposit.

Insurance: If you are accepted, proof of a Certificate of Liability Insurance, naming **Labadie Productions, Walnut Creek Downtown, The Walnut Creek Chamber of Commerce and The City of Walnut Creek** as additional insured, will be required.

Please include the following items with your application:

- ❖ Completed Food Concession Application
- ❖ Completed Contra Costa County Health Department Permit Application (return the attached form or go to http://cchealth.org/eh/retail-food/pdf/temp_food_event_permit_app.pdf)
- ❖ Check or Credit Card information for Food Concession Participation Fees, total made payable to: Walnut Creek Downtown.
- ❖ Separate check for the Security/Cleaning Deposit of \$100.00 made payable to: Walnut Creek Downtown.

This application does not guarantee your space at this event, as there is a selection process.

FOOD CONCESSION RELEASE & HOLD HARMLESS AGREEMENT

This agreement is entered into by and between Labadie Productions (Producer), Walnut Creek Downtown and Walnut Creek Chamber of Commerce (Presenting Organizations) and the Exhibitor named below (Exhibitor).

Producer is in the business of providing space at the Walnut Creek Oktoberfest event for the display and sale of arts & crafts, pre-packaged gourmet food, and culinary products. Producer and Presenting Organizations do not participate in the construction, assembly, or placement of the individual Exhibitor's presentation. Producer, on behalf of the Presenting Organizations, provides space only, and facilitates health permitting at the event.

The Exhibitor hereby indemnifies and holds the Producer, its agents, employees and servants and the Presenting Organizations, its agents, employees, and servants harmless from any and all claims, including costs and attorney's fees resulting there from, arising out of said Exhibitor'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 arts or crafts, 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 Presenting Organizations or its agents, employees and servants.

Applicant Name

Business Name

Business Address (Street, City, State, Zip)

Email Address

Resale # (Applications must have valid Resale # to be approved)

Contact Cell Phone

Business Phone

Proposed Items for Sale & Prices (Please attach list of items & photos of Booth layout.)

On-Site Contact Name & Number

Food Vendor Space & Fee(s): (check all that apply)

- 10' x 10' - \$300
- 10' x 10' – WCD/Chamber Member - \$250
- 10' x 20' - \$600
- 10' x 20' – WCD/Chamber Member - \$550
- Mobile Cart Concessionaire - \$150
- 10' x 10' Grill Space - \$150
- Health Dept. Permit Fee: \$115
- Health Dept. Approved 10' x 10' Booth Structure Rental: \$185.00 (Not required, vendor may use own approved Booth Structure)
- Health Dept. Approved 10' x 20' Booth Structure Rental: \$300.00 (Not required, vendor may use own approved Booth Structure)

Food Concession Participation Fees: Total Enclosed: _____

(Food Concession Fees, total should be paid in full with one check or charge)

Security/Cleaning Deposit: (Separate Check Required)

\$100.00 - Refundable, if in compliance with instructions

Total amount \$ _____

Form of Payment: (Process fees may be in check form, post-dated checks will not be accepted)

Please make checks payable to: Walnut Creek Downtown

Please mail checks & application to: Labadie Productions P.O. BOX 454, Mount Hermon, CA, 95041

Credit Card # _____ CVV# _____ (3 or 4 digit security code) Exp Date _____ / _____

Signature _____ Date _____

I understand that neither Producer or Presenting Organizations are responsible for lost, stolen or damaged equipment, merchandise or accident/injury to me or my staff and do hold harmless any of the above individuals or businesses for any and all liability. I have read the Terms & Conditions and will abide by them. This agreement shall be effective immediately upon execution and shall continue in effect throughout the event period.

Authorizing Signature

Date Signed

Print Name