

2019 Union Street Easter Parade

Vendor Application

Sunday, April 21st, 2019

Unionstreetevents.com

The Union Street Merchants Association and IDK Events, LLC are delighted to invite you to participate in the Union Street Easter Parade on Sunday April 21st, 2019 from 10am - 5pm, with the parade at 2pm. The event will take place on Union Street between Gough and Steiner. The deadline to apply is **April 15, 2019** and for food vendors **April 8, 2019**. These deadlines are in place to ensure we get all food vendor permits filed with the city on time, and any booth, tables or chairs ordered in a timely manner. You can apply online at unionstreetevents.com with ease as well. For more information, please read the FAQs on page 3 of this application.

For parade participation please call or e-mail us with your contact info and the amount of vehicles, if any you plan to bring. There is no cost to participate in the parade. You can also sign up for the parade online at unionstreetevents.com.

CONTACT INFO

Business/Organization Name: _____

Email (required): _____ **Contact Name:** _____

Phone: _____ **Address:** _____

CATEGORY

Please select your registration category. The type of business you are dictates participation price. You can also select any add-ons you may need for your booth. Keep in mind if you do not select an add on, you will only be paying for an empty 10x10 space. Food vendors are also required to fill out the applications included in this packet.

- Food Truck - **\$1375**
- Food Booth - **\$1375** (10x15)
- Arts and Crafts - **\$250**
- Government Agency/Political Groups - **\$300**
- National Business or Franchise - **\$1,500**
- Non-Profit - **\$150**
- Small Business - **\$500**
- Social Groups - **\$150**

ADD ONS

- Wooden Booth Structure (Measures 10x10x7) - **\$200**
- Tables - **\$15** x Quantity _____ = Total Amount \$ _____
- Chairs - **\$5** x Quantity _____ = Total Amount \$ _____

IDK Events, LLC - 1390 Market St STE 200 San Francisco, CA 94102
unionstreetevents@idkevents.com – (415) 906-4805 or Fax (415) 294-4877
Online application available at www.unionstreetevents.com

2019 Union Street Easter Parade

Vendor Application

Sunday, April 21st, 2019

Unionstreetevents.com

CREDIT CARD PAYMENT INFORMATION

Please fill out the payment details below

If you would like to pay over the phone please call (415) 906-4805. You can e-mail this application to unionstreetevents@idkevents.com. You can also fax it to (415) 294-4877. If you prefer you can apply online at unionstreetevents.com

Total Application Amount (please remember to include add-ons if selected): \$ _____

Name on card: _____ Card Type: _____

Credit Card #: _____ Expiration Date: _____/_____/_____

CVV#: _____

Signature: _____ Print Name: _____ Date: _____

FREQUENTLY ASKED QUESTIONS

How does this event work?

The event will consist of a parade and a festival. The festival will begin at 10 AM with the parade commencing at 2 PM. There will be an array of vendors along Union Street from Gough to Steiner as well as several interactive activities for children. If you sign up as a vendor we will add you to our online system and upload your application and documents to your file. You will need to access your email to see when your day of event info packet is available. This is sent out about 7-14 days before the event. We will send you an e-mail letting you know it is ready and you can log into www.theidk.net and use your email address and password "Newuser" to login. You can call or e-mail us to change your password. The day of 21st we will allow you to set-up at 6:30 AM for load in, this info along with a map and loading pass can be found in your day of information packet.

What do I get for my base fee?

The base fee will cover an empty 10x10 space unless you added tables, chairs, or a booth structure to your order. Any additions to your order must be done before **April 15, 2019**. We will not have extra tables and chairs available for rent the day of. Please call us if you have any questions.



Union Street Easter Parade Exhibitor Agreement and Acknowledgment

This Union Street Festival Exhibitor Agreement and Acknowledgement (the “**Agreement**”) sets forth the agreement between you and your organization (“**Exhibitor**”) and Union Street Association Inc, a California Corporation, (“Union Street Association Inc.”) as a participant in the Union Street Easter Parade 2019 (the “**Festival**”) as a Festival Exhibitor.

1. **Purposes.** This Agreement affirms that the individual, organization, agency and or business named above, and individuals participating in and on behalf of the above Exhibitor are in accord with the purposes and objectives of Union Street Association in producing and participating in the Festival.

