



FOOD VENDOR APPLICATION

MAY 25 & MAY 26, 2024

It is with great pleasure that we welcome you to the **46th Annual Carnaval San Francisco Festival** to be held on **Saturday, May 25 - 26, 2024** along Harrison Street, between 16th & 24th Streets in the heart of the Mission.

Carnaval San Francisco is a celebration of music, dance, artistry, food, arts and crafts showcasing Latin and Caribbean culture. With annual attendance of well over 400,000, this two-day outdoor cultural festival and Grand Parade is the largest multi-cultural celebration on the West Coast. The festival takes place on Saturday and Sunday from 11:00 am to 6:00 pm. The parade starts on Sunday at 10:00 am. It is a classic event providing many levels of participation for residents, community service groups, sponsors, and **Food Vendors**.

If you have any questions or comments, give us a call at Carnaval San Francisco, **Rosine Garcia (650) 333-7628** or email vendor@carnavalsf.org

General information: www.carnavalsanfrancisco.org

Carnaval San Francisco – May 25th & 26th

First Name: _____

Last Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Website: _____

Facebook: _____

Instagram/Twitter: _____

CATEGORY:

Block Preference: (Pick 2 options, no guarantee):

17th to Mariposa ___ Mariposa to 18th ___

20th to 21st ___ 21st to 22nd ___

APPLICATION DUE DATE SATURDAY, APRIL 20, 2024

EARLY BIRD DEADLINE FRIDAY, MARCH 15, 2024

Check Choice(s) Below - SPACE ONLY:

(Booth, Table and Chairs Not Included)

Pre-Packaged/Unheated Food

_____ 10'x10' \$800.00 _____ 10'x20' \$1,300.00

After March 15th

_____ 10'x10' \$1,200.00 _____ 10'x20' \$1,950.00

Limited Menu (1 Item) Food Vendor Space

_____ 10'x10' \$1,150.00 _____ 10'x20' \$1,800.00

After March 15th

_____ 10'x10' \$1,725.00 _____ 10'x20' \$2,700.00

Full Menu Food Vendor Space

_____ 10'x10' \$1,500.00 _____ 10'x20' \$2,700.00

After March 15th

_____ 10'x10' \$2,250.00 _____ 10'x20' \$4,050.00

Food Truck Space

_____ 10'x20' \$2,000.00 _____ 10'x30' \$2,400.00

After March 15th

_____ 10'x20' \$3,000.00 _____ 10'x30' \$3,600.00

Total Enclosed: _____

***Include Separate Cashier's Check for Cleaning Deposit of \$400.00**

Rental Equipment: (Optional Cost) does not include space

- ___ Booth Structure with walls (10'x10') \$450.00
- ___ 1 Chair (\$10)
- ___ 1 - 6' Table (\$25)
- ___ 1 - 8' Table (\$30)

Rental(s) Total Amount _____

See below for Further Instructions ↗

PAYMENT OPTIONS:

Cashier's Checks or Money Orders - ONLY

Make cashier's checks payable to:

CANA - CARNAVAL SF

Mail cashier's checks and completed application:

CANA - CARNAVAL SAN FRANCISCO

1333 Florida Street San Francisco, CA 94110

For further information please contact:

Rosine Garcia (650) 333-7628

Carnaval San Francisco May 25 & 26, 2024

FOOD VENDOR APPLICATION INSTRUCTIONS



Please make a copy of these instructions for your records.

Beverages: Food vendors may **NOT** sell beverages including water, soda, juice, and alcoholic beverages.

