

Fourth Annual Walnut Creek Oktoberfest 2018

Food Vendor Application

1365 Civic Dr, Walnut Creek, CA 94596

Saturday, October 20, 2018

11AM - 6PM

APPLICATION PROCEDURE

To apply for a Food Vendor space, please fill out the 2018 Oktoberfest vendor application form online, or this form and return by mail. Once notified of acceptance into Oktoberfest, facilitate payment with the Producer, Labadie Productions.

Applications are subject to space and availability on a first-come, first-serve basis. Upon confirmation, vendors will be notified of acceptance or denial; If accepted, vendors will be sent payment information to bind the agreement between the **Food Vendor, Labadie Productions, Walnut Creek Oktoberfest, Walnut Creek Downtown, The City of Walnut Creek** and the **Walnut Creek Chamber of Commerce**.

All vendors are given equal opportunities to participate and evaluated for menu and food options. Please note that returning vendors take precedence. Applications will be processed on a rolling basis.

PRODUCERS

Labadie Productions: WCOktoberfestvendors@gmail.com

Lauren Labadie: 831.316.8167

Bruce Labadie: 831.704.7435

COMPLETE APPLICATION CHECKLIST

- Completed 2018 Food Vendor Application
- Completed Contra Costa County Health Department Application to Operate a Temporary Food Facility Application with the appropriate check made out to Contra Costa County
- Insurance Liability Pictures of booth (after acceptance)
- Menu items
- Full fees paid
- \$100 Security / Cleaning Deposit made out to Walnut Creek Downtown

FOOD TRUCKS

Food trucks will be admitted at a different rate. Email Vendor Coordinator with inquiries.

SECURITY / CLEAN-UP DEPOSIT

Each vendor is responsible for the condition of their contracted space during and after the event. A \$100.00 deposit is required for each Food Vendor.

*The Fest Committee reserves the right to adjust pricing for all booths.

Payments will be processed through the Vendor Coordinator via credit card or via check.

Checks will be cashed upon acceptance. Do not postdate checks. Any returned checks will be assessed a \$35 processing fee.

PARKING

There is no Walnut Creek Oktoberfest parking provided for Vendors. Vendors will be required to find parking at nearby lots.

HEALTH PERMITS

Health permits are required for all Food Vendors. A separate check is necessary for your health permit. Health Permit application and check must be included with application.

CANCELLATION POLICY

In order to qualify for a refund, cancellation requests must be received in our office in writing no later than September 1, 2018. Refund checks will be processed 30 days after the closing date of the 2018 Walnut Creek Oktoberfest. There will be no refunds given for cancellations after September 1, 2018. If weather, acts of God, or other circumstances beyond the control of Walnut Creek Downtown, Labadie Productions, the Walnut Creek Chamber of Commerce, City of Walnut Creek 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.

ITEMS FOR SALE

Only items that are pre-approved by Walnut Creek Oktoberfest may be sold at the event, and food vendors may not sell beverages. Food vendors found selling non-approved food or beverage items may be asked to leave and will forfeit any refund.

TRADEMARK

Walnut Creek Oktoberfest in any form reserves the exclusive right to the use of its names, logo and symbol thereof.

FLYERS

Unless otherwise pre-authorized, the Oktoberfest does not permit, within the Walnut Creek Oktoberfest boundaries, any distribution of printed materials. Sampling, hawking, panhandling or soliciting.

SALES TAX

All sellers must possess a resale number. Sellers will collect taxes and will be responsible for all their own sales and collections. A resale number can be obtained from the California Board of Equalization.

Applications are not complete without submitting a valid resale number with application.

INSURANCE

All food sellers are required to provide 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.

SPACE FEE

Food Vendor space is 10'x10' City approved food booth and 10x10' back cooking area if needed (please specify on your application). Vendors are responsible for all their own cooking equipment.

Vendors are responsible for providing, setting up and striking their own tents. If vendor prefers to organize a tent rental from the producers, please inquire with Labadie Productions re fees and rental procedure.

ELECTRICITY

Electricity will be provided for Food Vendors at \$100.00 fee for one (1) 20amp circuit. This **MUST BE** requested on the application. NO electricity will be added on-site. Most areas do not have electricity.

FIRE DEPARTMENT

All Food booths must meet the requirements of the Contra Costa County Fire Department. The spaces and booths that Oktoberfest provides are pre-approved. All Food Vendors must comply with safety requirements made of Walnut Creek Oktoberfest or Contra Costa County Fire on-site. Failure to comply with any safety requirement may result in a Food Vendor being closed during the Oktoberfest.. Any incidents on-site are the Food Vendor's responsibility.

SUSTAINABILITY

Vendors are encouraged to use compostable products during the Walnut Creek Oktoberfest to support and contribute to the sustainability of the event and environment. Vendors are responsible for locating supplied containers and properly disposing of oil, charcoal and other waste materials in these containers.

RESPONSIBILITY

Walnut Creek Downtown, Walnut Creek Chamber of Commerce, The City of Walnut Creek and Labadie Productions, and their employees and boards of directors will not be held responsible for any depredation or loss of any kind, whether by fire, theft, physical violence, elements of nature or other causes, however originating. Insurance to cover these risks should be carried by the participants at no cost to the Walnut Creek Oktoberfest. .

Applicant Name

Business Name

Business Address (Street, City, State, Zip)

Email Address

to be approved)

Resale # (Applications must have valid Resale

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
- ☐ Health Dept. Permit Fee: \$115
- ☐ Health Dept. Approved 10' x 10' Booth Structure Rental: \$185.00
- ☐ Health Dept. Approved 10' x 20' Booth Structure Rental: \$300.00
- ☐ Cleaning Deposit \$100

Payment Method Options:**Check: Please make checks payable to: Walnut Creek Downtown****Please mail checks & application to: Labadie Productions P.O. BOX 454, Mount Hermon, CA, 95041****PayPal: Walnut Creek Downtown**

info@walnutcreekdowntown.com

Credit Card:

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