




 Old Town Elk Grove
DICKENS STREET FAIRE

**FOOD VENDOR APPLICATION
(PRE-PACKAGED OR FOOD TRUCKS)**

Saturday, November 30, 2024 | 10AM to 5PM | Old Town Elk Grove

All fields are mandatory. Do not return an incomplete form.

**APPLICATION DEADLINE:
OCTOBER 18, 2024**

Business Name: _____

Contact Person: _____ Phone: _____

Address: _____

Email: _____

Website/Instagram: _____

Food Truck Dimensions: _____

Submittal of a completed application does not guarantee acceptance into Dickens Street Faire by the Old Town Elk Grove Foundation. Vendor preference will be given based on several factors, including but not limited to what type of food sold, and if the vendor’s history with Old Town Elk Grove Foundation or past performance at Old Town Elk Grove Foundation events, level of vendor investment, date paperwork received, and if in line with the themes and purposes of the event and Old Town Elk Grove Foundation’s mission.

FEES

		subtotals
Pre-packaged Food: 10x10	\$200	
Pre-packaged Food: 20x10	\$275	
Mobile Food Truck	\$250	
Total		

**APPLICATION DEADLINE:
OCTOBER 18, 2024**
Payment is required after application approval.

FOOD TRUCK MENU

Please list items you plan to sell with price or attached menu: _____

INSURANCE REQUIREMENTS

- A Certificate of Insurance must be provided in the name of the person/business who signs the vendor application. It must also clearly show the liability limits and policy dates to be valid.
- Certificate of Insurance for comprehensive general or comprehensive personal liability coverage for a minimum of \$1,000,000 general liability coverage and \$2,000,000 aggregate liability. The CERTIFICATE must name: Old Town Elk Grove Foundation, 8820 Elk Grove Blvd. Elk Grove, CA 95624. The following statement must appear on the certificate: "Additional Insured Endorsement names the Old Town Elk Grove Foundation, The Elk Grove Chamber of Commerce, Cosumnes CSD, and City of Elk Grove, additional insured, and their respective directors, agents, or employees are included as additional insured."
- Insurance can be purchased through Artists Crafters & Tradesmen Insurance (ACT) - get.actinsurance.com

NON-TRANSFERABLE

Acceptance of this application constitutes an agreement between the applicant and the Old Town Elk Grove Foundation. This agreement is not assignable or transferable without the express written consent of the Old Town Elk Grove Foundation.

INDEPENDENT CONTRACTOR

Vendor shall perform all services required under this application and is an independent contractor of the Old Town Elk Grove Foundation and shall remain, at all times as to the Old Town Elk Grove Foundation, a wholly independent contractor with only such obligations as are required under this application. Neither vendor, nor any of its employees, shall be considered an employee of the Old Town Elk Grove Foundation.

INDEMNIFICATION

Vendor shall defend, indemnify and hold harmless the Old Town Elk Grove Foundation and the Elk Grove Chamber of Commerce and their respective trustees, officers, employees and agents, from and against any and all claims, actions, liability, damage, loss or obligations, including all costs, demands, expenses, expert fees and costs, and attorney's fees arising out of Vendor's activities pursuant to this application, including by way of illustration and not limitation, the following: (a) any injury to or death of any person or damage to or destruction of any property occurring in or on Vendor's equipment, or any part thereof; (b) any default by Vendor's in the observance or performance of any of the terms, covenants, or conditions of this application; or (c) the use, occupancy, or condition of Vendor's equipment or activities therein.

REQUIREMENTS

All vendors are required by the California State Board of Equalization to have a State of California Resale Permit. For further information, call (916) 227-6700. A copy of your resale permit must be provided with your application and be displayed at your booth during the event.

- Old Town Elk Grove Foundation has final say on menu items. No duplication of food will be accepted in the same food court area. Any changes to the approved menu must be approved by the Old Town Elk Grove Foundation.
- Placement of your truck/booth is not guaranteed and is at the discretion of event management. If you have a tent it is REQUIRED by EG Fire Dept to have tent weights and a fire extinguisher.
- Neither electricity nor water is available. If vendor requires electricity, personal generators are allowed and vendors must provide any cords needed.
- Vendor must be a permitted/stickered Mobile Food Facility (MFF) through County of Sacramento
- All fire codes, laws, ordinance, and regulations pertinent to health, fire prevention, and public safety shall be strictly obeyed.

