



# 2018 SAN JOSE JAZZ SUMMER FEST

## *Food Vendor Policies and Procedures*

### **APPLICATION PROCEDURE**

To apply for a Food Vendor space, fill out the 2018 Summer Fest Food Vendor application form online. Once notified of acceptance into Summer Fest, facilitate payment with Vendor Coordinator, Amanda Jane McBride. Space is limited and applications and space allotments are made with these considerations: First-come, first-serve – A notification of receipt of application will be sent to vendor after we receive a completed application, afterwards a letter of acceptance or decline will be sent to invite your payment and bind the agreement between San Jose Jazz and the food vendor. Preference is given to returning vendors; Menu items will be reviewed and approved to maintain balance of food options. Late applications will be considered only if space is available. All vendors are evaluated each year. Prior participation does not guarantee acceptance for the 2018 Summer Fest. Applications will be processed on a rolling basis.

### **VENDOR COORDINATOR**

AJ McBride, [vendors@sanjosejazz.org](mailto:vendors@sanjosejazz.org), 415 275-2449

### **A COMPLETE APPLICATION INCULDES**

Completed 2018 Food Vendor Application; a Santa Clara County Application to Operate a Temporary Food Facility Application with the appropriate check made out to Santa Clara County Department of Health; Insurance Liability with San Jose Jazz added; pictures of booth (if requested); full fees paid.

<b>Main Stage, Plaza de Cesar Chavez</b>	<b>Friday—Sunday</b>	<b>\$1250.00</b>
<b>Salsa Stage</b>	<b>Saturday—Sunday</b>	<b>\$1000.00</b>

### **FOOD TRUCKS**

**Food trucks will be admitted at a different rate. Email Vendor Coordinator with inquiries.**

### **CLEAN-UP DEPOSIT**

Each vendor is responsible for the condition of their contracted space during and after the event. A \$400.00 deposit is required for each Food Vendor. The deposit is for the following: \$200.00 for cleaning and \$200 for adhering to the policy of using all compostable materials. The \$400.00 deposit will be processed 30 days after the completion of the Summer Fest and will be returned if your booth area is left clean and you used all compostable materials.

\*The Fest Committee reserves the right to adjust pricing for all booths.

Payments will be processed through the Vendor Coordinator via credit card or via check.

Checks will be cashed upon acceptance. Do not postdate checks. Any returned checks will be assessed a \$35 processing fee.

### **TICKETS**

All Food Vendors receive six tickets per booth for Friday-Sunday. Additional tickets are \$10 per ticket, per day.

### **PARKING**

There is no Summer Fest parking provided for Vendors. Vendors will be required to find parking at nearby lots.

### **HEALTH PERMITS**

Health permits are required for all Food Vendors. A separate check is necessary for your health permit.



Health Permit application and check must be included with application.

PERMIT TYPES FOOD VENDOR CATEGORIES	FEE
Risk Category 1 (RC1) Low Risk	<input type="checkbox"/> \$ 99.00
Risk Category 2 (RC2) Moderate Risk	<input type="checkbox"/> \$ 145.00
Risk Category 3 (RC3) High Risk	<input type="checkbox"/> \$ 186.00

**CANCELLATION POLICY**

In order to qualify for a refund, cancellation requests must be received in our office in writing no later than July 15, 2018. Refund checks will be processed 30 days after the closing date of the 2018 Summer Fest. There will be no refunds given for cancellations after July 15, 2018.

**ITEMS FOR SALE**

Only items that are pre-approved by San Jose Jazz may be sold at Summer Fest, and Food vendors may not sell beverages. Food vendors found selling non-approved food or beverage items may be asked to leave Summer Fest and will forfeit any refund.

**TRADEMARK**

San Jose Jazz in any form reserves the exclusive right to the use of its names, logo and symbol thereof.

**FLYERS**

Unless otherwise pre-authorized, San Jose Jazz does not permit, within the Summer Fest boundaries, any distribution of printed materials. Sampling, hawking, panhandling or soliciting.

**SALES TAX**

All sellers must possess a resale number. Sellers will collect taxes and will be responsible for all their own sales and collections. A resale number can be obtained from the California Board of Equalization. Applications are not complete without submitting a valid resale number with application.

**SPACE FEE**

Food Vendor space is 10'x10' City approved food booth and 10x10' back cooking area if needed (please specify on your application). Vendors are responsible for all their own cooking equipment.

**ELECTRICITY**

Electricity will be provided for Food Vendors at \$100.00 fee for one (1) 20amp circuit. This MUST BE requested on the application. NO electricity will be added on-site. Some areas may not have electricity.

**FIRE DEPARTMENT**

All Food booths must meet the requirements of the City of San Jose Fire Department. The spaces and booths that San Jose Jazz provides are pre-approved. All Food Vendors must comply with safety requirements made of San Jose Jazz or San Jose Fire Department on-site. Failure to comply with any safety requirement may result in a Food Vendor being closed during the Summer Fest. Any incidents on-site are the Food Vendor's responsibility.

**GREEN FEST**

Vendors are required to use compostable products during the Summer Fest weekend and Area Managers will monitor the use of proper disposable products. Vendors are responsible for locating supplied containers and properly disposing of oil, charcoal and other waste materials.



### **RESPONSIBILITY**

San Jose Jazz, Labadie Productions, Filco and their employees and boards of directors will not be held responsible for any depredation or loss of any kind, whether by fire, theft, physical violence, elements of nature or other causes, however originating. Insurance to cover these risks should be carried by the participants at no cost to San Jose Jazz.