2. **Binding Effect.** The execution of this Agreement binds all officers, members, agents, employees, volunteers and participants (“**Participants**”) to the terms of this agreement and those work participate with Exhibitor in its booth. Your signature on this Agreement represents and warrants that you have the authority to bind the Exhibitor to the terms contained in this Agreement. The Exhibitor agrees to inform its Participants of and ensure that they abide by all policies, regulations and guidelines concerning the Festival, and agrees to follow any and all instructions of Union Street Association staff and volunteers.

3. **No Third Party Sponsorships.** By executing this Agreement, Exhibitor affirms that it is not sponsored by, and will not display or distribute logos, trademarks, products, advertising, or promotional materials from any third party organization or business and does not represent or is not itself a franchise holder of a retail or wholesale chain corporation. Third parties (i.e. someone other than the named Exhibitor) may sponsor or participate with you only with the express written consent of Union Street Association, and such consent shall be at the sole discretion of Union Street Association.

4. **Right to Participate Revocable.** Pursuant to the approved street closure permit issued by the City and the County of San Francisco, Union Street Association has legal possession, duty to control presentation, responsibility, and control of the Festival Site and the surrounding closed streets on the Festival date. Union Street Association Inc. reserves the right to remove any person, or Exhibitor (including their employees, volunteers and those working in conjunction with the Exhibitor) from the Festival, who Union Street Association Inc. determines, in its sole discretion, affects, harms, or hinders the safety, presentation, theme, and or progress of the Festival, places other participants or spectators in physical danger, or whose participation is inconsistent with the purposes and objectives of the Festival. Union Street Association Inc. additionally reserves the right to publish this executed Agreement, in whole or in part, in support of its purposes and objectives. Union Street Association Inc. retains the right to remove any person, contingent, or Exhibitor for any reason, including but not limited to:

- (a) Exhibitor is found to have falsified any of the statements contained in the application;
- (b) Exhibitor is found to have changed or added to the use described in this application;
- (c) Exhibitor creates a nuisance to Union Street Association, its Licensees or its Guests;
- (d) Exhibitor fails to follow the Union Street Association Inc Exhibitor Guidelines; or
- (e) Exhibitor's use of the premises in any other way interferes with the orderly, safe and successful conduct of the Festival.

5. **Exhibitor’s Duties.** Exhibitor agrees, in addition to all the other terms of this Agreement:

- (a) to furnish all equipment, inventory, supplies and personnel necessary to the operation of its space;



- (b) to check-in and occupy the space(s) assigned to Exhibitor by no later than 9 a.m. on the day of the Festival or risk being deemed a "no show." Any Exhibitor "no-shows" will:
 - (i) not be eligible for a fee refund; (ii) space(s) not occupied by 10 a.m. are subject to resale by Union Street Association; and (iii) exhibitor to whom the spaces were originally assigned may, at the sole discretion of Union Street Association, be relocated, providing that there is adequate additional space available for such relocation.
- (c) to leave its space and surrounding area clean and clear of refuse, even in the event that weather problems or other force majeure events interrupt or force cancellation of the Festival, using their reasonable discretion about whether it is safe to do so;
- (d) to sell only the item(s) described in the application and to make no changes without the advanced written consent of Union Street Association Inc;
- (e) that generators are permitted; *provided however* that such generators must produce less than 60dB of sound at 7 meters running at full load and fit inside Exhibitor's assigned booth space. All generators to be used in Exhibitor's location are subject to the approval of Union Street Association;
- (f) that radio, web or other transmissions of any kind from the site without the prior express written permission of Union Street Association Inc. are expressly forbidden;
- (g) to confine all sales activity to the location assigned to it by Union Street Association Inc;
- (h) that booth space and fees are non-transferable and no booth space may be reassigned to a third party without the express written approval of Union Street Association Inc;
- (i) to provide all requested support documentation with the understanding that access to the Festival site will be denied without it;
- (j) to comply with Union Street Association Inc. Exhibitor guidelines and the requests of Union Street Association Board of Directors, staff, event volunteers, and security personnel before, during, and after the Festival; and
- (k) that Exhibitor is solely responsible for calculating and reporting to the Internal Revenue Service, state and local governments all taxes arising from sale of applicable items.

