

# 2017 Food Vendor Form

## Riverbank Cheese and Wine Exposition

**Saturday, October 14, 2017 (10AM-8PM)**  
**Sunday, October 15, 2017 (10AM-7PM)**

**Food Vendor Application – Please fill out completely – Print or Type**

Business Name \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Alternative Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Email \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ CA Resale License \_\_\_\_\_

**Applicants are not confirmed until all documents and full payment of all fees are received.**

**List Products you are selling, information you are distributing, or food items you are selling. All items are subject to approval by event promoters.**

- |           |           |
|-----------|-----------|
| 1.) _____ | 4.) _____ |
| 2.) _____ | 5.) _____ |
| 3.) _____ | 6.) _____ |

	Single	Double	
Food Booth	\$450	\$750	\$ _____
<b>Additional Fees:</b>			
BBQ	\$100		\$ _____
End Booth:	\$100		\$ _____
Electric Service	\$35		\$ _____
Insurance Waiver	\$50		\$ _____
Temporary Food Permit	\$35		\$ _____
Fire Permit	\$35		\$ _____
		<b>Total:</b>	\$ _____

**\*Prime Zone and End Booth spaces are limited and are available first come first serve. To qualify you must have your application and payment submitted prior to spots being filled.**

# EXPOSITION INFORMATION, RULES & POLICIES:

## Vendors MUST READ and initial each area

### ACCEPTANCE

- Application deadline is September 1, 2017, but we will be accepting applications until we fill up our booth spaces. Applications received after this date will be reviewed on a first-come, first-serve basis. Applicants are not automatically accepted (*applications will not be reviewed without payment*). **NO CHECKS AFTER 9/1/17**
- Acceptance is at the discretion of the Vendor Services Coordinator and is contingent upon product availability, payment, and receipt of all documents.
- **City of Riverbank and Chris Ricci Presents** will not accept any checks after September 1. After September 1, payment must be made in cash, by credit card (M/C or Visa), or a certified cashiers check. Failure to pay by this date will result in being put on a waiting list with the possibility of losing your booth space to someone else.
- Assignment of any available space through cancellation or no-show will be left to the discretion of the Vendor Services Coordinator.
- List all items you plan on cooking/serving in your booth on 1<sup>st</sup> page of application. All items must be approved.

### Vendor BOOTHS Initials \_\_\_\_\_

- Booth Spaces are 10 x 10 and do not include a tent.
- End booths, Prime Zone, and side BBQ spaces are limited and will be sold on a first come first serve basis.
- If set-up, rig or trailer is larger than 10 x 10 end-to-end, vendor will be required to pay for 2 spaces.
- The Expo reserves the right to control repetition of items being sold. Exclusivity is not guaranteed to any vendor.
- Whisper quiet generators are allowed. If your generator is deemed too loud, you will be required to purchase electricity from the event at a cost of \$50 for the weekend.
- Electrical form **MUST** be completed for use of our electricity
- Food vendors **MUST** complete Fire and Health forms

### Vendor Initials \_\_\_\_\_ INSURANCE/LIABILITY

- All vendors are required by the **City of Riverbank** to provide a Certificate of Insurance for \$1,000,000 to the Expo, naming the **City of Riverbank and Chris Ricci Presents their officers, agents and employees** as additionally insured **MUST** be issued by your insurance carrier. We will waive this for a fee of \$50.
- An insurance certificate must be received no later than September 1, 2017.

### Vendor Initials \_\_\_\_\_ REFUNDS

- **There will be no refunds for rain or other act, either man-made or natural or if the space reservation is cancelled after September 1, 2017.**

### Vendor Initials \_\_\_\_\_ I HAVE READ THE ATTACHED FIRE CODE REGULATIONS

**Do you have questions or need help  
with the application?**

Call 209-863-7149 or 209-863-7150

email: [kwebb@riverbank.org](mailto:kwebb@riverbank.org)

