



LAKE NORCONIAN CLUB FOUNDATION

Car Corral & Brewfest

SATURDAY, OCTOBER 14, 2017

FOOD VENDOR

APPLICATION, AGREEMENT and TERMS AND CONDITIONS

VENDOR PARAMETERS: Vendor opportunities are **only for Saturday, October 14, 2017**. All Vendors must be approved by the Lake Norconian Club Foundation. LNCF reserves the right to decline space to any prospective vendor at their discretion. All vendors must agree to and abide by the Terms and Conditions set forth in this Application and Addendum.

- Setup time will be 8:00 a.m. – 9:30 a.m.; setup must be complete by 9:30 a.m.
- Vendors may not begin teardown until 4:00 p.m., the end of the event.

APPLICATION DEADLINE: WHEN FULL! Spaces are limited, so please sign up as soon as possible. Due to Health Department requirements, no food vendors will be accepted after Tuesday, September 26, 2017.

Company Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Business Phone: _____ Contact Cell: _____

Email: _____ Website: _____

Brief description of your business:

FEE: Vendor fee is required with Application. Your check will be cashed/credit card charged only if your booth is approved; checks for booths not approved will be returned.

10x10 space for Business/Non-Profit* — # Spaces _____ at \$25 each = \$ _____

10x10 outdoor space for self-contained Food Vendor**
Spaces _____ at \$100 each (includes Health Department fees) = \$ _____

PAYMENT INFORMATION:

Check enclosed, payable to LNCF Please charge my credit card:

Card Number: _____ CID/CVV: _____ Expiration: ____/____

Cardholder's Name: _____

Billing Address: _____

City _____ State _____ ZIP _____

Signature _____

* Business/non-profit vendors must submit this Application, the Business/Non-Profit Information Form, and Insurance Certificate

**Food Vendors must submit this Application, County of Riverside Department of Environmental Health Community Event Temporary Food Facility Operator's Agreement Form, and Insurance Certificate

Vendor questions? Call 951-254-7162 or email carcorral@lakenorconianclub.org

Email all required forms or mail to: Lake Norconian Club Foundation, P.O. Box 7672, Norco, CA 92860

Incomplete applications will be returned.

LAKE NORCONIAN CLUB FOUNDATION - *Car Corral & Brewfest* - SATURDAY, OCTOBER 14, 2017

VENDOR TERMS AND CONDITIONS

SECURITY: Security is **NOT** provided for individual booths/spaces. LNCf, the City of Norco and their respective members, representatives, officers, agents, Directors, Officers, elected officials, employees, volunteers, and City Council Members will not be responsible for losses of any kind, regardless of the cause or the party at fault. _____ (Initial)

SOUND RESTRICTIONS: The use of any sound devices must receive prior approval from LNCf and must be maintained at a conversational level to avoid interference with other event participants, and when found objectionable will be prohibited.

RULES FOR PARTICIPANTS:

1) All items to be sold must be approved by the Lake Norconian Club Foundation; 2) Vendors are responsible for supplying their own tables, chairs, tents, and power generation equipment; 3) Vendors are responsible for collecting and reporting all applicable California sales tax; 4) Each booth is limited to one vendor/company/organization.

SETUP, DISPLAY, AND TEARDOWN:

1) All displays, merchandise and demonstrations must be in good taste – this is a family event; 2) Spaces/booths must be clean and orderly at all times; 3) Personnel must be clean and presentable at all times; 4) Vendors will be responsible for setup and clean-up. All setup must be complete by 9:30 a.m.; teardown may not begin before the end of the event which will be no earlier than 4:00 p.m.; 5) Vendors **MUST** leave the space clean. All trash and debris is to be removed by vendor; 6) Tents, umbrellas, pop-up canopies, and other shade coverings are acceptable for outdoor vendors; 7) All indoor vendors must provide protection for the flooring in the gymnasium.