6. **Photographs and Grant of Rights.** Exhibitor, and all Participants in or about the Exhibit Booth or at the Festival grant Union Street Association Inc. (i) the right to take still or moving photographs, video, digital, audio, or other recordings ("**Photographs**"), and (ii) the perpetual right to reproduce, display, distribute, perform, digitize, transmit, broadcast and otherwise use those Photographs, in any and all media and manners now known or hereafter discovered throughout the world, in whole or in part, modified or altered, either by themselves, or in combination with other photographs or materials. The Photographs may be used by Union Street Association Inc. for any purposes whatsoever including without limitation, all promotional and advertising uses, on its web site, and for other purposes. **Exhibitor expressly agrees to inform its Participants that they are granting these rights in consideration of the opportunity to participate in the Festival.** Exhibitor hereby forever releases and discharges Union Street Association Inc. from any and all claims, actions and demands arising out of or in connection with the use of the Photographs, including, without limitation any and all claims for invasion of privacy, publicity rights, defamation, trademark rights, likeness, and all other rights. Exhibitor waives all rights to royalties, license fees, or other compensation related to the use of the Photographs.

7. **Limitation on Damages.** Union Street Association Inc. shall make reasonable efforts to hold the Festival, and to secure the necessary permits and funding to make the Festival possible. Union Street Association Inc. does not guarantee the Festival will be held, or that even if scheduled, that it will not be cancelled due to weather or any other circumstance, include the order of city, state, or federal officials, or any other reason in Union Street Association Inc.'s sole and absolute discretion. UNION



STREET ASSOCIATION INC. IS NOT AND SHALL NOT BE HELD LIABLE TO EXHIBITOR (OR TO ANY PARTICIPANT OR OTHER PERSON CLAIMING RIGHTS DERIVED THEREFROM) IN CONTRACT, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE AND MISREPRESENTATION) OR OTHERWISE FOR ANY DAMAGES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, TO PERSON OR PROPERTY, ECONOMIC, INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES OF ANY KIND AS A RESULT OF BREACH OF ANY REPRESENTATION, WARRANTY, COVENANT OR OTHER TERM OF THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY FAILURE OF PERFORMANCE RESULTING FROM UNION STREET ASSOCIATION PROVISION OF THE FESTIVAL, REGARDLESS OF WHETHER UNION STREET ASSOCIATION INC. WAS ADVISED, HAD OTHER REASON TO KNOW, OR IN FACT KNEW OF THE POSSIBILITY OF SUCH DAMAGES. In the event that this section is held invalid for any reason whatsoever Union Street Association Inc.'s total, aggregate liability under this Agreement shall in no circumstance exceed a refund the total amount of fees (not to include any expense reimbursements) actually paid by Exhibitor to Union Street Association Inc. hereunder in full and complete satisfaction of any damages or loss arising from or related to any act or omission giving rise to such claim.

8. **No Warranties.** Except as otherwise expressly set forth herein, Union Street Association Inc. makes no warranties, guarantees, or representations of any kind, express or implied, with respect to the operation, capacity, speed, functionality, qualifications, or capabilities of the Festival, services, goods or personnel resources provided hereunder, including, without limitation, any implied warranty of merchantability or fitness for a particular purpose.

9. **Tort Claim Waiver.** In addition to and not in limitation of any other provision of this Agreement, Exhibitor hereby knowingly, voluntarily, and intentionally waives any right to recover from Union Street Association any losses or damages in any action brought under tort theories, including, without limitation, personal injury, injury to property, negligence, misrepresentation, product liability, defamation, and/or arising from relating to the quality or performance of the services provided by Union Street Association Inc., its directors, staff, volunteers, agents or other representatives hereunder.

10. **No Personal Liability.** Without waiver, and in addition to and not in limitation of any other provision of this Agreement, in the event that Union Street Association Inc. is found liable by any court of competent jurisdiction or agrees pursuant to mediation, settlement, or otherwise to pay for any damages whatsoever related to its performance of its obligations hereunder, such damages shall apply to Union Street Association Inc. only and not to any officer, director, employee, agent, representative, volunteer, or other person acting on behalf of Union Street Association.

