

LA HABRA TAMALES FESTIVAL

Sunday, November 27, 2016

Katie Elmore • (562) 383-4208 • kelmor@lahabraca.gov



FOOD VENDOR RULES AND REGULATIONS

Thank you for your interest in the La Habra Tamale Festival. The City of La Habra is inviting vendors to sell food at its third annual Tamale Festival. The La Habra Tamale Festival will be held on Sunday, November 27th, 11:00 a.m. to 6:00 p.m. at the La Habra Community Center, located at 101 W. La Habra Blvd. Anticipated attendance for this event is over 15,000 people. The City of La Habra will provide each vendor with a 10x10 space, cooking area, canopy, and electricity.

If you are interested in being a food vendor, please complete the appropriate paperwork and return to the La Habra Community Center. Please note that turning in an application does not guarantee your acceptance as a food vendor for this event. If you are approved, you will receive a confirmation.

PLEASE READ VENDOR RULES AND REGULATIONS BEFORE SUBMITTING YOUR APPLICATION. WE RESERVE THE RIGHT TO DENY VENDORS, LIMIT NUMBER OF SPACES SOLD TO VENDORS AND LIMIT THE NUMBER AND TYPES OF VENDORS. PLEASE KEEP RULES AND REGULATIONS ON FILE SO YOU CAN REFER BACK TO THEM AS NEEDED.

EVERYTHING MUST BE SUBMITTED WITH THE APPLICATION IN ORDER TO RESERVE YOUR SPACE AT THE FESTIVAL.

OPERATING HOURS

Vendors must be ready and open for business during the hours of the Festival: **SUNDAY, NOVEMBER 27th - 11:00 A.M. TO 6:00 P.M.**

CANCELLATIONS

THERE ARE NO REFUNDS FOR CANCELLATIONS. NO EXCEPTIONS!

VENDOR FEES

VENDOR FEE INCLUDES: A 10X10 SPACE, COOKING AREA, CANOPY, AND ELECTRICITY.

WHAT DO I NEED TO TURN IN WITH MY APPLICATION?

All documents listed below must be attached to your application. Failure to not turn in all appropriate paperwork may eliminate your chances at becoming a vendor.

CRAVEN

- ◆ Food Vendor Application
- ◆ Release & Waiver of Liability
- ◆ Health Department Health Permit Documents
Please fill out the attached documents completely. The City of La Habra will work with the Health Department and complete your Health Permit for you.
- ◆ Copy of Driver's License
- ◆ Menu and Prices for day of the event
Must provide a list of everything being sold. (Pork Tamale- \$2, Chile Cheese Tamale- \$2, etc.)
- ◆ Pre-Sale Menu and Prices
- ◆ Certificate of Liability Insurance Naming
"City of La Habra as Additional Insured"
See below for more information.
- ◆ Social Media Marketing Form

◆ Payment

BEFORE JULY 1ST: **\$500**

JULY 1ST- OCTOBER 31ST: **\$600**

NOVEMBER 1ST AND ON: **\$700**

NON PROFIT

◆ Food Vendor Application

◆ Release & Waiver of Liability

◆ Health Department Health Permit Documents

Please fill out the attached documents completely. The City of La Habra will work with the Health Department and complete your Health Permit for you.

◆ Menu and Prices for day of the event

Must provide a list of everything being sold at your booth.

(Pork Tamale- \$2.00, Chile Cheese Tamale- \$2.00, etc.)

◆ Pre-Sale Menu and Prices

◆ Proof of Non-Profit Status

◆ Certificate of Liability Insurance Naming

"City of La Habra as Additional Insured"

See below for more information.

◆ Payment

BEFORE JULY 1ST: **\$300**

JULY 1ST- OCTOBER 31ST: **\$400**

NOVEMBER 1ST AND ON: **\$500**

BOOTH/CANOPY/TENTING

Booth Structure: All booths must have a professional appearance. All vendors must provide their own equipment: tables, chairs, individual trash cans as needed, etc. The City of La Habra will provide the tents/canopies.

Signage: All booths **MUST** have signs that identify the individual or company and the product, menu and prices. This banner must be at least 4 ft. in height and 10 ft. in length. **It is the business' responsibility to provide the banner. The City of La Habra will not provide the banner.**

Banner Company Recommendation:

1. **Guardian Printing**

1050 E Whittier Blvd Ste 100, La Habra, CA 90631

(888) 270-0984

Robert@guardianprinting.com

Marco@guardianprinting.com

MENTION OUR NAME AND RECEIVE A DISCOUNT.

