



**San Leandro Downtown Association**  
[www.sanleandrodowntownassociation.org](http://www.sanleandrodowntownassociation.org)

Questions? Email to: [info@sanleandrodowntownassociation.com](mailto:info@sanleandrodowntownassociation.com)

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**Vendor Application / ALL Forms Due by August 29, 2016**  
**Sausage & Suds Music Festival**  
**Sunday, October 2, 2016 / 10:00am - 6:00pm**

Name of Organization/Business

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Contact Name

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Street Address

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Primary phone

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Alternate phone

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Email

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## Type of food to be served

Please indicate if you will have vegetarian options. Please use additional page as needed.

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Priority for booth space will be given to vendors serving sausage, previous vendors in good standing, and local vendors. The Sausage & Suds Music Festival planning committee will also strive to select a variety of vendors with as few duplications of food types as possible.

## Fees

All vendors except food trucks, require an enclosed tent which is approved for outdoor food preparation. If you have your own tent, disregard the tent fee.

10' x 10' Vendor Booth Space \$500.00

10' x 10' Enclosed Tent Rental (if needed) \$175.00

Cleaning Deposit (refundable) \$200.00

*Please issue a separate check for cleaning deposit.*

## Applications are due by August 29, 2016.

Please read the accompanying Rules and Regulations, initial and sign where indicated. Mail completed signed Application, Booth Fee, Cleaning Deposit, List of Food, Rules and Regulations and Certificate of Insurance to:

San Leandro Downtown Association  
PO Box 223, San Leandro, CA 94577

NOTE: After notice of approval of application, each vendor will need to contact the Alameda County Environmental Health Department for a Temporary Food Facility Operator Application for a permit to operate a food booth. The link to the permit application is here:

[www.acgov.org/aceh/food/TFF\\_Application\\_Booth.pdf](http://www.acgov.org/aceh/food/TFF_Application_Booth.pdf)

## **RULES AND REGULATIONS**

The San Leandro Downtown Association welcomes your interest and potential participation in this year's event. Please read these rules carefully. All participants will be held accountable for abiding by these rules and regulations. Failure to comply may result in fines, loss of deposit(s), loss of right to participate and/or legal action.

### **I. APPLICATION AND SELECTION PROCESS**

Applicant understands and agrees that the San Leandro Downtown Association has sole discretion to determine the availability of booth space at the Sausage & Suds Music Festival. Submission of an application in no way guarantees acceptance as a vendor at the event. Be sure to completely fill out, sign and initial all required places on the application, as well as these Rules and Regulations.

*Signed Application, Booth Fee, Cleaning Deposit, List of Food, Rules and Regulations and Certificate of Insurance are due no later than August 29, 2016.*

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### **II. INSURANCE**

Each vendor must provide the San Leandro Downtown Association with a Certificate of Insurance evidencing coverage for general liability in the amount of \$1,000,000 per occurrence. Furthermore, such Certificate of Insurance must name the San Leandro Downtown Association, the City of San Leandro, their officers, agents, employees, and volunteers as additional insured. The Certificate of Insurance and any appropriate attachments must be received with the vendor application.

Each vendor shall be expected to conduct their business in a responsible manner and absorb all claims for product liability or vendor negligence. Neither the San Leandro Downtown Association, nor the City of San Leandro will cover claims arising from product liability or vendor negligence. The Certificate of Insurance must be accompanied by a hard or true copy of the Additional Insured Endorsement naming the San Leandro Downtown Association and City of San Leandro.

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### III. VENDOR ACTIVITIES

Applicant understands and agrees that the San Leandro Downtown Association shall have final approval on all products sold, given away, or displayed at Sausage & Suds Music Festival, and that neither the San Leandro Downtown Association nor the City of San Leandro shall have any liability or responsibility for claims resulting from products sold or given away by vendors.

Vendors may only sell or display those products that have been approved by the San Leandro Downtown Association or its agents. Vendor shall not be entitled to refund of any fees. All booths must remain open and operating during all scheduled hours of festival.

Vendors may sell name brand soft drinks (Coke, Pepsi, etc., no "big box" or house brands) in aluminum cans. You may NOT sell bottled water.

Ice will not be made available. Please bring sufficient ice for your needs.

Entire Booth area, inside, outside and "back-of-house" must be kept free of debris. Please keep up with trash disposal.

Children under 12 years of age are not to be left alone in the booth. Vendor's activities must be confined to the area within 18 inches of the front of the booth space.

Bicycles, skateboards, skates, etc., are not allowed on the premises during Festival hours.

No sales permitted prior to the opening of Sausage & Suds, all sales must cease at 6:00 pm.

Vendors may not use any voice amplification equipment, bullhorn or in any way offer goods or services for sale by calling-out in the street. No privately operated or installed radios or sound systems are permitted.

Approved fire retardant signage may be hung inside the booth. All vendors are required to have an approved fire extinguisher in the booth at all times. Questions may be posed to the Alameda County Fire Department.

Drawings, raffles, sweepstakes, surveys and offers for free merchandise which require name, address, or phone number to be given are strictly prohibited.

