

FOOD VENDOR BOOTH SPACE INFORMATION SHEET

2021 OCAF CHALK FESTIVAL IN HISTORIC OLD TOWN ORCUTT

THE ORCUTT RENAISSANCE!

SATURDAY SEPTEMBER 25, 2021 (10:00 a.m. – 3:30 p.m.)

Thank you for your interest in having a food booth for our 9th Annual OCAF Chalk Festival in Orcutt. Please read through this sheet, complete & submit the food vendor application form, payment and any necessary attachments prior to August 4, 2021, to be considered for this year's Festival.

HOW TO APPLY TO BE FOOD VENDOR AT THE FESTIVAL:

- Complete our Food Vendor Application, date, & sign & provide cleaning deposit payment.
- Make checks payable to "Orcutt Children's Arts Foundation."
- Attach required county documents, any applicable payments to county, descriptions or photos of your booth and proof OCAF is additional named insured.
- **Application & payment deadline is August 4, 2021.**

Evidence of Liability Insurance Coverage

- All vendors must provide evidence of current liability insurance coverage in the amount of \$1,000,000 naming the Orcutt Children's Arts Foundation, Inc. and the OCAF Chalk Festival as additional insureds. If you have insurance, a certificate of insurance must be included with vendor booth application form.
- If you do not have insurance, you cannot participate.

SANTA BARBARA COUNTY ENVIRONMENTAL HEALTH COMPLIANCE:

Your ability to participate as a food vendor requires that you comply with the environmental health requirements to be a food vendor at a festival. MASKS ARE REQUIRED FOR YOU AND YOUR WORKERS. *For the safety of our festival goers, ABSOLUTELY NO EXCEPTIONS.*

Which type of food vendor are you? Are you **Cottage Food Operator (CFO)** or a **Mobile Food Facility (MFF)** currently holding a properly issued and current Environmental Health Permit for Santa Barbara County? (A mobile food facility is one specially made & permanently constructed with their electrical supply, refrigerators, stoves, sinks, handwash and food handling counters.) (A Cottage Food Operator makes pre-packaged safe foods and brings them to the festival.) If you are a current MFF or CFO, we would need a copy of your valid Santa Barbara County Environmental Health Permit. You are not required to write a check to the county to appear at our event nor are you required to fill out a Temporary Food Facility (TFF) Application. You are still required to pay our food vendor fee and cleaning deposit.

Are you **Mobile Food Facility (MFF)** currently holding a **properly issued and current Environmental Health Permit for *another* county?** If you operate outside of SB County, some MFFs actually have dual/triple/quadruple permits that allow them to operate in the counties for which they have permits.

If you are a MFFs which does not have a current permit with SB County, please fill out and **submit to us** a Mobile Food Facility (MFF) app from Santa Barbara County Environmental Health along with the county's required documents attached to the application. For those MFFs, the County typically issues a seasonal 3-month permit for \$82.00. Such MFF's will be inspected on-site at the Festival and will receive the seasonal permit & receipt of payment that day. You are not required to fill out a Temporary Food Facility (TFF) Application. You are still required to pay our food vendor fee and cleaning deposit.

Are you a **Local Restaurant** which currently holds a valid environmental health permit for Santa Barbara County? Three considerations:

1. If you operate all food preparation and food delivery (like "To-Go") **inside your building, and simply have a barker standing outside your restaurant to attract sales without taking up any street booth space**, you are not required to fill out a TFF nor are you required to pay the county a TFF fee. You are also not required to pay our food vendor fee and cleaning deposit. However, donations are greatly appreciated.
2. If you wish to operate as option 1 above but wish to also have a booth space at a common area of the festival, you are required to pay our food vendor fee and cleaning deposit.
3. Even if you prepare all the food inside you building, once you bring the food outside your doors for sales at a booth (even "To-Go"), the County requires you to fill out a TFF application for the festival. In that instance, as you now take food vendor booth space, you are required to pay our food vendor fee and cleaning deposit.

