

501 (c) (3) FOOD BOOTH APPLICATION

2017 PACIFIC ISLANDER FESTIVAL

September 23 & 24, 2017
Ski Beach, Mission Bay
SAN DIEGO, CA.

AN ALCOHOL FREE EVENT

Sponsored by
The Pacific Islander Festival Association

Joseph Taumua - President
Brian Cruz - Vice President
Joann Aguon - Secretary
Sam Simpliciano - Treasurer

Directors

Aiga "Marie" Taumua, Alaisea Pauu, Anissa Acfalle, Bryson Kim,
Chrystelle Brace, Jolene Ibarra-Brown, Rudy Tai,

Committee Chairperson(s)

Aiga "Marie" Taumua
Estelle Taumua

Non Profit Food Booth Application

Contact Name: _____
Organization/Business Name: _____

Mailing Address: _____
City: _____ State: _____ Zip: _____
Daytime Phone: _____
Alternate Phone: _____
Fax #: _____
E-mail: _____
Describe Menu Items & Prices (attach a separate sheet if more space is needed):

Electricity Needed: Yes / No (circle one)
How many amps/volts? _____

Limited Electricity is provided to all Food Vendors. PIFA may charge an additional fee for the use of the Generators.

Please identify the intended electricity usage on a separate sheet and attach it with your application. (i.e. food heaters, electric grills, computer, etc.) (Attach a separate sheet if more space is needed):

Please circle which years you have participated as a booth vendor at our festival:

2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017

Hold Harmless Agreement

We agree to assume all risks and injuries arising out of or resulting from the use and participation in the non-profit and volunteer based Pacific Islander Festival, its location, its facilities, and/or properties located on site. We also agree to make no claim whatsoever for injuries and to hold harmless the Pacific Islander Festival Association, its members, agents, representatives, or employees, arising as of or resulting from the use of any of the buildings, grounds, real property, or personal property located at the festival site. Furthermore, we shall assume responsibility for the damages sustained to the equipment, grounds, furniture, and facilities resulting from the use of such and/or occupancy of said premises. No refunds in case of inclement weather, acts of nature or restrictions by government agencies to amend or cancel this event, over which the Pacific Islander Festival Association has no control.

Authorized Signature & Title

Date

1. **DATES, TIMES, AND LOCATION:**

Saturday, Sept. 23, 2017, 9:00 AM – 4:00 PM
Sunday, Sept. 24, 2017, 9:00 AM – 4:00 PM
Ski Beach, Mission Bay, San Diego, CA 92109

2. **BOOTH INFORMATION**

Food Booths: One (1) 10'x20' canopied booth
Two (2) tables and two (2) chairs

Cost of booth: **\$850** / Cleaning Deposit: **\$500** (Refundable upon inspection)

PLEASE MAKE SEPARATE CHECK FOR CLEANING DEPOSIT

All booths must be operational and staffed throughout the entire event. **No early closing of booths is allowed.**

ABSOLUTELY NO BEVERAGES OF ANY TYPE SHALL BE SOLD FROM ANY BOOTH. PIFA HAS THE EXCLUSIVE RIGHT TO SELL ANY/ALL BEVERAGES.

Submit your completed application with the booth fee to:

Pacific Islander Festival Association
Attention: Booth Committee
P.O. Box 86046
San Diego, CA 92138

3. **FOOD BOOTH REQUIREMENTS:**

- Water dispenser and soap and catch basin for washing
- A drip pan with non-flammable absorbent for BBQ (i.e. sand, kitty litter, etc.)
- 2a 10BC fire extinguisher
- Only certified food handlers are allowed in the food booth.
- **A representative must attend a mandatory meeting for all food booth applicants.**

4. **FOOD BOOTH REGULATIONS:** Booth decorations are encouraged and should reflect the ethnic heritage represented. (Please do not permanently alter the canopy tops or poles, i.e. puncture, stain, discolor, etc.) Authentic and ethnic dress by booth participants is encouraged.

The booth sign or banner displayed shall be of the organization / business name on the application. Signs acknowledging sponsoring organizations are permitted in the booth. A food booth utilizing the services or products of a for-profit organization, i.e. commercial vendor, etc. may display a sign or banner advertising that for-profit organization.

5. **BOOTH CONSIDERATION:**

The Booth Committee will only consider applications with the following completed:

- **Receipt of full payment of booth fees. A certified bank check or money order will only be accepted. We no longer accept personal or business checks.**
- Completed Booth Application and Hold Harmless Agreement with required signatures.

- One self addressed, stamped business size envelope
- Copy of your permit to operate a food booth obtained from County Environmental Health
- Proof of 501c3 non-profit status.
- Copy of all food handlers' permits available upon request.
- Complete list of menu items, and prices.

BOOTH APPLICATION DEADLINE IS JUNE 30, 2017

Applications and/or fees received after June 30, 2017, will be assessed a late fee of \$100.00 (no exceptions). Checks returned by bank to PIFA will be assessed a \$100.00 fee and may change your booth status and/or assignment (no exceptions). Applications might not be considered if received past the deadline or if the festival is sold out.

