



Hollister Downtown Association
**33rd Annual Street Festival &
Car Show Vendor Application**
Vendor Rules & Guidelines

☆ **SHOW DETAILS**

Date: Saturday, July 20, 2019
Show Hours: 10:00 am to 4:00 pm
Location: Fifth Street, Downtown Hollister
Schedule of Events: 8:00–10:00 am Vendor Set-Up
4:00–5:00 pm Vendor Tear down (no leaving early due to liability, even if sold out)
Event Manager: Teri Escamilla
Phone: **831-636-8406**
E-Mail: events@downtownhollister.org

☆ **HDA CONTACT INFORMATION**

Office Hours: 8:00 am to 5:00 pm, Monday–Friday
Phone: 831.636.8406
FAX: 831.636.5909
Address: 514 Monterey Street, Hollister, CA 95023
E-Mail: events@downtownhollister.org

☆ **PARTICIPANT BOOTH TYPES & FEES***

Single Booth Fee (10' x 10'): \$125
Double Booth Fee (10' x 20'): \$200
Single Booth Food Vendor (10' x 10'): \$150
Double Food Vendor (10' x 20'): \$250
Food Truck: \$175
Electricity Fee: \$25 (Hook-ups are limited!)

NOTE: HDA members and Non-profits receive ½ price on Booth Fee
All applications subject to approval

☆ **PROGRAM DEADLINE**

Applications due **Wednesday, June 5, 2019** to be included in Event Program

☆ **PAYMENT PROCEDURES**

Payment must be submitted by cash or check (payable to HDA) along with the completed application and required permits. A \$25 fee will be assessed for checks that do not clear the bank due to insufficient funds.

***BOOTH FEES ARE NON REFUNDABLE**

☆ **REQUIRED PERMITS**

Copies of each applicable certificate and/or permit must be submitted with application. All appropriate information must be included for an application to be processed.

<p>Health Permit (fee required) Required if giving out samples and/or selling prepared food products.</p>	<p>San Benito County Health Department 351 Tres Pinos Rd., Ste C-1 Hollister, CA 95023 831-636-4035 www.sanbenitoco.org</p>
<p>Resale Permit (no fee required)</p>	<p>California State Board of Equalization 111 E. Navajo Drive, Suite 100, Salinas, CA 93906 (831) 443-3003 www.boe.ca.gov</p>
<p>Hollister Business License Form also available online: http://hollister.ca.gov/site/html/gov/office/license.esp Deadline Thursday, June 27, 2019</p>	<p>City of Hollister 375 Fifth Street, Hollister, CA 95023 (831) 636-4301</p>

Please note: We have included a Hollister Business License Application with the Vendor application packet for your convenience. If you will be submitting the form for a license with your Vendor application, please make a separate check of \$34.00 payable to the **City of Hollister**.

• **RESERVATIONS & SPACE ASSIGNMENTS**

1. Applications must be received by the Street Festival Vendor Manager by **Thursday, June 27, 2019**.
2. Applicants must accept the space given to them by the Manager.
3. Incomplete applications or those missing required permits will not be processed until all items are submitted.
4. Selection of vendors is at the discretion of the Manager, based on the vendor's ability to enhance the overall Street Festival & Car Show image.
5. All vendor merchandise must be approved through the application process.

• **GENERAL RULES**

1. Children of vendors (age 10 and under) must be accompanied by an adult at all times while participating in the Show.
2. Smoking or drinking of alcoholic beverages is not permitted in the event area.
3. Applicants are responsible for the actions of their employees, representatives, or agents.
4. All applicants must comply with all applicable Federal, State, County, and local laws, ordinances and regulations.
5. The Manager will implement and enforce all rules and regulations pertaining to the operation of the Show in a fair and equitable manner.

