



## Food Vendor Invitation

Contact: Lisa Weg, [community@mcn.org](mailto:community@mcn.org)

Phone: 707 937-4133

Fax: 707 937-2159

Dear Friends

CCM will be presenting the 3<sup>rd</sup> Annual Mendocino One World Festival on Saturday, October 3, 2015 at Friendship Park. A local happening with a global vision, this family-friendly event will celebrate the rich diversity of our world, showcasing world music and dance, games for children, food from around the world, arts and crafts, and aerial performances by Circus Mecca.

CCM is looking for commercial and non-profit vendors to offer food options to the crowd, with an emphasis on ethnic variety. Fees are minimal, and last year's event was a great success. Further details and an application package are attached.

Please join us in helping to launch this inspiring event for our community.

The Board, Staff, and Volunteers of CCM

### Community Center of Mendocino

PO Box 551 • Mendocino, CA 95460 • TEL 707-937-4133 • FAX 707-937-2159 • [www.ccmendo.org](http://www.ccmendo.org)  
998 School Street • Corner of Pine & School Street



# Food Vendor Application

Company/Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone 1 \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Contact During Event

Fax # \_\_\_\_\_ Website \_\_\_\_\_

Email \_\_\_\_\_

Non-profit Federal Tax Id# \_\_\_\_\_

Environmental Health Permit # or Catering License #  
\_\_\_\_\_

Describe/list items that you sell: \_\_\_\_\_  
\_\_\_\_\_

Enclosed w/ Application Form:

- Booth Fee (make checks payable to CCM)
- Signed Agreement & Release

Application for:

- Commercial Food Vendor
- Non-Profit Food Vendor
- Non-profit Info Booth

Make checks payable to CCM and mail to: P.O. Box 551, Mendocino, CA 95460

..... *for office use only* .....

Receipt #: \_\_\_\_\_ \$ Received: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Processed by: \_\_\_\_\_

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## Food Vendors & Non Profits

**Festival Date/Hours:** 12-5pm, Saturday, October 3<sup>rd</sup>, 2015

**Location:** Friendship Park, 998 School Street, Mendocino

**Vendor Set-up:** Begins at 8:30 am the morning of the Festival. Vehicles are not permitted within Friendship Park. All product and booth equipment must be carried or dollied to the field. All booths must remain active until closing at 5pm.

**Booth Size:** 10'x10'

**Equipment:** Vendor must provide own tables, chairs, ice chests, tent/canopy, and screening in compliance with County Health Dept. requirements. All canopies must be staked appropriately for windy conditions. Electricity is not available for vendors. Booths with cook stoves must have an accessible fire extinguisher.

**Parking:** On arrival, each vendor will be issued 1 vehicle pass for the parking area between Friendship Park and the Community Center. Pass must be displayed prominently on the vehicle dashboard.

**Pets:** Dogs will not be permitted on Friendship Park field.

**Environmental Health:** Vendors must obtain a valid Temporary Food Facility Permit from Mendocino County Environmental Health (attached). Non-profits/\$0, commercial vendors fee/\$64, unless your annual license includes special events.

**Booth** Food Vendors/\$100 and 10% of sales over \$400

**Fees:** Non-profit Food Vendors/\$50 and 5% of sales over \$400  
Non-profit information booths/\$0

### **A Vendor Application Includes:**

- Completed Application Form
- Booth Fee (make checks payable to CCM)
- Signed Agreement & Release
- Environmental Health Dept. Application Form

### **Mail to CCM at:**

PO Box 551  
Mendocino, CA 95460

### **For Further Information:**

CCM: Cornelia Reynolds or Lisa Weg, [community@mcn.org](mailto:community@mcn.org), 937-4133, fax: 707 937-2159



## Agreement & Release

I \_\_\_\_\_, acknowledge that I have voluntarily applied to the Community Center of Mendocino (CCM) to participate as a vendor during the Mendocino One World Festival (MOWF) at Friendship Park on October 4, 2014. I have read the Vendor Information and agree to comply with the terms and conditions stated therein. I am voluntarily participating in these activities with knowledge of the requirements and responsibilities.