11. **Early Statute of Limitations.** No lawsuit or other action may be brought by Exhibitor or any Participant on any claim or controversy based upon or arising in any way out of this Agreement or the Festival after six (6) months from the earlier of (a) the date on which the cause of action arose regardless of the nature of the claim or form of action, whether in contract, tort (including, without limitation, negligence and misrepresentation) or otherwise, or (b) the day of the Festival.

12. **Insurance and Indemnification.** Each Exhibitor shall secure and maintain insurance as set out below, and shall have Union Street Association Inc. and the City and the County of San Francisco named additional insureds on all policies. Not in limitation of any other provision contained in this Agreement, in the event that Union Street Association Inc. is held liable for any Claim (as defined below) from any of Exhibitor's Participants, Exhibitor shall indemnify, defend and hold harmless Union Street Association Inc. for such Claim. The term "**Claim**" means any direct or indirect claim against or



demand or liability of Union Street Association arising from or related to the Festival, Exhibitor, or any Participants participation therein.

13. Defense & Indemnification Procedure. Union Street Association Inc. shall tender to Exhibitor in writing any claim that it desires for Exhibitor to defend and indemnify Union Street Association Inc.. In the event that Union Street Association Inc. asserts any claim for defense and indemnity, against Exhibitor, Exhibitor shall have the obligation to timely defend Union Street Association Inc. from any such claims with counsel of Exhibitor's choice at Exhibitor's sole cost and expense. In any such action or proceeding, Union Street Association Inc. also shall have the right to retain its own counsel, at Exhibitor's expense, and shall do so in the event Exhibitor fails to timely defend the tendered claim. The Parties shall cooperate and in the defense of all third-party claims which may give rise to an indemnifiable Claim hereunder.

14. Insurance. Throughout the period of preparation for and during the Festival, Exhibitor shall maintain the following types of insurance coverage: (i) general commercial or personal liability insurance in amounts not less than \$500,000.00 per claim and \$1,000,000.00 aggregate, to cover Exhibitor and its Participants throughout the Festival; (ii) vehicle insurance in the same amounts to cover any and all vehicles (including but not limited to cars, trucks, and motorcycles); and (iii) workers compensation insurance to cover all employees of Exhibitor who are Participants. Exhibitor shall provide a declaration page as proof of such insurance to Union Street Association Inc. before the Festival showing Union Street Association Inc. and the City and the County of San Francisco as additional insureds for the duration of the Festival and preparation for it. Unless such insurance is so maintained, Union Street Association Inc. shall not be liable whatsoever for any claim against Union Street Association Inc. that would otherwise have been covered by such insurance. In addition, Exhibitor shall surrender the proceeds of any insurance claim that is related to any claim against Union Street Association Inc. for which Union Street Association Inc. has been obligated to pay by settlement, judgment, or award.

15. Mandatory Mediation in San Francisco. All controversies and claims between the Parties arising under or in connection with the Festival, this Agreement, and all other disputes between the Parties, that exceed the jurisdiction of small claims court shall be first submitted to mediation to be held in the City and the County of San Francisco, California by a mediator from a mutually agreed mediator. Any dispute that cannot be resolved by mediation shall be submitted to a court of competent jurisdiction, including small claims court, in San Francisco, California. Any party shall have the right to be represented by counsel at mediation.

16. Attorneys' Fees. Each Party shall pay the cost of his, her or its own attorneys' fees and expenses incurred in connection with any mediation or judicial proceeding of a dispute between the Parties. In the event of any legal proceeding arising out of or relating to this Agreement, the court shall not have discretion to award the prevailing Party's reasonable and actually incurred attorneys' fees and costs in such action or proceeding.

17. Transmission of Data. If the Festival or preparation for it require transportation or transmission of data between Union Street Association Inc. and Exhibitor, the responsibility and expense for transportation and transmission of, and the risk of loss for, data and media transmitted between Union Street Association Inc. and Exhibitor shall be borne by Exhibitor; provided, however, that no Party shall be liable for any loss resulting from the other Party's gross negligence, willful misconduct or other bad faith action or omission.