Cleaning and Greening Deposit: A separate "cleaning and greening" deposit of \$400 cashier's check is required with your application. The deposit will be returned by mail if you (1) leave your booth and cooking area clean and (2) meet Carnaval San Francisco's Zero Waste policies and procedures. All trash must be disposed of in the nearest appropriate dumpster or bin. There will be an inspection throughout both festival days and at the end of the festival each day. In addition you must follow these rules:

- Have traps free of grease from cooking
- Provide two (2) garbage cans in front of the booth and two in the cooking areas
- Monitor trash and empty the cans, as necessary
- Do not empty grease or water into the drains. Use gray water containers available in each food vendor section
- Use fiber-based products as required by the City and County of San Francisco
- Protect the street with an approved covering that measures two feet (2') greater than the cooking area

Health Department: Please prepare for the Health Department inspection by 8:00 am. To prevent violations during the inspections comply with the following warnings:

- Proper amount of ice to store food prior to cooking
- Proper heat maintenance of cooked food
- Proper sanitary upkeep of cooking area
- Proper hand washing facility, including towels, soap and utensil wash station, per SFDPH regulations
- Do not place generators, grills, fryers, boxes, storage chests, etc. on the sidewalk
- Protect festival attendees from hot items
- For more information see below:

San Francisco Health Department www.sfdph.org

San Francisco Fire Department www.sf-fire.org

Food vendors and restaurants in San Francisco must use compostable or recyclable to-go containers. Polystyrene foam (Styrofoam™) disposable food serviceware can no longer be used for food prepared in San Francisco.

Striving for Zero Waste:

The City and County of San Francisco and Carnaval San Francisco believe achieving zero waste is possible. In San Francisco, over half of what still goes in the landfill bins can be recycled in the blue bin or composted in the green bin. Carnaval San Francisco and the City and County of San Francisco continue to promote best practices, including reducing, reusing, recycling and composting.

Carnaval San Francisco requires that:

1. No styrofoam, #6 PS cups, aluminum foil, plastic bags, or non-compostable containers are used in the festival;

2. Exclusively certified fiber-based utensils and food service ware be used--avoid products labeled "biodegradable," for those do not compost; and
3. Food be served on fiber-based plates, or in compostable containers, not in plastic or styrofoam clamshells, according to San Francisco's Zero Waste Policy.

I have read and agree to the "Requirements of San Francisco's Food Service Ware Ordinance (Failure to comply will result in deduction of cleaning and greening deposit fee) [redacted] (initial)

Multiple Booths: We are looking for an appetizing and diverse selection of food, therefore, we may not be able to let you purchase multiple locations with the same menus. Normally, the maximum is two (2) food booths. For more than two food booths, please contact **Rosine Garcia (650) 333-7628 or via email at vendor@carnavalsf.org**

If you are applying for multiple booths (maximum of two), please indicate: [redacted]

Booths together (side-by-side); desired location (no guarantee) [redacted]

Separate locations; desired location (no guarantee). [redacted]

If you want the same location as last year, indicate the specific location (no guarantee). [redacted]

Security: Carnaval San Francisco provides minimal 24 hour roving security from 6:00 am Saturday to 12:00 midnight Sunday. **Carnaval San Francisco does not accept any responsibility for any loss of property or damage to vendor's materials, supplies, equipment, or other losses.**

Cancellation of Event: If weather, COVID-19, acts of God, or other circumstances beyond the control of Carnaval San Francisco causes the event to be canceled, participation fees will NOT be returned. Carnaval San Francisco cannot be held liable by Vendors for the failure of the event to take place.

Carnaval San Francisco reserves the right to select vendors and to assign locations, based on the suitability of this Festival and category limits.

Vendor Selection: From the qualified applications submitted, selection is based on:

- Receipt date of completed application
- Full payment
- Menus

Completed Food Vendor Application must include:

- Proof of Insurance
- Signed Application with all appropriate fees

Please visit the following sites for further regulations:

- Health Department www.sfdph.org
- Fire Department www.sf-fire.org
- Requirements of San Francisco's Food Service Ware ordinance
https://sfenvironment.org/sites/default/files/editor-uploads/zero_waste/pdf/sfe_zw_food_serviceware_flier.pdf

Festival personnel will periodically monitor food vendors to assess vendor compliance. Violators will be subject to removal from the Festival and forfeiture of all fees.

