



Old Town Elk Grove
**DICKENS
STREET
FAIRE**

Saturday, November 25 2023 | 10AM to 5PM | Old Town Elk Grove

**Vendor Application Deadline:
October 20, 2023**

All fields mandatory. Do not return an incomplete form.

Business Name: _____
Contact Person: _____ Phone: _____
Address: _____
Email: _____
Website: _____
Business Phone: _____ Dimensions needed for set up: _____

Submittal of completed application does not guarantee acceptance into Dickens Street Faire by the Old Town Elk Grove Foundation. Vendor preference will be given on the basis of 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 event as well as with Old Town Elk Grove Foundation’s mission.

FEES

		subtotals
Mobile Food Truck	\$200	
Late Fee <i>(after Oct. 20, 2023)</i>	\$25	
Total		

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October 20, 2023**
*An invoice will be sent to you if
your application is accepted.*

MENU

Please list items you plan to sell with prices or attach menu.

INSURANCE REQUIREMENTS

The Vendor has OPTIONAL LIABILITY PROTECTION.

- The Certificate of Insurance and necessary Permits are due no later than 14 days prior to event date. A Homeowner's or Tenant's insurance policy can usually provide insurance for your rental or booth space.
- The Certificate of Insurance must be 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."
- See additional ACT/FLIP insurance information for purchase on our website.

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

Initial here:

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 therefore; (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.

VENDOR RESPONSIBILITIES & DETAILS

- **THIS IS A RAIN OR SHINE EVENT. NO REFUNDS.**
- The Old Town Elk Grove Foundation does not guarantee vendor sales. Vendors keep 100% of the gross revenue. No tickets will be used; vendors will accept cash or credit card as payment.
- 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 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.
- Neither electricity nor water is available. If vendor requires electricity, personal generators are allowed and vendors must provide any cords needed.
- Vendors selling taxable items are responsible for acquiring a seller's permit through the California State Board of Equalization; a copy of permit must be posted at your booth. Vendors are responsible for submitting their own resale taxes.
- 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.
- Vendor booth materials must be in compliance with 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.
- Vendor agrees to allow the Old Town Elk Grove Foundation to take photos of your booth and product during the Event, for no additional compensation.
- Vendor/staff/employees/agents will comply with the vendor responsibilities. Failure to comply can result in expulsion from event without a refund.
- Attendance: 10,000+ average
- Dickens Street Faire hours 10am - 5pm

LOAD-IN AND SET-UP INSTRUCTIONS

- Vendors may arrive as early as 7:00am and must be set up and ready for business by 10:00am
- All Food Trucks must check in with staff at the Old Town Plaza located at Railroad and Grove Street. Directions will be provided upon acceptance.
- Truck break down must NOT occur before 5:00pm at the scheduled end time of the event.
- Failure to comply may result in exclusion from future events

DICKENS STREET FAIRE CHECK LIST

- *Completed Food Vendor Application signed and dated*
- *Completed insurance requirements initialed*
- *Certificate of Insurance with Additional Insured Endorsement or include fee to purchase if applicable*
- *Copy of menu with prices*
- *Copy of County of Sacramento Mobile Food Facility Official*
- *Inspection Report or a picture of permit sticker*

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

Signature: _____ **Date:** _____

Print name: _____

THANK YOU FOR CHOOSING TO BE A PART OF THE ANNUAL DICKENS STREET FAIRE!

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

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

OR email your application to: dickens@elkgrovecalifornia.com

For additional information please contact:
Amy Labowitch, Poole Resource Group (916) 829-5577