

*Temecula Sister City Association  
presents*

## *Children's Matsuri*



2010

# FOOD VENDOR APPLICATION

Application Deadline:  
Friday, April 2<sup>nd</sup> at 5pm

# GENERAL INFORMATION

The Temecula Sister City Association invites local restaurants and non-profit organizations, and food vendors to apply to participate in the 2010 Children's Matsuri.

**Event Date & Time:** Saturday, May 8, 2010, 11am-5pm

**Event Location:** The Old Town Community Theater & Children's Museum back parking lots, Theater and Museum at 42051 Main Street in Old Town Temecula

**Application Deadline:** Friday, April 2, 2010 at 5:00pm

**Vendor Booth Size:** 10' x 10' outdoor space, one 6 foot table and two chairs provided

**Mail Completed Application to:** Temecula Sister City Association, P.O. Box 904, Temecula, CA 92593; be sure to fill out the "Vendor Checklist".

**Fees:** All vendor space fees are due with the application. The following types of payment are accepted: check, money order, or cashiers check. Checks should be made payable to: Temecula Sister City Association

Vendor Space Fees	
Vendor provides complete set up (of 10x10 canopy, 3 sidewalls and food service panel)	\$125
Vendor provides 10x10 Canopy (TSCA provides 3 sidewalls and food service window panel)	\$175
TSCA provides complete set up (10x10 Canopy, 3 sidewalls and food service window panel)	\$250

## VENDOR INFORMATION AND REQUIREMENTS:

- Anticipated attendance: 5,000+.
- Volunteers will be present to direct vendors to their assigned area for set-up beginning at 8am. All Vendors must be completely set up by 1030am.
- Each Vendor will have access to one electrical outlet.
- All vendors must be set-up in their assigned area by 1030am on Saturday, May 8, 2010, and remain set-up and in place until 530pm or until your items are sold out.
- All food items for sale must be of good quality and of the Japanese culture. A selection committee will review all applications to determine the sale items appropriateness for this event.
- Complete list of all food items to be sold is required.
- Minimum of 3 menus posted at each booth.
- **All required certificates (copies) must be submitted with the completed application.**

**\*\*\*\*Keep this page for your records\*\*\*\***

## **VENDOR INFORMATION AND REQUIREMENTS CONTINUED:**

- All vendors need to supply their own disposable gloves and hand washing materials (bucket, soap, paper towels) and comply with all additional Health Dept requirements.
- Vendors who do not comply with Health Dept requirements may be shut down by the Health Inspector on the day of the event. It is at the discretion of the Health Inspector (not TSCA) if the Vendor's booth may re-open after requirements are met and approval is given or not.
- All vendors should provide a banner, if possible to identify their booth.
- Banners and signage shall only indicate the name of your business or organization.
- Vendors can distribute flyers, business cards or other materials to spectators within their vendor booth area.
- All entries will be reviewed by a committee. Temecula Sister City Association reserves the right to deny access to any vendor that does not satisfy these guidelines.
- **In order for the vendor application to be processed, applications must be completed and all items on the VENDOR CHECKLIST must be enclosed.**
- The Children's Matsuri will also include live entertainment, crafts, games, demonstrations, indoor entertainment and much more.
- For additional vendor information, please call (951) 750-1088.

## **VENDORS MUST SUPPLY ALL OF THE FOLLOWING WITH THEIR APPLICATION:**

- **Copy of Business License**
- **Copy of State Board of Equalization Seller's Permit (excluding Non-Profit organizations)**
- **Extinguisher Requirements Letter** – signed by vendor
- **Price List and Menu**
- **Liability Waivers** for all individuals working in your booth during the event

*The intent of these guidelines is to establish rules to enable the Temecula Sister City Association to implement a successful and safe event that can be enjoyed by spectators and participants.*

**APPLICATIONS SUBMITTED ARE NOT GUARANTEED A POSITION.  
ALL ENTRIES WILL BE REVIEWED BY A COMMITTEE BEFORE BEING APPROVED.**

**\*\*\*\*Keep this page for your records\*\*\*\***

# LIABILITY WAIVER



I recognize and understand that officials, volunteers, and members of the Temecula Sister City Association will not accept any responsibility for restaurant and cooking items or personal property left or lost at the Children's Matsuri.

I realize every precaution is taken to eliminate any injuries or hazard and a competent supervisor is present; however, in the event of any injury, I hereby waive, release, defend and hold harmless from any liability for damages for personal injury including accidental death, as well as from claims for property damage which may arise in connection with the above named activity, against the supervisor, the City of Temecula, Temecula Sister City Association, its officers, agents, employees, and volunteers. I further permit the use of activity/event photography and/or video for media promotion.