2. **University Printing**

637 E. Whittier Blvd, La Habra CA, 90631

(562) 690-8954

MENTION OUR NAME AND RECEIVE A DISCOUNT.

VENDOR MERCHANDISE

All vendors are required to fill out LIST OF ITEMS TO BE SOLD. Only those items listed will be allowed. Inspections will be done throughout event. **You MUST list all items to be sold, no exceptions!**

PRE SALE

Because of the over whelming popularity we would like to open this option up to all of our vendors. Pre-sale is only available for tamales! If you would like to participate in pre-sale you must submit a full description of the tamales and the pricing to Katie Elmore with the application. Once this information has been submitted we will put together a form and give the vendor copies to give to customers prior to the event. Tamales must be ready for pick up at the event. Vendors participating in pre-sale must have a separate line for pre-orders.

TAMALES

Tamale vendors need to be prepared to sell large quantities of tamales. You must produce no less than 2,000 tamales for the event. Traditional tamales should be about 1" thick, 2" wide and 4" in length. **TAMALES MUST BE SOLD FOR NO LESS THAN \$2.00 EACH. VENDORS ARE ALLOWED TO DISCOUNT TAMALE PRICES STARTING AT 5:00 P.M.**

Vendors must provide samples. Vendors are responsible for passing out samples of tamales. Tamales must be passed out throughout the festival to help monitor lines.

CONTEST

The Contest form needs to be submitted with the application. There are 4 different categories judged: Best Tamale, Best Tamale Dessert, Best Salsa, and Judges Award. Participants must deliver the food (ready to eat) to the location of the contest by 11:00 A.M. Late entries will not be considered for the contest. Please find the contest form for more information.

BOOTH SPACES/SETUP/TEARDOWN

Booth spaces are 10' WIDE AND 15' DEEP (FROM CURB INTO STREET) Set-up can begin after 1:00 p.m. Saturday evening or beginning at 6:00 a.m. on Sunday morning. All booths **MUST** be set-up by 9:00 a.m. on Sunday, ready for inspection.

Booths may not be removed from the Festival site before the closing hour of 6:00 p.m. on Sunday. Vendors who sell out prior to the Festival closing will be required to wait until the end of the event to tear down. All booths and displays must be completely removed from the public streets on Sunday night by 8:00 p.m.

ELECTRICITY

Please complete the ELECTRICAL NEEDS portion of the vendor application. Electricity use will be closely monitored. Electricity is only available during the Festival hours. **24 hour electricity is NOT provided.** Please arrange your electricity needs accordingly. Vendors will be responsible to provide their own heavy-duty extension cords needed for the distribution box. The appropriate cord gauge is determined by the amps being used. Vendors **CANNOT** bring their own generators. **Electricity WILL NOT be available until 8:00 a.m. Sunday morning.**

INSURANCE COVERAGE

The Festival requires no less than \$1 million dollar general liability insurance coverage. All vendors must submit a certificate of insurance as proof of insurance. It must list the City of La Habra as the certificate holder and as the additionally insured. **For insurance needs go to SCMAF at <http://scmafspecialevents.com/SCMAF/>**

VEHICLES

VEHICLES WILL ONLY BE ALLOWED IN DESIGNATED AREAS ON THE PREMISE UNTIL 9:00 A.M. Although a drop-off zone will be provided to the vendors on the day of the event, it is strongly recommended that you set up a majority of your booth on Saturday and bring the food on the day of the event.

WEATHER/UNFORESEEN CIRCUMSTANCES

The Festival will take place regardless of weather conditions. There are **NO** refunds for weather or otherwise. Vendors must be prepared for inclement weather and any other unforeseen circumstances.

ALCOHOLIC BEVERAGES

NO alcoholic beverages of any kind may be sold or given away by a vendor.

SECURITY

The City will provide overnight security, Saturday, November 26th 5 P.M. to 7 A.M. on Sunday, November 27th. However, the Festival is not responsible for the security of individual vendor booths and products. **Vendors are responsible to secure their own booths, supplies and equipment at night.**

COMPLIANCE WITH LAWS

Food vendors must comply with all health laws, ordinances, and regulations of the State of California, County of Orange and City of La Habra. The Department of Environmental Health lists minimum requirements for the Festival. Cooking of foods in booths will require compliance with the Fire Department and Health Department. For more information please contact us at (562)383-4205.