- Vendor shall be responsible for complying with the Department of Environment Health Sacramento County's health regulations and will be subject to County health inspection. If vendor's booth fails to pass inspection, vendor is solely responsible for a re-inspection fee and/or costs associated with closing and removing vendor's booth from the Event. Re-inspection fee will be collected at Event before booth may re-open. If you have any questions, contact the EHD at (916) 875-8440 or at www.emd.saccounty.net. This information will be reviewed prior to any permits being issued.
- Vendors must read and comply with the CSD Fire Department Conditions of Approval. These are available at www.yourcsd.com. The Elk Grove Fire Department prioritizes safety. Therefore, each vendor must bring an unexpired fire extinguisher and a flame-retardant tent with weights. The manufacturer tags must be attached to the tent for visual inspection, ensuring the safety of all participants.
- Vendor booth materials must follow fire code regulations and vendor must supply proof if inspected. Such materials bear the official State Fire Marshal tags and/or certificates.
- Every truck is required to have a fully charged 2A:10B:C fire extinguisher bearing a current California State Fire Marshal service tag, placed in an accessible location near the exit of the structure: or a new fire extinguisher, minimum five (5) pounds, with the sales receipt taped to the side of it for visual inspection.
- Activities of participating vendors must not disrupt or interfere with the operation of the event, staff or event participants. If a situation is deemed disruptive to the event operation, event management may remove vendor at any time during the event.
- Vendor and vendor personnel shall not consume or use alcoholic beverages or any controlled substance at any time during the event or prior to the completion of all performances under this application.
- Truck breakdown must NOT occur before 5:00pm at the scheduled end time of the event. Please pick up your area before leaving and take all your trash with you.

GENERAL INFORMATION

Vendor space is open to crafters, artists, businesses, vendors of agricultural products and food vendors selling pre-packaged foods and refreshments (see Food Vendor Application). It is also open to non-profit, community or school organizations. Vendor exclusivity will only be provided to event sponsors. All vendors must be approved by event staff. An invoice will be sent to you if your application is accepted.

- THIS IS A RAIN OR SHINE EVENT. NO REFUNDS. In the event of rain, booth spaces may be re-assigned at check-in starting at 8:00 am to avoid gaps from no shows.
- Payment is required at the time of application approval.
- Must provide a copy of insurance and necessary permits at the time of application submittal.
- Set up starts at 7:00am. Vehicles must be moved out of the festival area no later than 9:00 am.
- Vendors will not be allowed to enter the selling area after 9:00 am. No exceptions.
- Your space number will be given to you at check-in when you arrive.
- Each vendor is REQUIRED by the EG Fire Dept to bring an unexpired fire extinguisher and TENT WEIGHTS.
- Vendor must supply their own tents, tables, or other needed set up equipment.
- No street parking will be allowed on Elk Grove Blvd. or Railroad St.
- Please pick up your area before you leave and do not overload the city trash cans.

SPECIAL CONTEST

To embrace the Dickens Street Faire theme, we encourage all vendors to decorate their booth and/or dress in the spirit of Dickens and the holiday season. (No Santa or Mrs. Clause - we have that covered) AWARDS will be given for the best dressed and best booth decorations. Winners will receive FREE booth space for next year!

PLEASE SIGN

INSURANCE CLAUSE

Vendors must comply with insurance requirements. The Vendor has OPTIONAL LIABILITY PROTECTION.

I have read and understand the above Insurance Requirements and agree to abide by all of the conditions set forth.

Initial here: _____

LIABILITY CLAUSE

I, the undersigned, hold the Old Town Elk Grove Foundation officers and committee members and Cosumnes CSD, Elk Grove Chamber of Commerce and the City of Elk Grove, employees, agents, and directors harmless of injury I may sustain or cause to others. I hold the Old Town Elk Grove Foundation, Cosumnes CSD, Elk Grove Chamber of Commerce and The City of Elk Grove harmless for loss of property that may occur with any activity at, or associated with the Annual Dickens Street Faire on November 30, 2024.

I understand and acknowledge reading and agreeing to these terms and conditions.

Initial here: _____

VENDOR RESPONSIBILITIES & DETAILS

I have read the regulations included in this Vendor Application and I agree to comply with the conditions set forth.

Signature: _____ Date: _____

Print Name: _____

FOR MORE INFORMATION

Email: dickens@elkgroveca.com
Call: Isabel Pires (916) 267-1129
Elk Grove Chamber of Commerce at (916) 691-3760

Please return the completed and signed application, along with all required documentation to:

Email:
dickens@elkgroveca.com (preferred method)

Mail:
Old Town Elk Grove Foundation
Attn: Dickens Street Faire
8820 Elk Grove Blvd
Elk Grove, CA 95624