18. Reliance on Data. Union Street Association Inc. shall be entitled to rely upon data,



information, and representations provided by Exhibitor. If any error results from incorrect input supplied by Exhibitor, Exhibitor shall be responsible for discovering and reporting such error and supplying the data necessary to correct such error to Union Street Association Inc..

19. **Force Majeure.** Union Street Association Inc. shall not be liable for a delay in the Festival or its performance of its obligations and responsibilities under this Agreement due to causes beyond its control, including, without limitation, weather, interruption or failure of telecommunication or digital transmission links, war, strikes, lockouts or work stoppages or other labor difficulties, supplier failures (including failure of performance of any carrier), energy failures, embargo, national, regional, or local emergency, insurrection or riot, acts of the public enemy, fire, flood, or other natural disaster, vandalism, explosion, any federal, state or municipal law, order, regulation, direction, action or request, breaches or delays, damage to or destruction in whole or in part of the streets, sidewalks, civic center, telephone or cable lines or electrical energy systems, inability to obtain telephone or cable service or electricity, or damage to or destruction in whole or in part of any components essential to connection to the Internet or any other causes, contingencies, or circumstances within or without the United States not subject to Union Street Association Inc's complete control which prevent or hinder the Festival or Union Street Association Inc's performance under the terms of this Agreement or make the fulfillment of this Agreement impracticable (a "**Force Majeure Event**"). If performance or timely performance is made impracticable or impossible by the occurrence of Force Majeure Event, Union Street Association Inc. shall not be deemed to have breached this Agreement. Further, in the event that Union Street Association Inc. is unable to meet its obligations hereunder because of such Force Majeure Event, and the Festival is cancelled, Union Street Association Inc. shall have no obligation to reschedule it or to refund any fees paid to it hereunder.

20. **Construction.** In the event of any dispute between the Parties, this Agreement shall be construed as a whole, shall be interpreted in accordance with its fair meaning, and shall not be construed strictly for or against either Party as the drafter thereof or otherwise (both Parties acknowledging that Exhibitor has been advised to consult with an attorney regarding the terms and conditions of this Agreement prior to execution of this Agreement). Section headings are for convenience only and shall not be used to interpret the meaning of any provision or term of this Agreement.

21. **Governing Law; Jurisdiction and Venue.** This Agreement shall be governed by the laws of the State of California applicable to agreements made and to be performed in California. Federal and state courts within the State of California shall have exclusive jurisdiction to adjudicate any dispute arising out of this Agreement. The parties consent to personal jurisdiction of the federal and state courts within California and service of process being effected by registered mail sent to the addresses above.

22. **Severability; Limitations.** In the event that any provision or portion of a provision of this Agreement shall be determined to be illegal, invalid or unenforceable by any court of competent

jurisdiction, then: (a) the remainder of this Agreement shall be enforced to the fullest extent possible, and (b) the illegal, invalid or unenforceable provision or portion of a provision will be amended by the court, or otherwise shall be interpreted, to reflect as nearly as possible without being illegal, invalid or unenforceable the Parties' intent. If such amendment or interpretation is not possible, the illegal, invalid or unenforceable provision or portion of a provision will be severed from the remainder of this Agreement and the remainder of this Agreement shall be enforced to the fullest extent possible as if such illegal, invalid or unenforceable provision or portion of a provision was not included.

23. **No Modifications; Entire Agreement; No Waiver.** This Agreement may be modified



only by a written agreement signed by each Party. This Agreement constitutes the entire agreement between the Parties with respect to the Festival and supersedes all prior written and oral agreements, discussions or representations between the Parties. Failure or delay to exercise any right or remedy available under this Agreement shall not act as a waiver of any other right or remedy, nor shall any single or partial exercise of any right preclude any other or further exercise thereof. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provisions, whether or not similar, nor shall any waiver constitute a continuing waiver of any such right or remedy. No waiver shall be binding unless executed in writing by the Party waiving any such right or remedy. All remedies shall be cumulative and non-exclusive.

