



CITY OF DIAMOND BAR FOOD VENDOR APPLICATION

30th City Birthday Party

Saturday, April 13, 2019

Pantera Park from 11:00am-5:00pm

Applications are available for non-profit organizations only with valid 501(c)3

ORGANIZATION INFORMATION

Organization:		Contact Person:	
Address:	City:	Zip:	
Home Phone:	Cell Phone:	E-Mail:	

REQUIREMENTS - DUE BY FRIDAY, MARCH 1, 2019

Space is limited. Priority will be given to Diamond Bar based organizations. Applications will be accepted until deadline or until all spaces are full.

All organizations must provide the following documents: (all together)

- Completed application
- Certificate of General Liability Insurance—\$1,000,000 per occurrence
- Additional Insured Endorsement - The additional insured Endorsement must contain the following recital: City of Diamond Bar, its officials, employees and agents as additionally insured.
- 501(c)3—Proof of non-profit status (Issued from IRS)
- Articles of Incorporation with State of California seal

Failure to provide all the required documents to the City of Diamond Bar on above due date may result in cancellation of acceptance to participate in the event.

CITY BIRTHDAY PARTY INFORMATION

Accepted Types of Food Booths: Food booths may consist of main dishes, side dishes, desserts, snacks, beverages and or specialty non-alcoholic drinks of any combination.

Day of Event Procedures: Booth operators may arrive and begin to setup at 8am. Booths must be ready for operation by 11am and stay operation until 5pm. Upon arrival please check in with City Staff to verify set up location. 1 parking space will be allocated for food vendor.

The booth will consist of the following equipment and electricity:

- (1) 10x10 canopy/space
- (2) 6ft tables
- (2) chairs

Please bring any additional equipment needed.

No outside generators.



RULES AND REGULATIONS

- **Mandatory Meeting: Wednesday, March 6, 2019 @ 6pm Diamond Bar City Hall - Windmill Room**
- Submittal of completed application does not constitute acceptance into the event by the City. Priority will be given to Diamond Bar based organizations. To qualify as a local non-profit organization, the organization shall have a minimum membership of 60% Diamond Bar residents. A membership roster will be needed and verified at the meeting. Diamond Bar based organizations will have first choice for food selection.
- At the meeting a lottery will take place to determine the order in which you can pick your food choice selection. Only one number will be given per organization regardless of the amount of booths your organization is operating. One menu item will be chosen at a time. There is no duplication on main dishes and some side dishes. Please be prepared to select alternative food choice items in case your first choice is selected by another organization.
- After all the food selections have been made your organization will be asked to fill out your L.A. County Health Department application and listen to a brief informational discussion on day of event procedures. Please be prepared to list all your food items to be sold on the application.
- All vendors are required to provide a minimum of (1) two pound ABC fire extinguisher per booth at the event.
- Vendors can only sell from their designated booth space. Walking the grounds to sell merchandise or handout fliers is strictly prohibited.
- Vendors must provide their own signage - **no tape allowed on canopies.**
- All rules and regulations pertinent to L.A. County Health Department shall be strictly obeyed.
- Each vendor is responsible for organization's own equipment and merchandise. The City of Diamond Bar will not be liable for any lost, stolen, or misplaced merchandise or equipment at the event.

Failure to comply with any of the above listed rules and regulations may result in immediate forfeit of participation in said event. In addition, it may forfeit your organization's opportunity to participate in future events based on City staff's recommendations.

As the representative from my organization I have read and understand all the rules and regulations included in this "Food Vendor Application" and I agree to comply with the conditions set forth and share this information with the rest of my organization.

Name (Print):

Signature:

Title:

Date:

APPLICATION DEADLINE: FRIDAY, MARCH 1, 2019

Applications will be accepted in person, mail, e-mail or fax at:

Diamond Bar City Hall

Attention: Andrea Nino

21810 Copley Drive, Diamond Bar CA 91765

Office: 909.839.7073 / Fax: 909.348.8316

E-Mail: ANino@DiamondBarCA.Gov

BOOTH FEE: \$100.00 (Per Booth)

Check

Credit Card - See credit card authorization form

Cash