• **BOOTH DISPLAY**

1. Applicants must maintain and leave their booth in a safe and clean condition. Applicants are not permitted to use the Show trash cans to dispose of their waste and are responsible for bringing their own receptacles for their own waste. **Violators will be subject to \$100 fine.**

• **FOOD VENDORS ONLY: PREPARED & PRE-PACKAGED**

1. All vendors must be in compliance with governing agencies and have proper licenses and certificates in good standing before participating in the Street Festival & Car Show.
2. Food Vendors are strongly encouraged to use eco-friendly, biodegradable materials when serving food (no Styrofoam or plastic).

Hollister Downtown Association Street Festival Vendor Application

Please fill in the information below, read the Information, Rules, & Guidelines included with this application, and return the completed form *including copies of required certificates and/or permits* to the Hollister Downtown Association, 514 Monterey Street, Hollister, CA 95023. **Make check payable to the HDA.**

PLEASE PRINT

Business Name: _____

Contact Name: _____

Email Address: _____

Mailing Address: _____

Phone: _____ Fax: _____

Copy of Seller's Permit Copy of Health Permit Copy of Hollister Business License

Single Booth Fee:	\$125	Total Amount Due \$ _____
Double Booth Fee:	\$200	
Single Booth Food Vendor:	\$150	
Double Booth Food Vendor:	\$250	
Food Truck:	\$175	
Electricity Fee:	\$25 (Hook-ups are limited!)	

List specifically all Products that you wish to sell at the Show. Use additional sheet, if necessary.

Item	Description

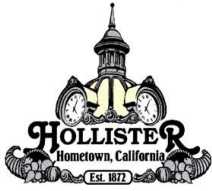
By being accepted to sell at the Hollister Downtown Association's Street Festival (SF), the applicant agrees to abide by all State, Local, and SF rules & regulations and all decisions made by the Manager and the SF Committee. The applicant agrees to indemnify & save harmless the Hollister Downtown Association, its Board of Directors, agents, servants, and employees from any damage, injury, or loss to any persons, including, but not limited to persons who the applicant may be liable under any Workman's Compensation Law and the seller him/herself, and from any loss damages, caused of action claims or suits for damages or in any other liabilities whatsoever, for the failure to operate the SF Vendor Show due to destruction by fire, other calamity, or by an act of God, strikes, statues, ordinances, or any legal authority or any other cause beyond the HDA's control.

I HAVE READ AND UNDERSTAND THE RULES, REGULATIONS, AND POLICIES HEREIN, AND AGREE TO CONFORM TO THE RULES, REGULATIONS AND POLICIES CONTAINED HEREIN. FAILURE TO CONFORM WILL RESULT IN DISMISSAL OF MY PRIVILEGE FOR FUTURE STREET FESTIVAL VENDOR SHOWS.

APPLICANT'S SIGNATURE _____

PRINT NAME _____ DATE _____

Office: Date Received: _____ **Payment Information:** _____



CITY OF HOLLISTER

Finance Department

327 Fifth Street
Hollister, CA 95023
Phone: (831) 636-4301
Fax: (831) 634-4913
www.hollister.ca.gov

<u>Business License Number</u>	
New	_____
Renewal	_____

NON-REFUNDABLE BUSINESS LICENSE TAX APPLICATION

Print or type all applicable information

Corporation Corporate Name: _____

Sole Proprietorship Husband & Wife Sole Proprietorship Partnership Non-Profit Org. (Exempt) LLC

Business Name (doing business as) _____

Business Description (detailed summary) _____

Business Address (address, city, state, zip code) Home based business? - Home Occupation Permit required

Mailing Address if different from above (address, city, state, zip code) _____

Web Page Address _____ E-mail address _____

Opening Date _____ Business Phone _____ Fax No. _____

No. of employees _____ Resale Number _____

State Contractor's License No. & Class _____ Expiration Date _____

Owner or Officer Names(s)/Title:

Name Address (City, State, Zip code) Phone

Name Address (City, State, Zip code) Phone

NOTICE: Issuance of a business license does not give you permission to operate a business that violates federal, state or local laws. You are urged to check with the appropriate city and county departments for further information about those regulations affecting your business PRIOR to paying the business license tax. ONCE PAID, BUSINESS LICENSE TAXES WILL NOT BE REFUNDED.