24. **Successors.** This Agreement shall be binding upon each Party and its successors and assigns, and shall inure to the benefit of each Party and to its successors and assigns. Exhibitor may not assign any of its rights, duties or obligations under this Agreement without the prior written consent of Union Street Association Inc., provided, however, that Exhibitor may assign its rights, duties or obligations under this Agreement in the event of a Change of Control (as defined below) of Exhibitor, so long as Union Street Association Inc’s rights, duties or obligations under this Agreement are not materially and adversely affected. The term “**Change of Control**” shall refer to (a) the liquidation, winding-up or dissolution of Exhibitor, whether involuntary or involuntary, (b) the sale of all or substantially all of the assets of Exhibitor, or (c) the sale, merger, or consolidation of Exhibitor in which the holders of the securities of Exhibitor immediately prior to such transaction(s) hold less than fifty percent (50%) of the voting power of the surviving entity after such transaction(s). Any reorganization of Exhibitor for the sole purpose of incorporation in another state shall not be deemed a Change of Control.

25. **Signatures.** This Agreement may be executed in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same agreement. Facsimile or electronic copies of signed signature pages shall be binding originals

By my signature below I show that I have read and clearly understand the information contained in this Application and the responsibilities accorded to me as a participating Exhibitor or exhibitor at the 2019 Union Street Easter Parade. I understand that I may cancel my application, in writing only, at any time up until 5p.m., April 1, 2019, and expect a refund, minus a 50% processing fee, paid within two weeks following the event. I further understand that if this application is canceled by me or by my organization after April 1, 2019, for any reason, all fees paid WILL NOT BE REFUNDED. I also understand that any refund request must be submitted with proper documentation and in writing to Union Street Association Inc. no later than April 1, 2019. I also understand that no exhibit space may be reassigned to a third party without the express written approval of Union Street Association Inc.. I hereby declare that all information herein provided by me is true, correct, and complete and that I have the legal authority to bind my organization to the terms and conditions of this Agreement.

Organization Name: _____

Signature: _____

Print Name: _____

Title: _____



Temporary Food Facility (TFF) Concessionaire Application

RETURN TO THE EVENT COORDINATOR with applicable fees and documentation.

Application and fees must be submitted to the event coordinator at least 14 days prior to the event.

1. Name of Event	
Event Name:	Date(s):
Event Location:	Number of Booth(s):
Food Preparation or Set Up Start Time at Event:	

2. TFF Applicant	
Business Name:	Business Phone #:
Address:	City, Zip Code:
On-site Representative:	Cell/Alternate Phone #:
Email:	
Vendor Type: <input type="checkbox"/> For-profit <input type="checkbox"/> Veteran Exempt <input type="checkbox"/> Non-Profit	

3. Commissary Agreement (Where food is prepared, stored, or purchased)	
All food prepared prior to the event and cleaning and sanitizing of equipment/utensils shall be conducted and stored in a facility with a valid health permit. NO HOME FOOD PREPARATION OR STORAGE IS ALLOWED. ALL FOOD MUST BE FROM APPROVED SOURCES.	
Commissary Name or Food Facility:	Date(s) and Time(s) of Use:
Address, City, State, Zip Code:	Phone #:
The Applicant submitting this application has permission to use the facility for the specified date(s) and time(s). If this permission is rescinded, I will immediately notify the City and County of San Francisco, Department of Environmental Health (415-252-3971).	
Name of Permit Holder or Authorized Kitchen Representative (Signature required for food preparation and food/equipment storage): Print Name: _____ Signature: _____ Date: _____	

4A. Non Pre-packaged Menu Item(s) (If needed, attach separate page to include all menu items)			
Food/Beverage Item	Prepared Off-site	Cooking Procedures	How will you hold food cold at 45°F or below or hot at 135°F or above?
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

4B. Pre-packaged Menu Item(s)			
Food/Beverage Item	Sampling?*	Food Storage Location Prior to Event?	How will you hold food cold at 45°F or below or hot at 135°F or above? N/A if shelf stable
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

*Sneeze guard required for sampling non-prepackaged food on front table of TFF.