In consideration for being permitted by Community Center of Mendocino (CCM) to participate in the Mendocino One World Festival (MOWF) and use their facilities, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, property damage or loss which I may have, or which may hereafter occur to me, as a result of participation in said activity, even though the liability may arise out of negligence or carelessness on the part of CCM, its officers, employees, agents, or affiliates. It is understood that these activities involve an element of risk and danger of accidents, and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release, and assumption of risk is to be binding on my associates, heirs, and assigns. I agree to indemnify and hold harmless CCM, its officers, employees, agents, and affiliates from any loss, liability, or damage that I may sustain while participating in said activities.

I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and a contract between me and CCM, and I sign it of my own free will.

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Vendor Signature

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Date

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Organization/Business/Company Name



Environmental Health Division

FD#: \_\_\_\_\_

Temporary Food Facility Application and Permit  
For All Food Vendors Operating a Food Booth at a Community Event or Fair

860 N Bush St, Ukiah, CA 95482

Phone #: (707) 234-6625

Fax #: 707-463-4038

Non-Profit Tax ID#: \_\_\_\_\_

NOTE: Application and fee must be submitted a minimum of (5) business days prior to the event. Applications may be paid for online and application faxed or emailed to Environmental Health. No money will be collected at the event

Permit Types and Fees: (Please read carefully, then check the appropriate box and submit with the completed form)

- Non-potentially hazardous food permit: \$47.00 Application and fee received (5) business days prior to event  
\$84.00 Application and fee received less than (5) business days prior to event

Examples of Non-potentially hazardous foods: Fruit pies, dry goods, cereals, dehydrated foods, baked goods, cookies, chips, popcorn, candy, soda pop.

- Potentially hazardous food permit: \$64.00 Application and fee received (5) business days prior to event  
\$113.00 Application and fee received less than (5) business days prior to event

Potentially hazardous foods contain: Tofu or other Soy protein, Beef, Pork, Lamb, Milk products, Cooked rice, beans, sprouts, raw seeds, shell eggs, sliced melons, poultry, fish, potatoes, garlic-in-oil mixtures, shellfish or Crustacea.

- Veteran's Food Permit: DD214 Fee Exempt; copy of DD214 must accompany application (5) business days prior to event

- Non-Profit Food Permit: Tax ID Fee Exempt; Tax ID# must accompany application (5) business days prior to event.

**PLEASE PRINT! All information requested must be completed.**

Food Concession Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact Person Phone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Event Coordinator: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Event Location: \_\_\_\_\_ Water Source: \_\_\_\_\_

Food / Beverages to be provided: \_\_\_\_\_

Offsite food preparation required:  Yes  No If you checked 'Yes', give location: \_\_\_\_\_  
Please note: You may NOT prepare or store any food at home; all preparation must take place in a licensed facility or in your booth only.

Utensil Washing Station Available: Yes  No  Hand Washing Station: Yes  No

Cooking Equipment in booth: \_\_\_\_\_

How will hot food be kept hot: \_\_\_\_\_

How will cold food be kept cold: \_\_\_\_\_

Read the following statement, and then sign and date below: In applying for this permit, I have read and am familiar with the operational requirements found in the Guidelines for Operating a Temporary Food booth at a Fair or Community Event, and I agree to comply with all legal requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone #: \_\_\_\_\_

(DO NOT WRITE BELOW-FOR EH OFFICE USE ONLY)

Amount Received: \_\_\_\_\_  
Payment #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Rec'd by: \_\_\_\_\_

When signed, this application shall serve as your permit and is to be displayed clearly in your booth for the duration of the event.  
Approved By: \_\_\_\_\_  
Issue Date: \_\_\_\_\_