



2017 Courtland Pear Fair Food Vendor Policies & Waiver

WELCOMING NOTES:

Thank you for your interest in food vending at the Courtland Pear Fair. This event is dedicated to serving the Delta pear community and your participation is greatly appreciated. Please review this important information as there have been changes.

APPLICATION PROCESS:

This application is for the purpose of assisting the Courtland Pear Fair in the selection of the 2017 Food Vendors. This application is not a contract, nor a guarantee of same. **DO NOT** send money with this application.

Vendors must apply each year and provide all of the required information. If the Pear Fair requests clarification about the information, vendors are expected to provide it in a timely manner; the application may be rejected otherwise.

Vendors must use the application to list ALL items and services they wish to sell. Items not listed and approved may not be sold and must be removed from vendor's booth. Vendors are not granted exclusive rights to sell any particular item however we do try to avoid duplication of food items. Pear Fair retains the right to determine which products are approved for sale and at what price.

Vendors must sign and submit the Waiver of Responsibility form. Failure to meet application and/or contract fee deadlines may result in forfeiture of booth location and/or booth space. Complete contracts and required fees must be returned by indicated deadlines. Incomplete applications will not be processed. Vendors will be notified via email regarding their application acceptance or rejection. Please provide an email address.

For those accepted, we will email you a contract confirming your booth and selected menu plan on June 16, 2017 or otherwise notify you of rejection. The booth fees will be due before June 30, 2017 at 2:00 p.m. or your booth will be reassigned. Booth assignments are non-transferable.

Vendors must provide proof of insurance.

SELECTION CRITERIA:

There are approximately 25 food booth spaces available for the event.

1. Pear Fair's goal is to end up with unique and delicious pear foods at every booth. It is of great importance that pears are incorporated in your menu. Vendors with pear items will be given priority.
2. Please submit completed application as soon as possible. Attach color photographs of the proposed exhibit booth and product(s) as they would appear at the Pear Fair. Don't underestimate the importance of photos that are clear and show your exhibit booth at its best!
3. Each application will be given a numerical grade on the selection criteria:
 - Product Quality (up to 30 points)
 - Product Uniqueness (up to 20 points)
 - Professional Display (up to 15 points)
 - History with the Pear Fair (up to 15 points)
 - Non-Profit Organization (up to 10 points with proof of 501(c)(3) status)
 - Early Submission (up to 5 points)

BOOTH SPACES:

A Food Vendor 10x10 space costs \$325, which includes the Health Department and Fire Marshal inspection fees. Non-profit food vendor space is \$200.

All food preparation, cooking, selling and storage must take place within your booth space. Vendors are not allowed to use the sidewalk or area outside the booth for any purpose. There is no additional storage space. The Food Vendor space measures 10 feet x 10 feet. You may bring chairs and additional tables. You may also bring additional covers but you cannot cook under them. For an additional cost, you may rent an enclosed booth for your space, please see below for pricing. Each vendor is responsible for activity within their vendor space. Please stay within your vendor space and do not encroach on other spaces and do not block driveways/walkways or intrude on private properties. Please be mindful of landscaping and plantings in spaces.

OPTIONAL FEES:

Enclosed 10 x10 booth: \$100 Any damages to the booth and its components will be charged to the vendor.

110 Electrical Power: \$20 per booth space. Electricity cannot be added on Fair Day; reservations and payment must be received in advance. You may not obtain electricity from nearby residences or other structures. Availability is limited to certain areas.

Extra 10x10 Space: \$50 each. Space is limited and not guaranteed.

Food vendors will be charged \$25 for each check returned by the bank for insufficient funds.

REFUND POLICY:

Cancellations received in writing before June 2, 2017 are fully refundable. Cancellations received after June 2, 2017 are non-refundable.

BASIC LOGISTICS FOR BOOTH:

All vendors must pass Sacramento County health inspections and abide by all rules set by Sacramento County. For more information or questions please visit the Sacramento County website.

All vendors will be inspected by the County during the fair at a time which is determined by the County. PLEASE PLAN TO PASS YOUR INSPECTION. If the County issues a re-inspection fine to your booth, you must pay a \$100 non-refundable reinspection fee to the Pear Fair, who will pay the County to reinspect your booth. Throughout the day, Pear Fair staff will be check your booth for compliance with the County Health standards. Pear Fair reserves the right to close a booth if they are not following the County health standards or for any other misconduct. Please note that you may not break down your booth early due to failure to pass inspection or other closure and no unauthorized driving is allowed on Fair Grounds during the Pear Fair.

Cookers

If you plan to cook using a grill, or large cooker, do **not** put these under a canopy. All barbecue pits and similar cooking devices must be in a roped-off area within your booth space and away from Fair traffic. Vendors are responsible for bringing any necessary barricades. Fryers can be placed under the canopy/tent only if the canvas is fireproof.

