

501 (c) (3) FOOD BOOTH APPLICATION

2009 PACIFIC ISLANDER FESTIVAL

**September 26 & 27, 2009
Ski Beach, Mission Bay
SAN DIEGO, CA**

AN ALCOHOL FREE EVENT

**Sponsored by
The Pacific Islander Festival Association**

**Penu Pauu--President
Rudy Tai--Vice President
Lani Love--Treasurer
Kiki Solia--Secretary**

Directors

Sam Atuatasi
Salani Faiivae Harrison
Greg Perez
Brian Cruz
Janelle Fejeran
John Fejeran
Steve Madrid
Tana Lepule

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:

1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008

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. 26, 2009, 9:00 AM – 4:00 PM
Sunday, Sept. 27, 2009, 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: **\$850.00**

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.

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.

Majority of food booths must be **Non-Profit Organizations**. The booth sign or banner displayed shall be of the sponsoring non-profit organization.

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 APPLICATION ACCEPTANCE:

Booth Committee accepts the booth applications along with fees when:

- Receipt of full payment of booth fees. A business or certified bank check or money order for booth fees must be made payable to PIFA.

- 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..
- **A representative must attend a mandatory meeting for all booth applicants if requested by PIFA**

BOOTH APPLICATION DEADLINE IS JULY 31ST, 2009

Applications and/or fees received after July 31st, 2009, 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).

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.

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

Check In / Set Up: Booths will be ready for vendor set up between **2:00pm -6:00pm on Thursday, Sept 24; 12:00pm – 6:00pm on Friday, Sept. 25; 5:00 – 7:00am on Saturday, Sept 26.** Cars and trucks may be used. Vehicles will be allowed to drop off equipment and once completed, 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. 26 and Sunday, Sept. 27.** No vehicles will be allowed on the grass after 7:00 a.m.

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 dumpsters provided. 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 31st. Payments that are cash do not mean that the vendor was accepted and/or approved to participate as a vendor in the 2009 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. Vehicles must be off the grass by 7:00am Saturday and 6:00am Sunday.

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 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.
- 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.
- Uncooked foods should be kept cold at 45 degrees or below. Hot foods should be kept hot at 140 degrees or above.
- 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 cooking under or close to canopy
- 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 the PIFA Booth Rules and Regulations.

Authorized Signature and Title

Date