READ AND INITIAL _____

Planning 636-4360 Code Enforcement 636-4365 Health 636-4035 Police 636-4330 Building 636-4355 Fire 636-4325

I hereby certify under penalty of perjury that I have read the foregoing, and that the information provided is true and correct.

Applicant Signature Print (Signature Name) Date

The Business License Tax is to be submitted with this application

For Internal use only:

Ordinance Section _____ License Type _____

Business License Tax \$ _____

Penalties (if applicable) \$ _____

Total Due \$ _____

Payment Method:

Check Cash Visa/MC

Expiration Date _____

Processed by _____



FIRE DEPARTMENT

CITY OF HOLLISTER
CALIFORNIA

375 FIFTH STREET
HOLLISTER, CA
95023

Bob Martin Del Campo
FIRE CHIEF



Hot Food Vendor Requirements Hollister City Fire Department

The use of food booths is regulated by the Fire Department and the Department of Municipal Code Enforcement. These requirements apply to single vendor, freestanding booths. Cooking within tents containing seating is subject to additional requirements. All food vendors are subject to inspection prior to an event. Failure to comply with the following regulations may result in closure of the location.

Flame Retardant Requirements

The sidewalls, drops and tops of tents and canopies shall be of flame resistant material or treated with a flame retardant in an approved manner. A California State Fire Marshal tag shall be permanently fixed to the structure.

Portable Fire Extinguishers

A portable fire extinguisher shall be provided for each food booth. The minimum size for the extinguisher is 2A 10B: C (5 lbs.). If a Deep Fat Fryer is being used, a K TYPE extinguisher shall also be provided. Extinguishers shall have a current California State Fire Marshals tag. The extinguishers shall be attached in an accessible and visible location, between 3 and 5 feet above the ground.

Location

Food booths shall have a clearance of at least 20 feet on two sides. The booth shall not be located within 10 feet of any rides or devices. Cooking that produces sparks or grease-laden vapors shall not be conducted within 10 feet of a structure.

Gas Stoves

All gas stoves, BBQ's and burners shall be listed by either Underwriters Laboratories (UL) or the American Gas Association (AGA).

Deep Fat Fryers

Deep Fat Fryers shall not be used in food vendor tents. If a Deep Fat Fryer is to be used it shall be outside the tent and at least 18 inches from the outside wall of the tent. If a Fryer is used in conjunction with a BBQ, it shall be at least 3 feet away from the BBQ. Deep Fay Fryers also require the addition of a K TYPE fire extinguisher.



Fire Station 1, HQ
110 Fifth Street
Hollister, CA 95023
(831) 636-4325

Fire Station 2
1000 Union Road
Hollister, CA 95023
(831) 636-4141

Fire Station 3
Hollister, CA 95023

Fire Station 4
24 Polk Street
San Juan Bautista, CA 95045
(831) 623-4513

HOT FOOD VENDOR REQUIREMENTS

Bar –B –Ques

BBQ's are not permitted within the food booth. Fuel for the BBQ shall be kept at least 10 feet away from the BBQ. BBQ's shall be located at least 10 feet from a structure or combustible materials. BBQ's and other open flame devices, located outside of structures shall be secured from falling and contact by the public.

Fuel

Fuel tanks (LPG) shall be stored outside of the structure. The tanks shall also be located away from public access. The size of the tank shall be limited to 7 gallons, unless otherwise approved. Fuel tanks shall be secured from falling.

Smoking

Smoking is not allowed at any time within the food booth, or within 25 feet of any fuel source.