## PLEASE READ CAREFULLY AND SIGN THE AGREEMENT

- 1. CERTIFICATE OF INSURANCE** – Vendor must carry liability insurance of at least \$1,000,000. A certificate of insurance form naming the **City of Riverbank and Chris Ricci Presents, their officers, agents and employees** as additionally insured **MUST** be issued by your insurance carrier.
- 2. PRODUCT-** All items you are selling must be listed on page 1 of this application. If not listed, it is at the discretion of the event promoters to allow. For Arts & Crafts vendors, you must submit a photo of your items, they must be **HANDMADE** to qualify for Arts & Crafts pricing. If the items appear not to be handmade you will be asked to pay Commercial Vendor fees.
- 3. ENFORCEMENT & PERMITS** – Decisions made by the City of Riverbank and Chris Ricci Presents are final. Vendors will comply with all laws and regulations. Vendor is responsible for obtaining necessary permits and licenses to operate and/or sell at this event. All permits, licenses and forms must be on display at the vendor's booth space.
- 4. LIABILITY** – Vendor covenants that it will protect, hold harmless & indemnify the Event, the Committee, Riverbank Cheese and Wine Exposition, the City of Riverbank, Sponsors, and their officers, agents, and employees. The Event, Chris Ricci Presents, the Committee, Riverbank Cheese and Wine Exposition, the City of Riverbank and Sponsors are not liable for lost, damaged or stolen vendor property.
- 5. GENERAL RULES** – Approved Vendors will receive an email with complete information approximately 2 weeks prior to the Exposition. Vendors must read and adhere to all regulations.
- 6. COMPLETED APPLICATIONS** – A complete application and all fees must be received no later than September 1, 2017. Applications are considered complete when all permits, payments and necessary documents are received. Vendors may not set up until the above conditions are met.
- 7. ACCEPTANCE** – A limited number of craft vendors in any category will be accepted into the Exposition. Decisions are based on, but not limited to, originality, history, and appeal of booth.
- 8. FOOD VENDORS** are required to submit a Stanislaus County Temp. Food Permit, found on our website, along with your application. If your "rig" is already licensed in Stanislaus County, this fee does not apply.
- 9. GENERATOR** – I will be using a generator \_\_\_\_\_ **Type:** \_\_\_\_\_  
All generators must be approved by Chris Ricci presents and the City of Riverbank before the event.

**I have read the regulations included with this application and agree to comply with the conditions set forth.**

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Signature

Date

**PAYMENT SCHEDULE: Total fees due with application before September 1, 2017 Make checks payable to: City of Riverbank**

**Mail Application & Payments to:**

**City of Riverbank  
Attention: Riverbank Cheese and Wine Festival  
6707 Third Street  
Riverbank, CA 95367**

**Visa & MasterCard accepted**

*For security purposes do not write credit card numbers on this form.*

*We will call you for your personal information after receipt of your application.*

**Do you have questions or need help  
with the application?**

Call 209-863-7149 or 209-863-7150

email: [kwebb@riverbank.org](mailto:kwebb@riverbank.org)



**DEPARTMENT OF ENVIRONMENTAL RESOURCES**

3800 Cornucopia Way, Suite C, Modesto, CA 95358-9492

Phone: 209.525.6700 • Fax: 209.525.6774

www.stancounty.com

**TEMPORARY FOOD FACILITY  
APPLICATION FOR PERMIT**

Illegible or incomplete applications may result in delay or denial of permit.

Mark one box on the right for the type of event for which you are applying.	Community Event	
	Certified Farmer's Market	
	Swap Meet (Prepackaged non-PHF only)	
Have you attended an event in this county within the last 12 months?	Yes	No
Event has only one food vendor?	Yes	No

<u><b>D.E.R. Use Only</b></u>	
PHF	Pre-Packaged

**COMMUNITY EVENT INFORMATION**

Name of Event:		
Starting Date:	End Date:	Setup Date:
Address:		
City:	State:	Zip:
Organization:	Phone: ( ) -	
Event Contact Person:	Phone: ( ) -	

**TEMPORARY FOOD FACILITY INFORMATION**

Business Name:					
Operator Name:					
Name of the Booth / Vehicle / Cart:					
Primary Phone: ( ) -	Secondary Phone: ( ) -				
Email Address:					
Address:					
City:	State:	Zip:			
Mailing Address:					
City:	State:	Zip:			
OFF-site prep:	County:				
Address:					
City:	State:	Zip:			
Will you attend with a	Canopy	Booth	Cart	Vehicle Lic	Permit

- o Food vehicles must obtain their permit from DER prior to the event. If this vehicle has been permitted in another county within the past 2 months, operator may submit the inspection report in lieu of the inspection.
- o For Veteran's Affair exemption, please attach a copy of form DD-214 to this application for permit.

Operator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Contact Person's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All applications for temporary food permits are to be submitted to the event organizer for approval.*

- Does any food contain meat, dairy or cut fruits or vegetables? YES NO
- Will all food and drinks served be prepackaged? YES NO
- Will all food be prepared at the temporary food facility site? YES NO
- What is the amount of time used to transfer the food to the event: \_\_\_\_\_ minutes/hours

**List all food items, including drinks, ice, and prepackaged foods such as chips or candy.**

Food Item(s)	Cooking Method (ex. fried, grilled, baked)	Holding HOT or COLD?	Name of EQUIPMENT used for hot or cold holding	Where is food purchased /obtained

**Sketch Sheet** – In the following space provide a drawing of the food booth. Identify and describe all equipment, including hand-washing facilities, dishwashing/utensil-washing facilities, cooking, hot-holding and cold-holding equipment, prep tables, food storage, and garbage containers.