6. **BOOTH ASSIGNMENT CRITERIA:** Booth Committee assigns booth location by:

- Chronological order of **completed** booth application as received.
- Food menu and prices.
- San Diego-based Pacific Islander group/vendor
- Non-San Diego based Pacific Islander group/vendor
- Early submittal of booth fees, application, non-profit status documentation, food handler's permit, and permit to operate issued by County Environmental Health
- How cooperative vendors and their staff work(ed) with our festival volunteers and staff.
- How well returning vendors cleaned up their booth location(s) at prior year's festivals.
- Prior year booth location

7. **CHECK IN, SET UP, CHECK OUT, AND CLEAN UP:**

Check In / Set Up: Booths will be ready for vendor check-in between 2:00pm -6:00pm on Thursday, Sept 21 and 10:00am – 6:00pm on Friday, Sept. 22. Cars and trucks may be used. **Vehicles will be allowed to drop off equipment and once completed, ALL vehicles must exit the vendor area.** Each vendor will be allowed one parking space in vendor parking area. All booths are to be set up and ready for operation at 9:00 AM on Saturday, Sept. 23rd and Sunday, Sept. 24th.

FAILURE TO CHECK-IN FORFEITS YOUR BOOTH SPACE AND PAYMENT.

Check Out: On Sunday at 4:00 PM, all items are to be removed and each vendor **must check out with PIFA.** A final inspection of your area will be done and a determination will be made at this time whether or not the check out process is complete. **All vendors must complete the check out process.**

Clean Up During & After: All booth vendors are responsible for keeping booth space and surrounding areas neat and clean and for disposing of their trash during and after the festival. Trash must be in heavy-duty plastic trash bags and tied closed. All trash bags are

to be disposed of in large dumpsters at the trash designated area. There will be inspections conducted by PIFA at irregular times.

On **Sunday at 4:00 PM**, all perishable and non-perishable items are to be removed from booth space and surrounding areas.

FOOD BOOTH VENDORS are responsible for disposing of any grease or cooking oil and/or coals used in the preparation of the food. There will be an additional fee assessed each food booth if any booth leaves their grease or oil at festival site. Each vendor should consider assigning one person to keep their area and the surrounding areas clean.

8. CONFIRMATION/REFUNDS: Final booth acknowledgements will be mailed on or before August 5th. A cashed booth fee payment does not mean that you have been accepted and/or approved to participate as a vendor in the 2016 festival. It is understood that there are absolutely **NO REFUNDS**. There will be no refunds in case of inclement weather, acts of nature, forfeiture or by restrictions of government agencies to amend or cancel the event, over which PIFA has no control.

9. **PARKING:** Vendors will be provided a special-event parking permit. One parking permit will be provided for each booth (**no exceptions**). There will be a shuttle bus available for other attendees. Unauthorized vehicles (no parking permit) in parking area will be towed at owner's expense. **No overnight parking or UHAULS allowed! Only vehicles allowed are those that fit in a normal parking space.** No parking is allowed on the grass. Vendors must unload their vehicles and removed them from the booth areas. No vehicles will be allowed to park behind the food booth area.

NO OVERNIGHT PARKING ALLOWED BY ANY VEHICLE.

10. **SECURITY:** Perishable and non-perishable items must not be left unattended at any time during operating hours:

Saturday: 9:00 AM – 4:00 PM
Sunday: 9:00 AM – 4:00 PM

Overnight security will only be provided Thursday, Friday and Saturday night. Any items left overnight in the booths will be at your own risk. PIFA assumes no responsibility for any loss of any kind at any time.

11. **PIFA POLICIES AND GUIDELINES & COMPLIANCE WITH HEALTH AND FIRE CODE REQUIREMENTS:**

- PIFA reserves the right to approve or deny any booth application for any reason.
- PIFA reserves the right to refuse or remove any inappropriate merchandise displays, decorations, handbills, fliers, brochures, or signs.
- PIFA reserves the right to limit the number of applicants for any one type of goods/services thereby protecting all vendors and maintaining diversity for

the Festival. PIFA also reserves the right to change or substitute vendor spaces for the good of the Festival and its participants.

- Absolutely NO subleasing of booth space or surrounding areas. If anyone subleases any portion of his or her space without PIFA permission, you will not be allowed to operate the booth and you will forfeit all fees paid.
- Unauthorized non-working persons are not permitted in the food booth area.
- Coals must be properly extinguished and disposed of. Coals are not to be put in event trash cans/dumpsters or left at site. User must dispose of used coals.
- No firearms, ammunition, alcoholic beverages, or drugs are allowed on Festival grounds.
- No solicitation of tobacco or alcohol products is allowed. Violators will be expelled immediately. Alcohol sales and/or consumption of alcohol in booth area are strictly prohibited and will be enforced by police and security.
- No live animals are permitted within any booth area.
- All amplified music shall be kept at a level as not to interfere with the operation of neighboring booths.
- No lewd or suggestive material or products allowed

LAST SALE IS AT 4:00PM ON BOTH DAYS

FIRE & COUNTY HEALTH DEPARTMENTS

All vendors must have proper Fire Extinguishers. If you plan on frying foods, you must have the proper Fire Extinguisher. **Please refer to the local Fire Department's Regulations.** All vendors must submit for a Health Permit. If you don't submit for your permit 1 month before the festival, you may forfeit your booth space and payment. **Please refer to the County Health Department and Maria Rogers with Special Events. If you do not comply with the Health and Fire Department regulations, you may be forced to shut down your booth and you will forfeit your booth space and payment.**

Failure to comply with **ANY** of the festival rules may result in loss of current festival participation privileges, the forfeiture of fees paid for the current event, and/or any future festival participation privileges.

THIS IS AN **ALCOHOL FREE EVENT** – ABSOLUTELY NO ALCOHOLIC CONSUMPTION ON PREMISES DURING THIS EVENT! ANY PERSON FOUND IN VIOLATION WILL BE REMOVED. PIFA, SECURITY AS WELL AS THE SAN DIEGO POLICE DEPARTMENT WILL ENFORCE THIS.

I have read the 501 (c) (3) Non-Profit Food Booth Application and agree to PIFA's Policies and Guidelines.

Authorized Signature and Title

Date