Generators

Generators shall be located a minimum of 20 feet from tents or canopies. They shall also be isolated from contact with the public by approved means. The refueling of hot generators is not allowed.

A copy of these regulations shall be posted in the structure and signed by the vendor. By signing this form the vendor agrees to comply with these regulations. The signed copy will be available on request for review by the Fire Department.

Should you have any questions, contact: The Fire Marshall at the Hollister Fire Department Prevention Division, (831) 636-4325.

Vendor's signature and date of event
Booth Name



Fire Station 1, HQ
110 Fifth Street
Hollister, CA 95023
(831) 636-4325

Fire Station 2
1000 Union Road
Hollister, CA 95023
(831) 636-4141

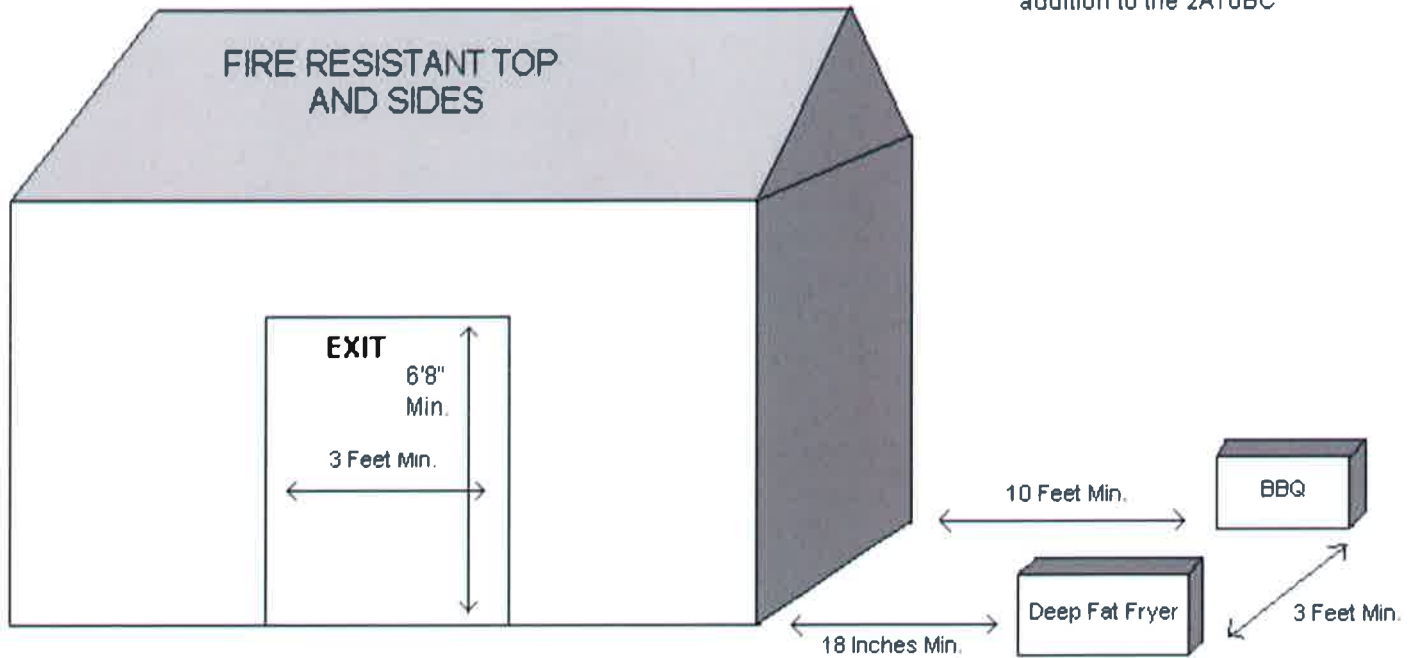
Fire Station 3
Hollister, CA 95023

Fire Station 4
24 Polk Street
San Juan Bautista, CA 95045
(831) 623-4513

HOT FOOD VENDOR REQUIREMENTS

HOT FOOD VENDOR COOKING BOOTH

NOTE: Deep Fat Fryer Requires A K-Type Fire Extinguisher in addition to the 2A10BC