Sampling Procedure: _____

TEMPORARY EVENTS PROGRAM

5. Food Operation Checklist

1. I understand I cannot prepare food/beverage at home. 2. I will provide a calibrated probe thermometer to measure the hot and cold potentially hazardous foods throughout the event. 3. I am transporting and maintaining potentially hazardous food cold at 45°F or below or hot at 135°F or above. 4. I will not sell or give away packaged or bottled water 1 liter or less.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
5. HANDWASHING: I am providing a hand wash station (Any booth with open food, sampling, bars or food preparation will be required to set up hand wash station.) I will set up a Gravity Flow Handwashing Station which includes all of the below: <ul style="list-style-type: none"> • Insulated 5 gallon Water Dispenser with hands free spigot • Warm water between 100°F – 108°F • One separate bucket or basin for the collection of waste water • Liquid pump soap • Paper towels and compost bin 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
6. I am a booth serving only pre-packaged food or beverage and am not opening the product for distribution or sampling.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. UTENSIL WASHING: I am providing the following items within my booth for the sanitary cleaning of food preparation and serving utensils: (See example set up below) Three (3) deep tubs (basin 6-8 inches minimum): <ul style="list-style-type: none"> • Detergent & Water • Clean Rinse Water • Sanitizing Solution (100ppm Chlorine solution or 200ppm Quat solution). 	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. BOOTH SET UP: I am protecting the <u>unpackaged food</u> and food preparation areas from insects, dust, and the public by complying with the following methods: <ul style="list-style-type: none"> • A booth with walls and ceiling constructed either of wood, canvas, plastic, or similar material with fine mesh fly screening. • A booth with cleanable flooring - concrete, asphalt, clean tarps and smooth wood are acceptable. • Overhead protection for food/beverage storage only and pre-packaged food or beverage sales/service. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

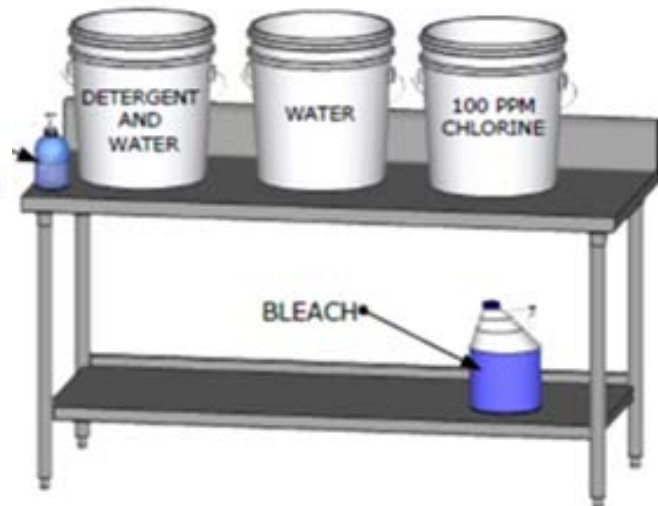
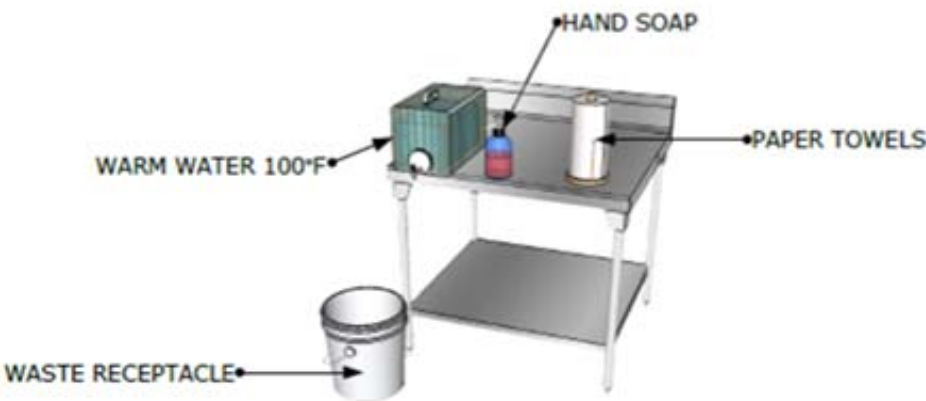
I have read & understood the TFF Concessionaire Operating Requirements & Checklist attached to this form.

