

# General Vendor Guidelines



**Saturday & Sunday, March 17-18, 2018 from 10:00 AM to 5:00 PM**

**Dublin Civic Center 100 Civic Plaza Dublin, CA 94568**

**Deadline for Applications is January 12, 2018**

## **GENERAL INFORMATION**

Applications are now being accepted for the 35th Annual City of Dublin St. Patrick's Day Celebration. This two-day festival will be held on Saturday & Sunday, March 17 & 18, 2018 from 10:00 AM to 5:00 PM at the Dublin Civic Center. The event will feature three stages of all-Irish entertainment, carnival rides, an authentic Irish Tea Cottage, arts & crafts booths, an Irish Marketplace, plenty of Irish food and beverage . . . and an expected attendance of over **80,000!**

**VENDOR CATEGORIES** The City of Dublin accepts vendors in the following categories for this event:

### **Arts and Crafts Vendors (must apply through WILLIAMS Ltd.)**

Fine, handcrafted, unique and one-of-a-kind arts and crafts or merchandise and pre-packaged gourmet foods

- Please contact Williams Ltd. at (775) 324-6435 or <http://www.williamsLtd.com/> for application and fees.

### **Food Concessions (must use the FOOD CONCESSION Application)**

There are limited food booth opportunities at the festival for Food Vendors (those preparing food for consumption onsite) and for Snack Vendors (those selling single items or drinks such as kettle corn or lemonade only). Vendors selling pre-packaged items (such as jams or salsas) to purchase for home consumption may apply as a Craft Vendor.

- Priority will be given to those vendors who specialize in Irish food items and those who best incorporate an Irish theme into their menus. An attractive booth appearance which will enhance the theme of the event is also important. Please submit photos of your booth set-up and your featured menu items with your application.
- All Food Vendors are required to obtain a Health Permit from the Alameda County Department of Environmental Health.
- All Food vendors are encouraged to use serving products which are compostable or recyclable.
- Approved menus will be strictly enforced in order to avoid excessive duplication.

### **Irish Marketplace Booth (must use the VENDOR Application)**

Vendors in this category are defined as those who sell Irish or Celtic items or related to St. Patrick's Day or Celtic history.

- For more information on this category, please call (925) 556-4544 or (925) 556-4508.

### **Activity Booth (must use the VENDOR Application)**

Vendors in this category are defined as those who offer an interactive experience for festival attendees. Examples include: face painting, photo booths, sand art or games etc. The sole operation of your booth must be the activity.

### **Nonprofit Information Booth (must use the VENDOR Application)**

- Limited booth spaces are available. Proof of 501(c)3 nonprofit status is required.
- Applications will be accepted on a first come, first served basis, with Dublin nonprofits receiving priority.
- It is the responsibility of the nonprofit to keep the booth open and running the entire duration of the event.

Distribution of any food or beverage (including water) is not permitted.

### **Dublin Commercial Booth (must use the VENDOR Application)**

Vendors in this category are defined as businesses located in the City of Dublin that offer tangible products or services for purchase which are not homemade.

- In order to qualify for a Dublin Commercial Booth, you must provide a Dublin address for your business and submit a copy of your Dublin business license at the time of application.

**PLEASE NOTE:** Non-Dublin businesses are invited to participate in the St. Patrick's Day Celebration as a Festival Supporter. Please visit [www.dublinstpats.com](http://www.dublinstpats.com) for sponsorship opportunity information

### **APPLICATION PROCEDURE Application Deadline is January 12, 2018**

1. Please read the Vendor Guidelines carefully and complete the proper application.
2. Please sign and submit any additional forms as needed.
3. Payment:
  - **Payment by Credit Card or Debit Card is preferred.** Do not send your card number. Once accepted, we will set-up an account for you and forward log-in instructions to make your own on-line payment.
  - VISA / MASTERCARD / AMERICAN EXPRESS / DISCOVER or Debit card are all accepted.
  - Any payments by check, money order, or cashier's check should be made payable to **City of Dublin.**
4. **Applications can be mailed or delivered in person to the Parks & Community Services Department at:**  
**City of Dublin St. Patrick's Day Celebration**  
**c/o Special Events**  
**100 Civic Plaza**  
**Dublin, CA 94568**  
**Or Emailed to:**  
**Monique.sanchez@dublin.ca.gov**  
**Stephanie.mein@dublin.ca.gov**  
**Or Faxed to:**  
**(925) 833-6651**
5. Applicants will be notified of acceptance to the festival via email by January 31, 2018. Applications received after the deadline may be placed on wait list consideration.

### **EQUIPMENT**

All vendors must provide their own canopy, tables, and chairs and other equipment. All booth materials must be in compliance with fire code regulations. If you need to rent a canopy or a food tent, you may place your order and submit your payment for the additional fees along with the application.