REFUNDS/CANCELLATION: Refund requests will be considered only when a similar replacement is available and will be solely at the discretion of the Lake Norconian Club Foundation. A refund request must be received in writing by September 1, 2017, and will be subject to a \$25.00 cancellation fee. After September 1, 2017, there will be no refunds or credit for no-shows. _____ (Initial)

INSURANCE AND INDEMNIFICATION: All Vendors shall provide a Certificate of Liability Insurance. If the Vendor is selling any products, foods or other goods, the Certificate of Insurance shall include Products Liability Coverage. All Certificates of Insurance, including Liability and Products Liability insurance coverage shall name the City of Norco and the Lake Norconian Club Foundation as additional insureds with limits of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate and provide an Additional Insured Endorsement — City of Norco, Lake Norconian Club Foundation, and their respective members, Directors, Officers, elected officials, employees, agents, volunteers, and City Council Members as additional insureds and must such Endorsement shall be provided on a separate page such as a CG2026. The address information, if needed: City of Norco, Venue: Norco Community Center and Riley Gymnasium located at 3900 Acacia Ave., Norco, CA 92860, City Address: 2870 Clark Ave., Norco, CA 92860, LNCf Address: P.O. Box 7672, Norco, CA 92860. Failure to provide such Certificates of Insurance can result in rejection of the vendor's Application. Vendor hereby agrees to indemnify, defend and hold harmless the City of Norco, the Lake Norconian Club Foundation and their respective members, representatives, officers, agents, Directors, Officers, elected officials, employees, volunteers, and City Council Members from any and all claims and/or liability of any kind, intentional and/or negligent and such shall include indemnification of any and all reasonable attorneys' fees and cost of defense arising from Vendor's participation in the Lake Norconian Club Foundation Car Corral & Brewfest and/or from activities subject to this Agreement. Cost of certificates and additional insured endorsements will be the responsibility of the vendor. **Certificates of Liability Insurance and Sellers Permit with Point of Sale listing a Norco address must be received with this Vendor Application no later than September 26, 2017.** _____ (Initial)

NOTIFICATIONS: You will be notified in writing or by email if your application has been accepted. You must possess a valid California sellers permit, valid City of Norco business license, collect taxes and be responsible for the reporting of the same. You may obtain a Seller's permit from the State Board of Equalization Office nearest you or online at www.boe.ca.gov.

SIGNATURE: *The undersigned acknowledges that each vendor space is 10'x10', unless otherwise agreed upon, and that the vendor will provide their own canopy, tables, and other supplies necessary for presentation. The undersigned agrees to indemnify and hold harmless the respective members, representatives, officers, agents, Directors, Officers, elected officials, employees, volunteers, and City Council Members of the City of Norco and the Lake Norconian Club Foundation, from and all damages, liabilities, costs and expenditures including attorney fees and costs of defense which may occur due to the undersigned's participation in this event. The undersigned agrees to comply with all State and local Regulations in the operation of its booth. Vendor agrees that its designated representative has read and agrees with the Vendor Terms and Conditions as set forth in this Application. The City of Norco/Lake Norconian Club Foundation reserves the right to make changes to the Terms and Conditions and Application as needed. Vendor Understands the entry fee shall not be refunded in the event that they do not attend the event or if all or part of the event is canceled due to weather, fire, calamity or any other act of God, a public enemy, a strike, statute, ordinance or any legal authority or any cause beyond the control of the City of Norco or Lake Norconian Club Foundation. The undersigned acknowledges that there are **NO WATER OR ELECTRICAL HOOK-UPS AVAILABLE** and **SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE AS A VENDOR.***

Company Name: _____

Printed Name: _____ **Signed:** _____ **Date:** _____



COUNTY OF RIVERSIDE
DEPARTMENT OF ENVIRONMENTAL HEALTH

COMMUNITY EVENT TEMPORARY FOOD FACILITY
OPERATOR'S AGREEMENT FORM

Name of Event: LNCF Car Corral & Brewfest Location of Event: Norco Community Center/
Riley Gymnasium

Dates and Times of Event: 10/14/17, 10:00 a.m.- 4:00 p.m. Name of Food Facility: _____

Name of Owner: _____ Name of Person in Charge: _____

Check One: Booth Mobile Food Facility

If booth, describe enclosure: _____

Food and beverage to be served: _____

Where will food be prepared: _____

How will food/beverage be prepared and served: _____

List of cooking equipment: (Check all that apply)