Applicant Signature: _____ Date: _____

Print Name: _____

Hand Washing Station

Utensil Wash Station



San Francisco Fire Department

Division of Fire Prevention
& Investigation



BUSINESS NAME

MAILING ADDRESS

CITY

STATE

ZIP CODE

EVENT INFORMATION

NAME OF EVENT

DATE

LOCATION

VENDOR ACKNOWLEDGMENT RECEIPT FORM

Please read and complete this form. The completed vendor acknowledgement form, permit application, required documents, and appropriate SFFD fire permit fees **must be returned to the Event Sponsor** at least (10) business days prior to the event for submission by the Event Sponsor to the SF Fire Dept.

A signed copy of this form and permit application must be on file with the Bureau of Fire Prevention prior to using LP-gas (propane, butane), charcoal briquettes, wood chips, open flame devices, or flammable/combustible liquids at any food or street fair in the City and County of San Francisco.

I, (print name) _____, the owner/agent/responsible party acknowledge receipt of **SFFD Administrative Bulletin No. 5.10** ("Safety Requirements for Regulated Activities at Outdoor Food and Street Fairs"). Furthermore, I agree to inform all staff and/or employees of the above guidelines for each regulated activity.

I understand that all equipment used during the event shall meet the requirements of the San Francisco Fire Code and A.B. 5.10 or the equipment shall be removed.

PRINT NAME

DATE

SIGNATURE REQUIRED

TELEPHONE NUMBER

AB:s:bf:permits:vendor form (Form Rev. 01/01/11)

San Francisco Fire Department

Bureau of Fire Prevention
698 - 2nd Street, Room 109

San Francisco, CA 94107
Phone: (415) 558-3300
Fax: (415) 558-3323

_____ of _____

PERMIT APPLICATION
(Hours 8am-4:30pm Mon-Fri)

- Permit Approval (OK)
- Pending Inspection (PI)
- Hold for _____
- Battalion Chief Inspection
- Permit Section Inspection
- WDO Required
- Sponsor Permit

PERMIT DESCRIPTION: _____

OTHER INFORMATION: Please provide the applicable information for: **LP-gas tanks/containers:** number, weight/gallons; **Flammable/combustible liquid tanks/containers:** content, number, gallons, location; **batteries:** type, gallons, location; **Compressed gas tanks/containers:** content, number, volume; **places of assembly:** maximum approved occupant load; **Tents/membranes:** number, dimensions, occupant load, site plan, floor plan; **events/special places of assembly:** date

OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE SFFD Permit Conditions/Notations:

Annual Tax License Certificate Required: yes / no if yes: Tax Class: D _____
If no: Date Permit Expires _____

PERMIT ADDRESS: _____

APPLICANT'S BUSINESS NAME(dba): _____ **TELEPHONE:** _____

PERMIT HOLDER: _____ **SF BUSINESS TAX REG NO.:** _____

APPLICANT'S CONTACT/AGENT: _____ **TELEPHONE:** _____

APPLICANT'S BILLING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____ **FAX:** _____

All returned checks are subject to an additional surcharge. Processing, review, and inspections that require more than a total of two (2) hours or three (3) hours for flame effects or pyrotechnics/fireworks) shall be subject to an additional fee for each hour or portion thereof.

This application form is not a permit to operate and may require further review or inspection by the San Francisco Fire Department. The Chief is authorized to cancel a permit application when the applicant fails to make corrections or fails to provide additional information within six (6) months from the date of this application.

All fire permit applications shall be submitted a minimum of five (5) working days (or ten 910) working days for flame effect and pyrotechnic/fireworks permits) prior to the commencing date of the regulated event or activity. Only the original permit application will be accepted; a "fax" copy is not acceptable. It is the applicant's responsibility to contact the SFFD to schedule an inspection.

I CERTIFY THAT I HAVE READ THE ABOVE STATEMENT OF CONDITIONS AND THAT ALL INFORMATION SUBMITTED IS CORRECT. I AGREE TO COMPLY WITH ALL CITY AND STATE LAWS RELATING TO FIRE PREVENTION, AND HEREBY AUTHORIZE REPRESENTATIVES OF THIS CITY TO ENTER UPON THE ABOVE-MENTIONED PERMIT ADDRESS FOR INSPECTION PURPOSES.

Signature of Applicant or Agent

Date

Print name of Applicant or Agent (circle one)