



Winter Snow Fest

Saturday, December 4, 2021



Pantera Park from 8:00am - 2:00pm

FOOD VENDOR APPLICATION

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

ORGANIZATION INFORMATION

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

APPLICATION – DUE FRIDAY, OCTOBER 22, 2021

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:**

- 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
 - **Liability Waiver:** A City of Diamond Bar Liability Waiver (attached) is required to be signed by each vendor and turned in with the application.

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.

WINTER SNOW FEST INFORMATION

Day of Event Procedures: Booth operators may arrive and begin to setup at 6:30am. Booths must be ready for operation by 8am and stay in operation until 2pm. Upon arrival, please check in with City Staff to verify set up location. One parking space will be allocated per food vendor thru the Bowcreek entrance.

The booth will consist of the following equipment and electricity:

- (1) 10x10 canopy
- (2) 6ft tables
- (2) chairs
- (1) 5 gallon water jug

Mandatory Food Vendors Meeting
City Hall (Windmill Room)
Monday, November 1, 2021

Please bring any additional equipment needed.

Event may be modified or cancelled per Los Angeles County Health Department guidelines found at <http://publichealth.lacounty.gov/media/Coronavirus>. Vendors are required to comply with all current guidelines at the time of the event.

RULES AND REGULATIONS

- **Mandatory Meeting: Monday, November 1, 2021 @ 6 p.m. 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.
- **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.
- 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 number 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.
- 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.
- **Cancellations:** All cancellations must be received by Monday, November 8, 2021 for a full refund. No exceptions.

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:

**INFORMATION – APPLICATION DEADLINE: FRIDAY, OCTOBER 22, 2021
BOOTH FEE: \$50 PER BOOTH**

Applications will be accepted in person, mail or e-mail at:
 Diamond Bar City Hall - 21810 Copley Drive, Diamond Bar CA 91765
 Attention: Winter Snow Fest
 Office: 909.839.7076
 E-Mail: RValderrama@DiamondBarCA.Gov

CASH	CHECK	CREDIT CARD: For Credit Card please contact rvalderrama@diamondbarca.gov or 909.839.7076 for payment options.
<input type="checkbox"/>	<input type="checkbox"/>	Please be advised that a 2.5% convenience fee will apply for all credit/debit payments. The fee will be collected by a third-party vendor named Card Connect.