Electricity

Electricity is available in limited locations and **only** if you paid in advance for electricity. Do not overload your 4-way plug or curl long extension cords as these are fire hazards.

Grease Disposal

You must provide for your own grease disposal so bring a container with you. If you dump grease on the ground or in any Pear Fair or Courtland town dumpsters or trash bins, you will be charged a cleaning fee of \$1,000.

Health & Fire

You must have a health permit and fire permit, the initial fees for which are included in your Booth Fee. Health inspectors will license your booth on the morning of the Fair. Health and Fire Department regulations must be observed by all workers at all times. If a re-inspection is necessary, additional fees must be tendered on Pear Fair day (see above), so please be prepared.

Hours of Operation/Selling Time

The Fairgrounds open at 6:00 a.m. The Fair officially starts at 9:00 a.m. You may begin selling food as soon as your booth is properly set up, which shall be no later than 9:00 a.m. The Fair closes at 6:00 p.m., and you may NOT begin breaking down earlier if you sell out or due to booth closure by the Pear Fair. You must check in with a Fair coordinator before you break down.

Ice

As a service to our vendors, ice can be purchased directly from the beer booth on Pear Fair Day.

Litter/Trash

The appearance of your booth is very important to the overall appearance of the Fair.

Decorate your booth appropriately and keep it clean! Bring and use trash bags. Remove all trash from your booth space.

Filled trash bags may not collect around your booth during Fair day.

You are also expected to help Pear Fair with its environmental efforts. Please, make sure your staff disposes of trash in the appropriate receptacles; do not use the trash barrels set out for Fair Guests. Please break down any cardboard boxes and place them in the recycling bins.

Do not dump anything onto the ground; the Pear Fair takes place in a neighborhood on school grounds. Wash water can be dumped at the dumping station behind the port-a-potties near the parking lot. Be prepared to take any cooking oils or grease with you at the end of the day (see above for cleaning fee).

Parking

Unauthorized (non-food truck) vehicles parked within the Fair Zone after 8:30 a.m. will be towed at the owner's expense.

Limited vendor parking is located at the firehouse or in the main parking lot. There will be NO PARKING next to your booth.

Overnight parking is not permitted without prior permission of Pear Fair Committee.

Safety Reporting

We've had a safe Fair in the past but if you should witness an accident, note the time, circumstances, your name, and anyone else who witnessed the incident. Please give the information to security and advise the Pear Fair Coordinator immediately.

Signs / Decorating

Vendors are responsible for all signage on their booth. Vendors are encouraged to make signs bright and easy to read. Decorate your booth with pride, the more pears, the better. Extra signage may be provided by the Pear Fair to showcase your Pear Foods.

We expect our vendors to conduct business in a professional manner at all times. If there is an issue with your conduct or professionalism, you will be removed from the fair (see above regarding booth closure).

IMPORTANT DATES:

June 2, 2017 Applications Due for review.

June 30, 2017: Booth Fees and Optional Booth Fees due by 2 p.m.

July 30, 2017: Fair Day (setup is from 6-8:30a.m., teardown is from 6-8 p.m.)

NO POSTPONEMENT DUE TO WEATHER. The Courtland Pear Fair is held rain or shine. It is a one-day event.

APPLICATION PACKAGE CHECKLIST:

Incomplete applications will not be processed. Please submit all of the following as your application:

- Completed Application Form
- Photographs of Booth
- Signed Waiver of Responsibility
- Proof of 501(c)(3) Status, if Applicable
- Insurance

Completed application packages should be mailed to: Courtland Pear Fair/Food
PO BOX 492
Courtland, CA 95615

For More Information

Visit us at www.pearfair.org. We will always do our best to respond in a timely manner but please remember that the Pear Fair is a non-profit organization and the Committee is made up entirely of dedicated volunteers.

Thank You and Have a Great Fair!



COURTLAND PEAR FAIR FOOD VENDOR WAIVER:

In consideration for being permitted to participate in the Courtland Pear Fair, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the Courtland Pear Fair and the Courtland Town Association (their officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in the Courtland Pear Fair, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves 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 heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or any injury or property damage that I may sustain while participating in said activity. I understand that all fees are non-refundable if I decide not to participate after June 2, 2017. I understand this is an outdoor show and the Courtland Pear Fair will not accept any responsibility for goods damaged due to inclement weather. I agree to comply with local Health Department and Fire Marshal regulations and requirements. I grant the Courtland Pear Fair full permission to use any photographs that may contain my likeness or booth space.

Organization/Business Name (Please Print)

Signature of Participant Date

Participant Name (Please Print)

Signature of Parent/Guardian (if Under 18)