- Oven, # of units: Vertical Broiler, # of units:
- Fryer, # of units: BBQ, # of units:
- Flat grill, # of units: Stove or Range, # of units:
- Other (please describe):

Fire extinguisher? Yes No (Check with city/county fire department for rating)

How will cooking equipment be ventilated? _____

How will food be held hot (above 135°F)? _____

How will food be held cold (below 45°F)? _____

How will temperatures be monitored? _____

Describe hand wash setup: _____

Describe utensil wash setup: _____

What type of sanitizer will you be using? Chlorine (100ppm, soak 30 seconds)
 Quaternary Ammonia (200ppm, soak 60 seconds)

Do you have test strips to monitor the sanitizer concentration? Yes No

Will any food or equipment be stored outside of booth or mobile food facility? Yes No

If yes, how will food be dispensed, stored and protected; how will equipment be stored and protected?

I agree to adhere to the following requirements to operate at said event:

- Name of facility, city, state, zip code, and name of the operator shall be legible and clearly visible to patrons.
- Hand washing facilities shall be provided at operations handling any open food. Hand washing facilities shall be properly stocked and used as often as necessary to keep hands clean and protect food from cross-contamination. **Note: gloves and/or hand sanitizer are not approved replacements for hand washing.**
- All food and beverage items will be stored, displayed, prepared/ processed at an approved facility.
If applicable: Cottage Food Operation Name: _____
Permit/ Registration Number: _____
- Cold and hot holding equipment shall be provided to ensure proper temperature control during transportation, storage, and operation of the temporary food facility.
- All potentially hazardous foods will be held at or below 45°F or at or above 135°F. At the end of the operating day, any foods held above 41°F shall be disposed of. Thermometers shall be provided to monitor temperatures.
- Ice is considered a food and shall remain off the ground, stored in clean sanitized food grade containers and properly dispensed by operator of the temporary food facility or in approved bulk dispensing unit(s).
- All equipment shall be maintained in a clean and sanitary condition.
- Equipment shall be washed in hot (minimum100°F) soapy water, rinsed and sanitized either in a 3-compartment ware washing sink or 3-bucket system as approved by this department depending on length of event. Sanitizer testing equipment shall be on-site to measure concentration of sanitizer.
- Operations handling any open food must provide **completely enclosed booths**. Contact this department prior to event for approval of an alternative food protection means.
- Significant changes of menu items shall be discussed and approved by this Department prior to event.

I understand these requirements and agree to operate in a manner to protect public health and food from possible contamination.

Name: _____ Date: _____

Contact Phone Number Day of Event: _____

Email: _____

~~PLEASE FAX TO AREA OFFICE PRIOR TO EVENT~~ **LNCF will submit**

Riverside	Hemet	Corona	Murrieta	Indio	Palm Springs
(951) 358-5017	(951) 766-7874	(951) 520-8319	(951) 461-0245	(760) 863-8303	(760) 320-1470



LAKE NORCONIAN CLUB FOUNDATION

Car Corral & Brewfest

SATURDAY, OCTOBER 14, 2017

Insurance Requirements

Please forward this information to your Insurance Company to obtain the required insurance certificate and endorsement that must be submitted WITH your vendor Application.

****If your correct insurance is not received WITH your Application, your space will NOT be reserved and participation will not be granted.**

Certificate of Insurance **MUST** read as follows:

“City of Norco and Lake Norconian Club Foundation are named as Additional Insureds to this policy” in the description of operations section.

Certificate Holders : City of Norco and Lake Norconian Club Foundation
2870 Clark Ave.
Norco, CA 92860

An Additional Insured ENDORSEMENT MUST accompany the Certificate of Insurance!
The Endorsement MUST specify the Vendor’s Insurance POLICY NUMBER.
****Policy Must also show Products Liability Insurance Coverage, as applicable to those vendors selling and/or distributing products.**

Please email Certificates and Endorsements to: carcorral@lakenorconianclub.org

“Insured” and “Booth Name and/or Contact” must be the same, or “Booth Name and/or Contact” must appear in the Description of Operations.

If there are any questions or clarifications needed, please call 951-254-7162

Please Note: There are NO Exceptions that will be made to the above insurance requirements.