### **ELECTRICITY**

Electricity at the festival is limited. Personal generators are NOT allowed. If needed, vendors must pre-pay for electricity but must supply their own extension cords (minimum of 25 feet) to reach the access point.

### **FEES**

Fees vary based on vendor category. Please refer to the Vendor Application for the fee schedule. Payment is due in full upon acceptance to festival. If vendor is not approved, any payments will be returned as soon as possible.

### **NOTIFICATION OF ACCEPTANCE**

Accepted vendors can expect to receive a confirmation email within 3 weeks of the application deadline.

### **PARKING**

Vendors will be issued one parking pass for the designated Vendor Parking at the time of check-in.

### **INSURANCE – Due by February 16, 2018**

**General Liability:** All vendors are required to provide a Certificate of Insurance evidencing Comprehensive General or Comprehensive Personal Liability coverage for a minimum of \$1,000,000 per occurrence or \$2,000,000 aggregate naming the City of Dublin, its officers, employees, agents and volunteers as additionally insured.

- The vendor shall provide proof of insurance by deadline.
- The certificate must name: **City of Dublin, 100 Civic Plaza, Dublin, CA 94568** as the certificate holder.
- The Additional Insured Endorsement must include: **the City of Dublin, its officers, employees, agents and volunteers as additionally insured.**

## **SET-UP INFORMATION**

All vendors must complete their set-up and be ready to open for business by the scheduled start time of the festival. Detailed instructions for load-in and set-up will be emailed prior to the festival.

### **Friday, March 16<sup>th</sup>**

- All vendors are highly encouraged to set-up their booth on Friday from 2:00 PM to 7:00 PM.

### **Saturday, March 17<sup>th</sup>**

- Vendors may arrive as early as 6:00 AM and must be ready for business by 9:30 AM. Booths must be up, open, and ready for business by 10:00 AM.
- Vendors will have an opportunity to replenish their booths at the end of the day when the grounds are clear.

### **Sunday, March 18<sup>th</sup>**

- Vendors may access the festival site between 6:30 AM and 7:30 AM to replenish their booth. There will be NO vehicles allowed access to the festival site after 7:15 AM due to the **Shamrock 5K Fun Run**
- Break-down will begin no earlier than 4:45 PM on Sunday, March 18<sup>th</sup>. Please leave your booth space free of debris.
- Trash bags will be distributed for clean-up. You can leave trash only if it is in a plastic bag or a box.
- You will not be able to bring your vehicle on the lot until all pedestrian traffic has been cleared out of the area. All items must be off the lot by 7:00 PM on Sunday.

## **EVENT RULES AND REGULATIONS**

1. **The St. Patrick's Day Celebration is held rain or shine! There will be no refunds due to inclement weather. Please also note that Dublin frequently experiences windy weather conditions. Please bring weights or sand bags for your canopy. You may not tie your canopy to landscaping.**
2. A health permit issued by the Alameda County Department of Environmental Health is required for selling or sampling of any food or beverages. (This includes handing out candy, bottled water, etc.) If any samples of food/drink are not pre-wrapped or sealed, a fully equipped food booth is also necessary.
3. The City of Dublin does not guarantee vendor sales.
4. Vendors, their staff, employees, and agents must comply with all vendor policies, fire codes, laws, ordinances, and regulations pertinent to health, fire prevention and public safety. Failure to comply may result in expulsion from the event without a refund.
5. A limited number of vendors in each category will be accepted to the festival. Decisions are made at the sole discretion of the City and based on, but not limited to: the best interest of the festival, history, level of investment, payment, and date of paperwork received. The Festival reserves the right to admit duplicate businesses based on the Festival needs and size. Exclusivity may be extended at the Festival's discretion.
6. Vendor agrees to allow the City of Dublin to take photos of the booth and product during the event for use in City of Dublin events promotions.
7. All booths **MUST** have a tent. Vendors are required to supply their own tent, tables, and chairs. Rental equipment may be reserved through the City of Dublin using the vendor application
8. Booth locations are not guaranteed and are made at the discretion of festival management.
9. Handwritten signs are not permitted with the exception of chalkboard signage. A-frame signs outside of the booth are also prohibited.
10. **Exhibitor shall be liable** for delivery; handling, erection and removal of his/her own displays and equipment.
11. All displays, merchandise, equipment and staff **must be contained within the assigned booth space**. No amplified music, walkway solicitation or "barking" is allowed. Staff/Personnel must remain inside the booth.
12. **Walking the grounds to sell merchandise or hand out fliers is strictly prohibited.**
13. No helium tanks will be allowed at the festival. You may decorate with balloons, however, helium tanks will not be permitted on the festival grounds.
14. Festival security will be provided overnight on Friday and Saturday evenings, however, the City of Dublin is not responsible for lost, stolen, or damaged goods.
15. Vendor must obtain written permission from the City prior to using the City of Dublin logo.
16. Booth space must be occupied as assigned, and be open and staffed during all regular festival hours (10:00 AM to 5:00 PM). In the event that the Exhibitor does not occupy said space, the City is expressly authorized to occupy said space in a manner deemed best for the interest of the festival with no refunds to the vendor.
17. Vendor may not sublet or apportion booth space to anyone else.
18. Any changes to the menu or merchandise on the approved application must be submitted for written approval.

