

LA HABRA TAMALES FESTIVAL

Sunday, November 25, 2018
LHRecreation@lahabracca.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 fifth annual Tamale Festival. The La Habra Tamale Festival will be held on Sunday, November 25th, 9:00 a.m. to 6:00 p.m. on Euclid St. between La Habra Blvd. and Bridenbecker Way. Food vendors must be open for operations by 9:00 a.m. Anticipated attendance for this event is 15,000+ guests. The City of La Habra will provide each vendor with a 10x10 canopy space with three low side walls, booth banner and banner installation, event health permit, electricity, 10x10 cooking space blocked off from public area via bicycle barricades, entry into vendor tamale contest, two 2x3 color posters, and inclusion in online marketing and event app. Tables can be rented for \$10/each.

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 25th – 10AM to 6PM**

CANCELLATIONS

THERE ARE NO REFUNDS FOR CANCELLATIONS. **NO EXCEPTIONS.**

VENDOR FEES

VENDOR FEE INCLUDES: 10X10 CANOPY SPACE WITH THREE LOW SIDE WALLS, BOOTH BANNER AND BANNER INSTALLATION, EVENT HEALTH PERMIT, ELECTRICITY, 10X10 COOKING SPACE BLOCKED OFF FROM PUBLIC AREA VIA BICYCLE BARRICADES, ENTRY INTO VENDOR TAMALES CONTEST, TWO 2X3 COLOR POSTERS, AND INCLUSION IN ONLINE MARKETING AND EVENT APP. TABLES CAN BE RENTED FOR \$10/EACH.

WHAT DO I NEED TO TURN IN WITH MY APPLICATION?

All documents listed below must be attached to your application. Failure to turn in all appropriate paperwork may eliminate your chances at becoming a vendor.

- 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 that will be sold. (Pork Tamale- \$2, Chile Cheese Tamale- \$2, etc.)
- Social Media Marketing Form
- Event Insurance (By October 1st)
- Banner & APP Information (By November 1st)
- Payment (Visa/Mastercard, Cash, or Check payable to: City of La Habra)
BEFORE OCT. 1st: **\$650**
AFTER OCT. 1st: **\$750**

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 shade tents/canopies.

Signage: Vendor fees include the event banner, which will be hung on Saturday, November 24th. The banner will be created by the City of La Habra. The banner can fit one logo, and must include the menu and prices. Banners will also include accepted payment methods. All banner information is due by November 1, 2018.

Point of Sale: To expedite the lines booths must operate with a minimum of two points of sale open at all time.

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!**

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 CAN DISCOUNT TAMALES STARTING AT 5:00 P.M.

CONTEST

Every tamale vendor contestant will receive ONE free entry into the Vendor Tamale Contest. The Contest form needs to be submitted with the application. There are 4 different categories judged: Best Tamale, Best Tamale Dessert, and Judges Award. The tamale award will be advertised on our social media outlets, website, and on the booth's banner for the next year. Additional information will be available 2 weeks prior to the event.

BOOTH SPACES/SETUP/TEARDOWN

Booth spaces are 10' WIDE AND 10' DEEP. Set-up will be held from 3:00 to 7:00 p.m. on Saturday, November 24th and from 5:00 to 7:30 a.m. on Sunday morning. All booths MUST be set-up by 7:30 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 9:00 p.m.

ELECTRICITY

Please complete the ELECTRICAL NEEDS portion of the vendor application. Electricity use will be closely monitored. Electrical power will be available from 5:00 a.m. to 7:00 p.m. on Sunday, November 25th, unless otherwise requested. 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.

INSURANCE COVERAGE (By October 1, 2018)

The Festival requires event insurance, the requirements are as follows:

- Date of Event. Including the set-up day. (November 24 & 25, 2018)
- The City of La Habra must be named additional insured for one million dollars (1,000,000.00) comprehensive general liability to include: contractual liability, business auto, products (including food if applicable) and broad form property damage

**City of La Habra
110 E. La Habra Blvd.
La Habra, CA 90631**

- Insurance must be provided by a carrier rated A-VII or higher by Best's Insurance Rating Service
- All activities and rental insurance requirements are subject to review and approval by appointed City personnel
- Automobile Liability is required for all vendors who will be operating an automobile during the event and timeframe listed on the insurance policy. Coverage must include at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with limit no less than \$1,000,000 each accident for bodily injury and property damage.
- Workers' Compensation and Employers' Liability is required for all vendors that employ workers for the event and timeframe listed on the insurance policy. Workers' Compensation as required by the State of California with statutory limits, and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury or disease.

- For vendors that do not employ workers for the event and timeframe listed on the insurance policy, submit a letter on the business letterhead stating that paid employees do not operate the booth.

VEHICLES

VEHICLES WILL ONLY BE ALLOWED IN DESIGNATED AREAS ON THE PREMISE ON SATURDAY, NOVEMBER 24TH from 3:00 to 7:00 p.m. and from 5:00 to 7:15 a.m. on SUNDAY, NOVEMBER 25TH. Only ONE vehicle may enter Euclid St. at a time.

Vehicles may enter Euclid St. off of La Habra Blvd., and MUST check-in at the Information Booth. Vehicles must exit off First St. or at the end of Euclid St. 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 24th 4:00 P.M. to 6:00 A.M. on Sunday, November 25th. 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.