THIS SEAL IS TO BE DISPLAYED ON THE BOOTH



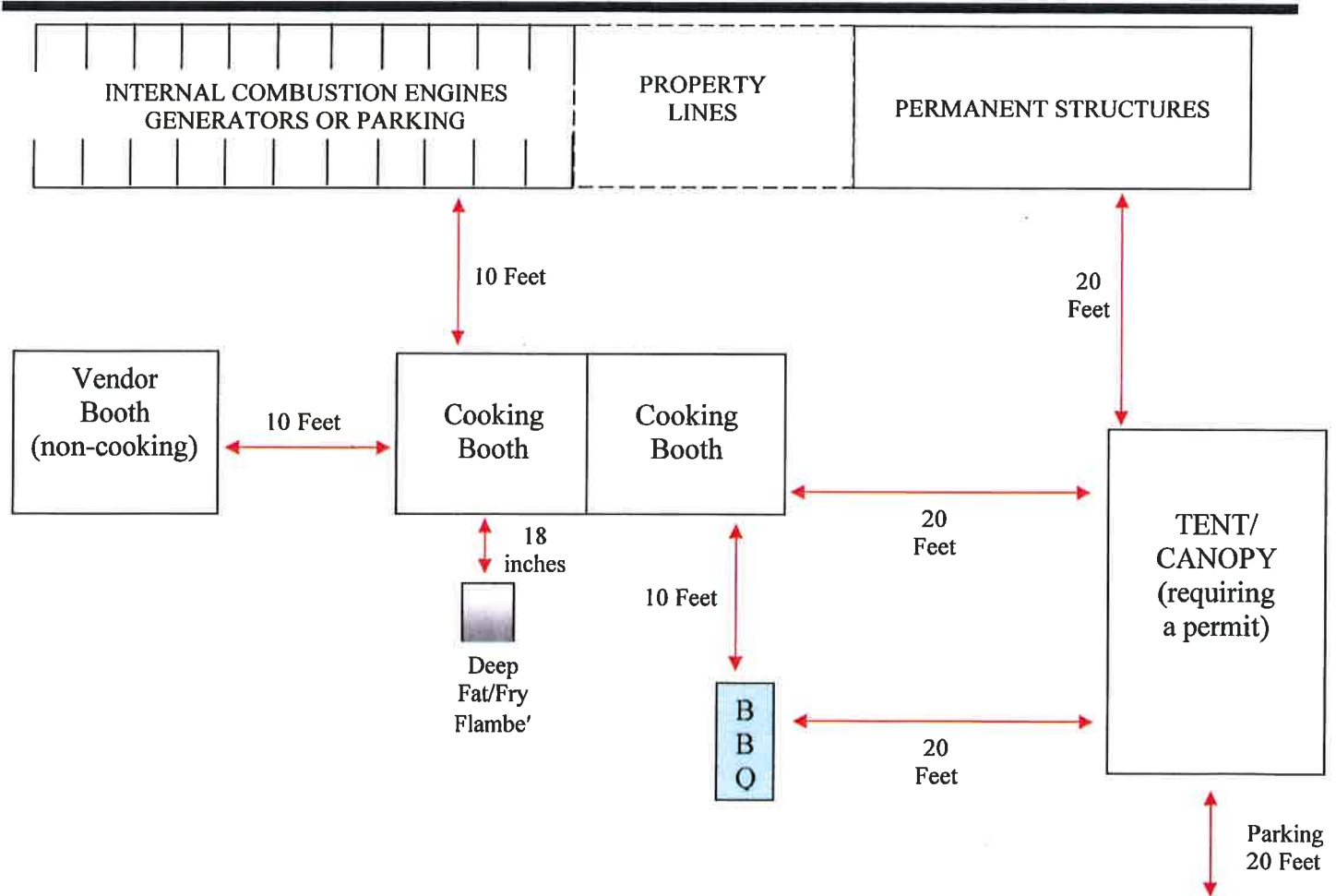
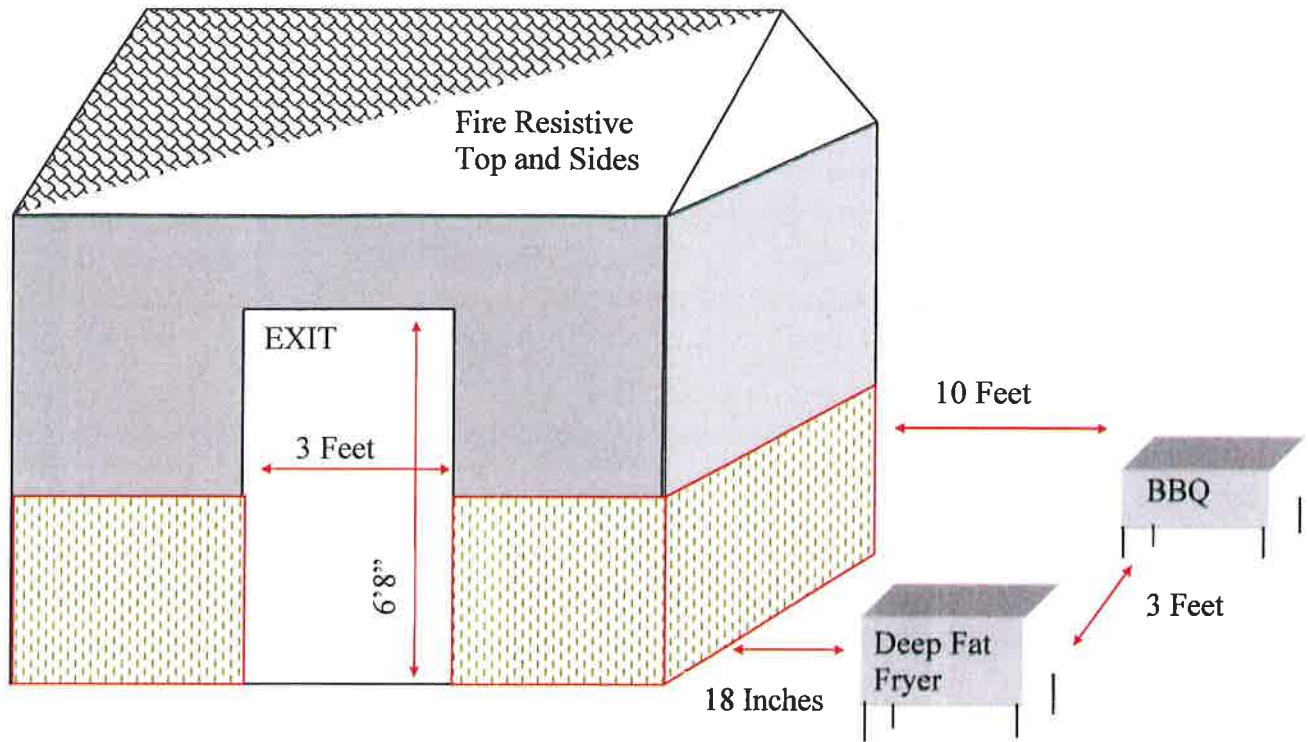
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