# Food Concession Application



Welcome to the City of Dublin's 35<sup>th</sup> Annual St. Patrick's Day Celebration! Please review the "Application and Participation Guidelines" and complete and sign the application. If you have any questions, please call (925) 556-4544.

## Vendor Information

<i>Business Name:</i>	<i>Business Phone:</i>
<i>Contact Person:</i>	<i>Cell Phone:</i>
<i>Address:</i>	<i>Fax:</i>
<i>City, State, Zip:</i>	<i>*Email:</i>
<i>California Resale License:</i>	<i>501(c)3 Number (Required for Non-Profit Vendors):</i>

## Menu and Pricing

*We are looking for creative menu items which will enhance or best suit the Irish theme of the festival. Please feel free to attach your menu and to be descriptive. Photos are also highly recommended.*

	\$		\$
	\$		\$
	\$		\$
	\$		\$

## Booth Specifications

Type of Booth	Number of Spaces	Fee	Subtotal
*SNACKS OR BEVERAGES ONLY		\$650	=
**FOOD BOOTH		\$800	=
<i>*For Single food item such as kettle corn or lemonade only; **Food is prepared onsite for consumption onsite</i>			
<b>Total Fees:</b>			<b>\$</b>

## Equipment and Electrical Service (if needed)

Food Vendors must use booths which meet California State Fire Marshall Codes and be identified with official CA State Flame Retardant seal. Tents must also be fully screened per Alameda County Health Department regulations. All booths will be inspected by the Fire Marshall and by the Alameda County Health. If needed, equipment can be reserved below:

Standard Food Booth (10 x 10 foot square)	\$400 each	\$
Table (8-foot x 36" rectangle)	\$50 each	
Folding Chairs	\$10 each	
Electrical Service – 20 amps (110 volts) – <b>Form Required</b>	\$50	
Electrical Service – 50 Amps (220 volts) – <b>Form Required</b>	\$100	
<b>Total Fees:</b>		<b>\$</b>

\_\_\_\_\_ I **DO NOT** need electrical service.

\_\_\_\_\_ I **DO NOT** need to rent a tent or equipment.

## Alameda County Health Permit – REQUIRED

- All accepted food vendors are required to have a health permit issued by Alameda County. The application can be accessed at [http://www.acgov.org/aceh/food/TFF\\_Application\\_Booth.pdf](http://www.acgov.org/aceh/food/TFF_Application_Booth.pdf) or by calling (510) 567-6748.
- Vendor shall be responsible for complying with the Alameda County's health regulations and will be subject to a 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 the event before booth may re-open.
- Copies of the Pre-inspection/Self Inspection Form can be found at <http://www.acgov.org/aceh/food/Self-inspection-Temporary-Event-Booth.pdf> or by calling (510) 567-6748.

## Alameda County Fire Code Activity Form - REQUIRED (if cooking)

- Food vendors are required to meet the California State Fire Marshall code as it relates to your tent, rig, fire extinguisher, etc. Failure to comply may result in closure of your booth. Vendors are advised to refer to the *Fire Code Requirements for Carnivals and Fairs and Tents and Other Membrane Structures Requirements* found on our website under **Forms**.
- Food vendors who will be utilizing any form of flame for cooking or any other purpose must complete the *Fire Code Regulated Activity/Use Application and Permit*. This document can be found at: <http://www.ci.dublin.ca.us/DocumentView.aspx?DID=643> or on our website under **Forms**.