Participants Name: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature of Parent/Guardian if participant is a minor)

**EVERY PARTICIPANT OR GUARDIAN OF A MINOR PARTICIPANT IN THE FOOD VENDOR AREA MUST SIGN A WAIVER AND RETURN IT TO THE TEMECULA SISTER CITY ASSOCIATION BEFORE TAKING PART AS A FOOD VENDOR. LARGE GROUPS MAY MAKE COPIES FOR DISTRIBUTION.**

For more information, or to return a completed entry form, please contact:

Temecula Sister City Association

P.O. Box 904,

Temecula, CA 92593

Phone: (951) 750-1088

Fax: (951) 750-1088

**CHILDREN'S MATSURI**  
**FOOD VENDOR APPLICATION**  
 (Space is limited, mail today)

Organization Name \_\_\_\_\_

Booth Operator Name \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

California State Board of Equalization Permit # \_\_\_\_\_

State or Federal Non-profit I.D. # \_\_\_\_\_

Please provide a detailed description of the FOOD items for sale:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of 10' X 10' spaces requesting: \_\_\_\_\_

SPACE FEE:

Food Vendor Options	Fee
Vendor provides complete set up	\$125 <input type="checkbox"/>
Vendor provides 10x10 canopy (TSCA provides 3 sidewalls and food service window panel)	\$175 <input type="checkbox"/>
TSCA provides complete set up of 10x10 canopy, 3 sidewalls and food service window panel	\$250 <input type="checkbox"/>

**Make Checks Payable to "Temecula Sister City Association"**  
**Application Deadline: Friday, April 2<sup>nd</sup> at 5pm!**

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**For Committee Use Only:**  
 Date Received \_\_\_\_\_ Accepted \_\_\_\_\_ Denied \_\_\_\_\_  
 Fees Paid \_\_\_\_\_ Space # \_\_\_\_\_ Insurance Rec. \_\_\_\_\_  
 Notes: \_\_\_\_\_

**\*\*\*\*Please complete the VENDOR CHECKLIST\*\*\*\***

## VENDOR CHECKLIST

THIS FORM MUST BE COMPLETED AND TURNED IN WITH APPLICATION

- Completed Vendor Application**
- Payment**
- Copy of State Board of Equalization Seller's Permit** – (909) 680-6400  
(Required from all vendors, excluding non-profit organizations)
- Extinguisher Requirements** letter from the Fire Marshall – must be signed by vendor
- Copy of Business License** (Required from all vendors, excluding non-profit organizations)
- Complete menu/list** of items your organization will sell (Required from all vendors)
- Price List** (Required from all vendors)
- Liability Waivers** for all individuals working that day

*All items listed above must be included with vendor application in order to be considered as a vendor for the Children's Matsuri. By signing below you are verifying that you have included all required items.*

**X** \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Potential Vendor



CITY OF TEMECULA ♦ FIRE PREVENTION BUREAU  
43200 Business Park Drive ♦ Temecula ♦ CA ♦ 92590 ♦ Telephone (951)694-6405 ♦

TO: All Food Serving Vendors

From: Sean Dakin, Fire Marshal

Re: Extinguisher Requirements for Concession Booths

To avoid any misunderstandings in regards to extinguisher requirements, all food-serving vendors prior to the start of each event(s) that you participate in will meet the following:

1. All commercial food trailers will be equipped with an automatic fire extinguishing system, and have a California State Fire Marshal tag showing proof of service within the last six months.
2. There shall be no open flame or cooking under tents or canopies without California State Fire Marshals Certificate of Flame Retardant treatment or proof of current treatment. (within 1 year)
3. Any food vendor cooking with a deep fat fryer shall provide a 40BC fire extinguisher. All other food vendors cooking booths shall provide a 2A:10BC fire extinguisher. The extinguisher shall have California State Fire Marshal tag showing proof of service within the last year or manufactured in the current calendar year.
4. If only heating appliances are being used a 2A:10BC extinguisher shall be provided. The extinguisher shall have a California State Fire Marshal tag showing proof of service within the last year or manufactured in the current calendar year.
5. All persons working in booths and trailer shall be knowledgeable in the proper use of the fire extinguisher in their area.
6. All electrical, both temporary and permanent shall be installed per National Electrical Code.
7. Food booths shall have a minimum 10-foot clearance on two sides.

I understand that if found in non-compliance upon inspection the fire department, this can result in being dismissed from the event.

Business Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Type of vendor: (check one)      \_\_\_\_\_ Commercial Trailer      \_\_\_\_\_ Food Booth