

# City of Ventura 4th of July Street Fair - Food Vendor Guidelines

## 2019 CALENDAR DEADLINES

Monday, February 4	Applications are first accepted
Thursday, April 11	Application deadline
Monday, May 13	Confirmation packets sent
Monday, June 3	Cancellation deadline
Thursday, July 4	Street Fair: 10 am to 5 pm

## APPLICATIONS ARE FIRST ACCEPTED

After February 4, 2019 mail to:

4th of July Street Fair  
501 Poli St., Ventura, CA 93001

or by hand-deliver to:

Parks & Recreation Room 218  
Ventura City Hall, 501 Poli Street  
Mon-Fri 8:30 am-5 pm (closed alternate Fridays)

## CHECK LIST OF REQUIRED MATERIALS TO SUBMIT

All items must accompany application or it will be returned or held and lose priority until it is complete:

1. Application form, fully completed, signed and dated
2. Payment in full (see below for methods)
3. City of Ventura Business License obtainable at 805-658-4715 or <http://www.cityofventura.ca.gov/businesslicense>
4. State Seller's Permit obtainable from the State Board of Equalization at 1-800-400-7115 or 805-677-2701
5. Copy of your non-profit confirmation status letter (if applicable)
6. Annual health permit, if applicable
7. Ventura County Environmental Health Permit application (see Street Fair website for link, [www.cityofventura.ca.gov/streetfair](http://www.cityofventura.ca.gov/streetfair))
  - (a) **with a separate check enclosed for exact amount**
  - (b) fee is **non-refundable**
  - (c) made payable to the **"County of Ventura"**

## VENDORS MAY PAY STREET FAIR FEES BY

Credit card, money order, cashier's check, and **pre-printed checks, made out to "City of Ventura"**. Cash is not accepted.

## APPLICATION DEADLINE

Complete applications must be hand-delivered or postmarked by the date indicated above.

## CANCELLATION DEADLINE

**Refunds** (\*minus a \$50 admin fee) **are issued only if:**

1. You submit **in writing** by mail or email your cancellation request by the deadline indicated above. Applicants forfeit all fees after that deadline passes. Fees will NOT be credited to the following year's event.
2. The City of Ventura cancels the 4th of July Street Fair due to inclement weather.

## CONFIRMATION PACKETS

Vendors whose applications are accepted will be notified by an email first, followed by a regular mail packet with event day instructions, and booth location map on the date indicated at the top of this document under "Calendar Deadlines."

**Vendor Placement** – booth spaces are 10' x 10' unless otherwise requested on your application and granted by staff. Booth locations, once assigned, will not be changed and **previous booth locations are not guaranteed for returning applicants**. Placement is at the sole discretion of Street Fair staff based on:

- Date a completed application is submitted
- Requirements for sink, generator or electricity
- Menu type (only two vendors offering similar menus are allowed at the Street Fair)
- Vendor is cooking or in a fully self-contained unit
- Size of vendor's entire set up

**Vendors must provide all setup materials such as:**

1. Straight leg 10' x 10' canopy (white preferred)
2. Tables, chairs, trash cans, cords, etc.
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4. Weights for canopies are highly recommended due to the chance of wind
5. Menus with prices posted in letters and numbers large enough to be read easily by the public
6. Generators – allowed only in the Food Court and at specific locations along Main Street – must be listed on the application and kept secure at all times

## FIRE REGULATIONS

All vendors must comply with the following State Fire Marshal's regulations:

1. Every tent, enclosure, and concession booth that contains cooking equipment and/or open flame device shall display the Official State Fire Marshall fire retardant tag and have a minimum of one current fire extinguisher.
2. Each extinguisher shall have a minimum rating of 2A-10BC. All personnel must be familiar with the use of these extinguishers.
3. Every tent, enclosure, and concession booth must be maintained in a neat and orderly manner, free from any conditions that could create a fire or life hazard, or a condition that could add, or contribute, to the rapid spread of fire. All combustible waste material and rubbish within a tent or other structure must be stored in approved containers.
4. Waste materials and rubbish containers, located outside the booth must not block exit passageways or streets. Such materials and rubbish containers must not create an external fire hazard to any nearby structures.
5. All electrical equipment must be installed in accordance with the National Electric Code. Flammable liquids must be stored in approved containers. The use and storage of flammable liquids must be minimum of 25 feet from any opening in a building. Flammable liquid and liquefied petroleum gas containers must be secured to protect from damage and/or spillage.

## WORKERS' COMPENSATION INSURANCE

If Vendor has employees working at the event in any capacity, Vendor shall supply City with evidence of a valid Workers' Compensation policy with statutory limits, and the policy must be endorsed with a Waiver of Subrogation in favor of the City.