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#### IV. ELECTRICAL POWER

Electric power is not provided. All electrical power is to be supplied by the vendor, and shall be all base electrical power of 120 volts. Each vendor is required to submit a schematic showing electrical needs and locations, including voltage and wattage ratings, to the San Leandro Downtown Association with their application. Each vendor is required to provide their own lights and extension cords for booths. All extension cords must be securely anchored. Only electrical lines, wires and connections that meet the Uniform Building Code regulations can be used.

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#### V. RESALE NUMBER

The State Board of Equalization requires that each vendor selling a product have a resale number. If you do not have a resale number, please contact the State Board of Equalization for an application.

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#### VI. OPENING AND CLOSING

**Opening:** Grounds open for setup Sunday morning from 6 a.m until 9:00 a.m. Only one vehicle per vendor is allowed in the area at any given time. Loading and unloading of vehicles must be done as quickly as possible. Do not attempt to setup your booth while unloading. Do not leave your vehicle unattended on the Festival streets. ALL VEHICLES MUST BE OFF THE FESTIVAL GROUNDS BY 9:00 A.M.! No vehicles will be allowed to enter the Festival during Festival hours.

**Closing:** The Festival closes at 6:00 p.m. Vendor vehicles will be allowed back into the Festival area once the San Leandro Police Department clears the area of patrons and grants permission, which is usually around 7:00 p.m. Vendors should contact a Festival Representative for escort out of the grounds. All merchandise, fixtures, or belongings on the Festival grounds after 9:00 p.m. will be considered abandoned and subject to removal and disposal, the cost for which will be billed to the responsible owner.

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## VII. POLICE, FIRE, AND EMERGENCY UNITS

The City of San Leandro Police Department will provide daytime security during Sausage & Suds Music Festival, although the ultimate responsibility rests with the vendor and neither the San Leandro Downtown Association nor the City of San Leandro will assume responsibility for lost or stolen property.

There are clearly marked fire lanes that must be kept open at all times. You may be subject to fine and/or closure for noncompliance. All participants are subject to and must comply immediately with any and all additional safety or fire protection requests, directions, or requirements assigned them by the San Leandro Downtown Association, Alameda County Fire Department, or San Leandro Police Department.

As a necessary precaution to ensure a safe and enjoyable event for all, the Alameda County Fire Department requires the following in EACH BOOTH SPACE at ALL times during the fair:

- At least one Fire Extinguisher per 10' x 10' booth space.
- The Fire Extinguisher MUST BE class 2A10B:C
- Fire Extinguisher must be tagged providing inspection/service proof within the last year.
- The Fire Extinguisher must be MOUNTED inside each booth and EASILY ACCESSIBLE.
- The Fire Extinguisher must remain mounted throughout the duration of the event.

Fire Department officials will be inspecting each booth for compliance prior to the commencement of the event on Sunday morning.

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## VIII. ANIMALS

NO ANIMALS ARE ALLOWED IN THE FESTIVAL PREMISES! Only certified guide or hearing dogs are allowed at the Festival.

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## IX. RESTROOM AND HAND WASHING FACILITIES

The San Leandro Downtown Association will provide portable restroom facilities at the event. Vendors are responsible for additional hand-washing stations at their booth.

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## **X. TRASH DISPOSAL**

The San Leandro Downtown Association will provide large haul-away dumpsters for use by all vendors. The San Leandro Downtown Association will also provide small trash receptacles at the event for public use. The receptacles are not to be used to dispose of boxes or packaging materials. Please use the haulaway dumpsters for that purpose. All cardboard and glass are to be deposited in the appropriately marked recyclable containers. Each vendor is responsible for and must maintain the booth's inside trash containers. The small cardboard trash receptacles provided for the fair patrons are not to be moved inside any booth.

IMPORTANT: NO COOKING OIL is permitted to be left at the festival grounds, including in the trash or dumpster areas. ALL oil used for cooking should be removed by the vendor. Please bring appropriate vessels to remove used cooking oil at the conclusion of the event.

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## **XI. SUSTAINABILITY**

The San Leandro Downtown Association has made a commitment to sustainability and responsible use of resources. All plates, napkins, and utensils dispensed to the public MUST be recyclable or biodegradable. The use of polystyrene foam containers is strictly prohibited per the City of San Leandro [Polystyrene Foam Food Service Ware Ordinance](#) No. 2011-011.

We are using a Clear Stream system of collection, meaning there is a sorting method of separating organics / recycling / landfill items. Please use the appropriate containers throughout the day and after the event, during clean-up. To ensure a prompt and full refund of your cleaning deposit, please remove all debris from your booth area to the appropriate container.

DO NOT pour any oil, grease, or cleaning agents in the storm drains or gutters. Storm drains flow to the bay. Violators will forfeit their deposit and may be fined.

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## XII. COMPLIANCE

Applicant is aware that failure to comply with all the Rules and Regulations of the San Leandro Downtown Association may result in fines, suspension, loss of deposit, the right to participate in the Festival and/or legal action.

By the submission of the application process, your company affirms that they have read and understand the Rules and Regulations and agrees to comply and accept responsibility for individuals working in their booth. The applicant/ company further agrees that the San Leandro Downtown Association does not guarantee sales or profit from participation in the Festival.

To the best of my knowledge all information contained in the application and the Rules and Regulations is true and correct and I have read, initialed and agree to comply with the previously stated requirements.

Signature /Date

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Printed Name / Title

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*The individual signing this application is a duly authorized representative of the applicant.*