If you are **another type of food vendor**, or you wish to participate in the festival with vendor booth space from outside where your permit exits (outside your building), you

must complete a Temporary Food Facility (TFF) Application

- The County of Santa Barbara charges a fee of \$180.00. Their website is <http://cosb.countyofsb.org/phd>. This is true even if your food preparation is off-site at yours or someone else's restaurant. In that instance, you must complete the Off-Site Food Preparation Authorization. "Craven" Letter to waive the TFF fee in order to be considered for exemption from the TFF fee (and our upfront food vendor booth space fee), SB County requires that you certify that "All monetary profits generated (either through donations or sales) from the food booth operation will be given by the for-profit entity possessing a current Health Permit issued by the County of Santa Barbara Environmental Health Service, to the non-profit association for which the event is being held. The for-profit entity will receive no monetary benefit, except for recognition for participating in the event. It is understood this permit exemption is only applicable to an occasional event that occurs not more than 3 days in any 90-day period (Health & Safety Code, Section 113789). If seeking such exemption, please complete and submit to us your application the Request for Exemption form found at this link:

<http://cosb.countyofsb.org/uploadedFiles/phd/EHS/RequestforExemptionForm.pdf>

All your required documents to participate in the festival must be sent to us with your OCAF Chalk Festival Food Vendor Booth Space Application.

- Do NOT send TFF Application or fee to the Health Department. OCAF must submit everything together.

Seller's Permit/Resale Number

- All Vendors must have a valid California Seller's Permit or resale number. This needs to be posted at the booth. The Seller's Permit is easy to get and is free. Temporary one-day or regular permit is accepted. Please direct seller's permit questions to your nearest Board of Equalization (800-432-2829). All applications not listing a seller's permit number will be returned.

FOOD VENDOR REQUIREMENTS:

***As this festival is about ART, we will select food vendors which showcase their chef's ARTISTIC culinary skills by having **at least one** unique food item available which is NOT JUNK FOOD but is heart-healthy, nutritious and/or is completely plant-based. Help us make the food different and attractive than at any other festival.

- If your application meets all Festival requirements, booths will be selected based on proposed menu, Festival needs and prior history with vendor. Application review priority will be given to businesses which directly contribute to children's arts or who live in Orcutt or whose business is based in Orcutt, even if it is not a "brick and mortar" business.

- We suggest that no two booths duplicate exact menu items, with the exception of beverages. Similar food items may be served if preparation varies distinctly and artistically.
- The committee reserves the right to determine booth placement and will confirm menu items prior to event.
- Vendors must supply all equipment necessary to meet SB County Health or State Health regulations, including tables, chairs, canopies, wash stations, trash cans, etc. Winds are common throughout the day, so vendors should secure their equipment, especially any shade canopies.
- Vendors are responsible for providing ice. Old Town Market or Orcutt Liquor are within walking distance.
We will **NOT provide any electricity for any booth.

FOOD BOOTH SPACE VENDOR FEES:

Refundable Cleaning Deposit \$200 (Required for any outside food. Please write separate check for deposit.)

15' x 15' BOOTH or mobile food truck at festival site

Food vendors booth space fee 15% of net sales unless cottage food operator or barker, then a \$50 booth fee.

***Sales are not guaranteed.

Cancellations before September 1, 2021 will be charged a \$50 administrative fee.

*ALL checks must be made payable to "Orcutt Children's Arts Foundation, Inc."

OTHER INFORMATION

- August 4: Registration and payment deadline
- August 11: Vendors will be notified if their application has been accepted/declined or more information required.
- September 25: 8:00am Booth set-up will begin.
- September 25: 9:00am All food vendors must be completely set-up by for Health Department Inspection, if applicable. Vehicles will be not be allowed to enter the Festival grounds after 8:45am and must be removed by 9:00am. Vendors arriving after 8:45am must walk supplies/equipment into Festival grounds. Festival opens to public at 10:00am and ends at 3:30pm. Vendors should leave booth area clean.
- Vendors should not begin take down of booth until 3:30pm. Vehicles will be allowed to enter the grounds after 3:30pm. Each vendor area is to be left clean and trash free at no later than 4:30 p.m. or it will result in partial loss of cleaning deposit. This is one day festival. You must provide your own security for your booth and weights for shades. Booths are the responsibility of each vendor. OCAF is not responsible for loss by or damage to any vendor, their equipment, inventory and/or materials.

Questions regarding food vending:

Orcuttchalkfestival@gmail.com