## General Vendor Rules and Regulations

- Submittal of completed application does not constitute acceptance into the event by the City. Vendors will be juried following the application deadline. Those accepted will be notified of acceptance with a confirmation email.
- **This is a rain or shine event.** There are no refunds or extended dates due to inclement weather.
- Vendors keep 100% of the gross revenue.
- Any changes to the approved menu, activity or craft items must be submitted and approved by the City of Dublin.
- No private generators are permitted. If power is needed, an Electrical Service Request form is required.
- Walking the grounds to sell merchandise or handout fliers is prohibited. Vendors must remain inside booth space.
- An Alameda County Health permit is required to sell, serve or sample any food or beverage.
- Payment is due at time of acceptance - preferably by credit or debit card . If the Vendor is not accepted, any payment submitted will be returned as soon as possible.
- Vendor must provide their own signage. Signage may not exceed five feet from the top of the tent. **No handwritten signage will be permitted.**
- All fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety shall be strictly obeyed.
- Vendors are responsible for acquiring a seller's permit from the California State Board of Equalization. **Form BOE 410-D Swap Meets, Flea Markets, or Special Events Certification from the Board of Equalization (attached) must be submitted with application.** Vendors are responsible for submitting their own resale taxes.
- All necessary permits and/or licenses must be properly displayed.
- Each vendor is responsible for their own equipment and merchandise. The City of Dublin will not be liable for any lost, stolen, or misplaced merchandise or equipment at the event.

## Required Insurance: Due by February 16, 2018

**Liability Insurance:** All vendors are required to provide a Certificate of Insurance evidencing Commercial General Liability or Comprehensive Personal Liability coverage for a minimum of \$1,000,000 per occurrence or \$2,000,000 aggregate. The vendor shall provide proof of insurance by deadline.

- The certificate must name: **City of Dublin, 100 Civic Plaza, and Dublin, CA 94568** as the certificate holder.
- The Additional Insured Endorsement must include: **the City of Dublin, its officers, employees, agents and volunteers as additionally insured.**

## Waiver and Release of Liability

1. Vendor acknowledges and understands that participation in the Event involves potential risks that may arise from the actions and inactions of Vendor, other individuals attending the Event, or the City and its officials, employees, agents and volunteers. Vendor expressly agrees to accept and assume full responsibility for any and all risks of bodily injury, death or property damage caused by or arising directly or indirectly from Vendor's participation in the Event, regardless of the cause. Participation in the Event is purely voluntary, and Vendor elects to participate in spite of the risks.
2. Vendor releases the City, its officers, officials, employees, agents, and volunteers ("the Released Parties") and waives all actions, claims and demands that Vendor or Vendor's heirs, executors, representatives, insurers, attorneys, administrators or assigns ("the Releasing Parties") may have or may hereafter have for any personal injury, bodily injury (including death) or property damage that Vendor may directly or indirectly incur while participating in the Event, including but not limited to that incurred as a result of the negligence of the Released Parties. Vendor, on behalf of both Vendor and the Releasing Parties, agrees not to sue the Released Parties on the basis of these waived and released claims.
3. Vendor agrees to comply with all stated and customary terms, posted safety signs, rules, and verbal instructions as conditions for participation in the Event.
4. At all times during Event, Vendor, his/her employees and agents shall be independent contractors and not employees or agents of the City. Vendor, and his/her employees and agents shall have no authority, express or implied, to bind the City to any obligation whatsoever.
5. City may terminate Vendor's participation in the Event at any time. City shall not be liable for any costs incurred by the Vendor as a result of such termination by the City.
6. Vendor shall comply with all laws applicable to the performance of the work hereunder, including, to the extent applicable, health and safety regulations. Vendor is solely responsible for the payment of all federal, state and local taxes, including employment taxes, that Vendor may incur as a result of participation in the Event.
7. Vendor represents and warrants to City that Vendor and its employees, agents, and volunteers have all licenses, permits, qualifications, and approvals of whatsoever nature that is legally required to offer the goods and/or services that Vendor is offering at the Event.
8. Vendor agrees to indemnify, defend, with counsel selected by City, and hold harmless the Released Parties from any and all claims, demands, actions, judgments, damages, liabilities, and costs of any kind, including attorneys' fees, (collectively "Liabilities") arising out of or in any manner related to Vendor's participation in the Event, except to the extent that such Liabilities are caused by the sole negligence or willful misconduct of the Released Parties.
9. The person signing this Agreement represents and warrants that he or she is duly authorized and has the legal capacity to execute and deliver this Agreement on the behalf of the Vendor.

**By signing below I agree that I have carefully read the foregoing Waiver and Release of Liability and fully understand its contents. I am aware that this is a release of liability and I sign it without inducement. I also have read the Vendor Rules and Regulations included in this "Vendor Guidelines and Application" and I agree to comply with all conditions.**

Signature

Name (Printed)

Date

**Completed Applications and Payment must be submitted by January 12, 2018 to:**

**Mailed or delivered in person to:**  
**City of Dublin St. Patrick's Day Celebration**  
**c/o Special Events**  
**100 Civic Plaza**  
**Dublin, CA 94568**

**Emailed to:**  
**[Monique.Sanchez@dublin.ca.gov](mailto:Monique.Sanchez@dublin.ca.gov) - or**  
**Stephanie.Mein@dublin.ca.gov**  
**Faxed to:**  
**(925) 833-6651 c/o Stephanie Mein**