Required Booth Rentals: Carnaval San Francisco will provide booths at a cost of \$400 each. They will be properly constructed and fully screened. Food vendors must provide a way section off their space (e.g., fencing).

IMPORTANT INFORMATION

Insurance: Please provide additional insured status to **CANA - Carnaval San Francisco**. If you do not have insurance, there are insurance carriers that will provide event-day insurance coverage. Search online or ask your general liability insurance carrier. We must receive proof of your insurance with CANA - Carnaval San Francisco as a named insured by 60 days prior to the event. Insurance must have a minimum of \$100,000.00 per event.

Rentals: WE ONLY PROVIDE SPACE. Please clarify rental needs if any on front of application.

Booth Space Set-Up: YOU ARE PROVIDED WITH YOUR RENTAL SPACE (10X10 OR 10X20, WHICH INCLUDES A 10X10 GRILLING AREA). IF FURTHER SPACE IS NEEDED PLEASE CONTACT US. All food vendors will be allowed in the Festival site at 6:00 am on Saturday morning before the non-food vendors arrive. Vendors will unload supplies and move vehicles. All vehicles must be out of the Festival site by 8:00 am to prepare for ice delivery and inspections at 9:00 am.

Booth Space Breakdown: All food vendors must prepare to end all sales at 5:30 pm Saturday and Sunday at the close of the Festival. Vendors will use their vendor pass to enter the Festival site at 7:00 pm on Sunday evening from the designated point of entry in order to remove all belongings and clean their assigned space.

Water and Ice: Carnaval San Francisco does not provide water. Each vendor must provide appropriate amounts of water. Ice orders must be placed two weeks before the event. Contact **Rodrigo Duran** rodrigo@carnavalsf.org

Electricity: Carnaval San Francisco does not provide any source of power/electricity.

Refund Policy: If a withdrawal is made 60 days or more prior to the first day of the event, you can receive a 50% refund of fees or apply as credit to the following year. A \$30 processing fee applies. If the withdrawal is made less than 60 days from the first day of the event, no refunds are available as all funds are committed to the production, promotion, marketing and advertising of the Festival. All refund requests must be made in writing stating the reason for withdrawal and must be received by our office via fax, email or mail. The event will go on rain or sunshine. No refund will be given due to bad weather, natural disaster, or acts beyond our control.

FOOD VENDOR RELEASE & HOLD HARMLESS AGREEMENT

This agreement is entered into by and between Carnaval San Francisco (Producer) and CANA (Agent) and the Food Vendor filling out, signing, and returning the application and all people working on behalf of the Food Vendor.

Producer is in the business of providing space at the Carnaval San Francisco event for the display and sale of arts and crafts, government, small business/retail and non-profit causes and the sale of food.

Producer does not participate in the construction, assembly, or placement of the individual Food Vendor's stall.

The Food Vendor, and all people working on behalf of the Food Vendor, hereby indemnifies and holds the Producer, agents, employees; servants and the Client, its agents, employees, and servants harmless from any and all claims, including costs and attorney's fees resulting there from, arising out of said Food Vendor's participation in this event. For the purpose of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures and product to their designated location, the set-up and display of any such structure and the dismantling and removal of all such items from the area provided by or through the Producer or its agents, employees and servants or the Client or its agents, employees and servants. Also- the sale and consumption of any food during the event.

The Food Vendor hereby expressly assumes any risk of harm to the Food Vendor and anyone working on behalf of Food Vendor and arising out of their participation and the participation of other artists at Carnaval San Francisco, including any risk resulting from the particular location of the space designated to them by the Fiscal Producer (Carnaval San Francisco).

This agreement shall be effective immediately upon execution and shall continue in effect throughout the event period.

I have read the vendor guidelines and by signing I agree to the above :

Vendor Signature: _____

Vendor Name (Printed): _____