How many people will be working in the booth? \_\_\_\_\_

*I, \_\_\_\_\_, have read the TFF guidelines and understand what is expected of me in order to operate my temporary food facility at this event. If I fail to provide the required items during the operation time, it may result in suspension/revocation of my permit, or further legal action.*

Operator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Stanislaus Consolidated Fire Protection District  
3324 Topeka St.  
Riverbank, CA 95367  
(209) 869-7470  
Fax: (209) 869-7475

**FIRE PREVENTION DIVISION  
PROPANE  
FRYER, GRIDDLE, STEAM TABLE  
CALIFORNIA FIRE CODE 105.6.27**

**DATE OF ISSUANCE:**

**DATE OF EXPIRATION:**

**APPLICANT'S NAME:**

**APPLICANT'S PHONE:**

**BUSINESS NAME:**

**BUSINESS OWNER:**

**BUSINESS ADDRESS:**

**BUSINESS PHONE:**

- 
1. All cooking equipment shall be of an approved type.
  2. Coleman stoves or equivalent shall conform to the following requirements:
    - a. No gasoline or kerosene may be used.
    - b. No fueling of a stove may be done in the booth.
    - c. There may be no storage of fuel in the booth.
    - d. A minimum of five feet of clearance must be maintained between the public and all cooking devices.
  3. Butane or propane equipment shall conform to the following requirements:
    - a. The maximum size of LPG tanks that can be used inside of a booth is 5 gallons.
    - b. All tanks shall have a shut-off valve.
    - c. The stove shall have a shut-off valve.
    - d. Hoses shall be of an approved type for use with the equipment.
    - e. The LPG tank must be protected from damage and secured in the upright position.
    - f. Tanks located outside of booths must have a pressure regulator if in excess of five gallon capacity.
    - g. There may be no storage of butane or propane tanks in the booth.
    - h. The tank must be turned off when not in use.
    - i. Prior to use, all connections must be tested ( may be done with a soap and water solution).
    - j. A minimum of 16 inches shall be provided between deep fat frying appliances, woks and open flame stoves. An alternative to the 16 inch separation requirement would be to provide a 16 inch high, full width splash guard.
    - k. A minimum of 18 inches shall be provided between deep fat frying appliances, woks and open flame stoves. (Note: Clearance may be reduced as approved by

the Fire Marshal)

4. Charcoal Barbecue cooking shall conform to the following requirements:
  - a. Charcoal barbeque cooking is prohibited inside of booths.
  - b. Charcoal cooking shall be performed only in areas away from public access and shall be located a minimum of five feet from any booth with a minimum of 10 feet from any permanent structure.
  - c. Only commercially sold charcoal lighter fluid or electric starters may be used. Gasoline, kerosene is prohibited from use.
  - d. Storage of starter fuel in the booth is not permitted.
  - e. Coals shall be disposed of only in metal containers that have been designated for such use and approved by the Fire Marshal. Dumping of coals in trash containers is prohibited.
5. Deep fat frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed. Such enclosures shall conform to booth construction requirements as previously outlined, but the top fo the enclosure shall be open or, when required by the Health Department, shall be provide with metal/flame retardant screening with a minimum height of 7 feet.
6. **FIRE EXTINGUISHERS:** Each booth shall be provide with a minimum 2 a-10b-c rated portable fire extinguisher. Any cooking operations involving combustible cooking media ( e.g., vegetable or animal oils and fats) will also require a class “K” (2-A:K) Fire extinguisher.
  - a. The extinguisher shall be mounted and secured so that it will not fall over.
  - b. The extinguisher must be visible and accessible, and located away from the cooking area.
  - c. The extinguisher must have been service within the last year and have a California State Fire Marshal service tag attached. Fire Extinguishers without the tag will not be recognized as meeting the Fire Code.
7. **HOUSEKEEPING:**
  - a. The Fire Marshal encourages the use of non-combustible materials in the cooking areas and away from heat sources.
  - b. Trash containers should be emptied regularly.
  - c. Clean all cooking surfaces regularly to prevent the build-up of grease.

By virtue of the provisions of the California Fire Code and the Stanislaus Consolidated Fire Protection District, the business started above having made application in due form, is hereby GRANTED THIS PERMIT for Propane Fryer, Griddle, Steam Table operations.

This permit is issued an accepted on condition that all Fire District Codes and applicable Municipal Codes and Ordinances now adopted, or that are adopted hereafter, shall be complied with. This permit does not take the lace of any License required by law. Any change in the use or occupancy of the premises shall require a new permit.

\_\_\_\_\_  
Permit Holder

\_\_\_\_\_  
Fire Inspector

Date: \_\_\_\_\_

**PERMIT MUST BE POSTED AT ALL TIMES. PERMIT IS NON-TRANSFERABLE AND SUBJECT TO REVOCATION AT ANY TIME. PERMIT IS NOT VALID UNLESS SIGNED BY THE FIRE DEPARTMENT INSPECTOR AND PERMIT HOLDER.**