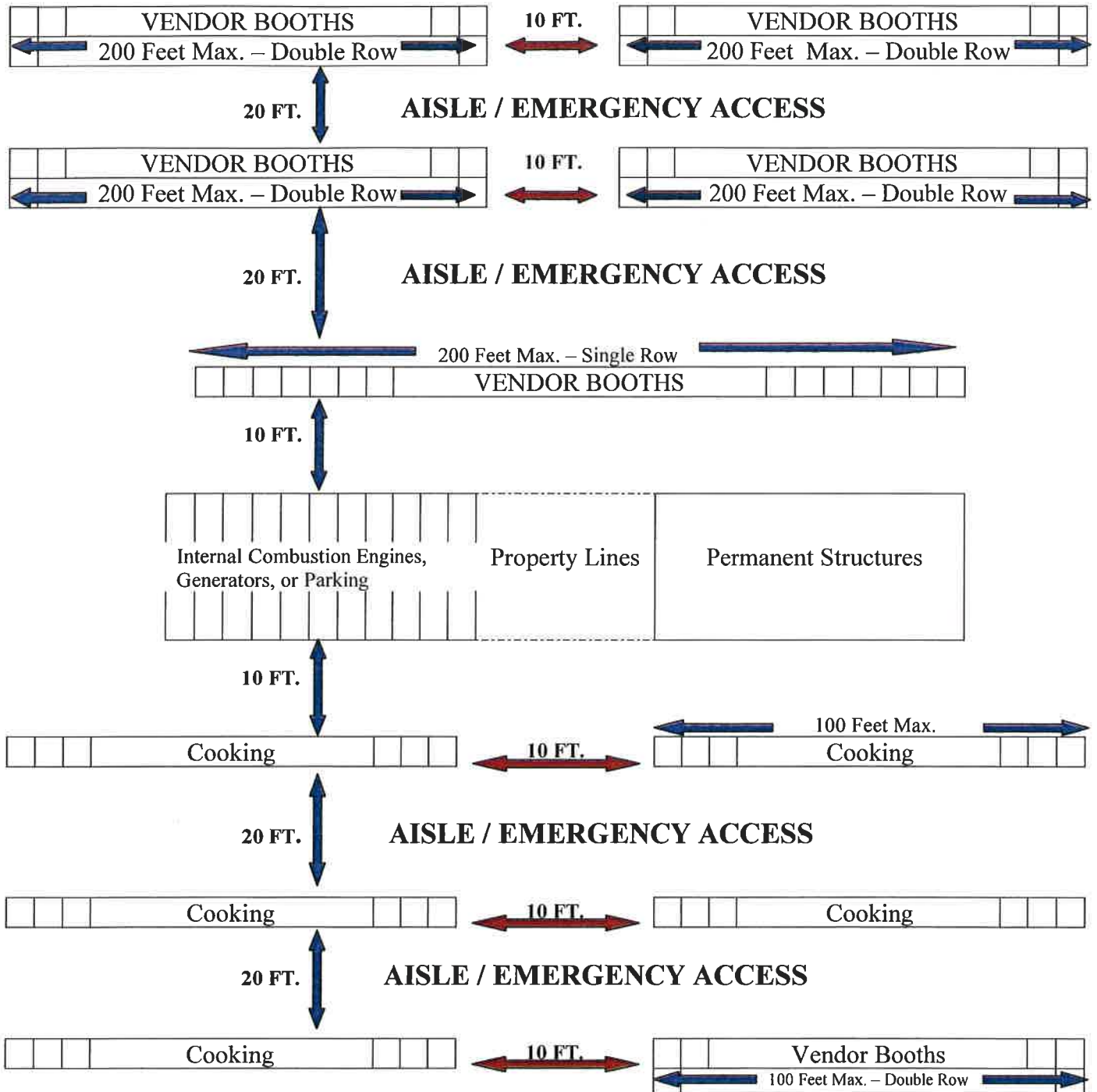
FESTIVAL COOKING BOOTHS



FESTIVAL VENDOR AND COOKING BOOTH LOCATIONS

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Authority Cited: California Fire Code



Note: Cooking Booths are limited to single rows only. Back-to-back rows are not permitted. Maximum length of row is 100 feet.