



April 3, 2018

To: Prospective Food Vendors

The City of Oakley will be hosting the 6th Annual "Heart of Oakley" event on Saturday, September 22nd, 2018. This popular one day event features wine & beer booths, food vendors, non-food vendors, live entertainment, an art show and a children's area. Admission to the event is free to the public.

We are looking for food vendors, trucks or carts to participate in this one day festival. Food vendors will be located in a prime location on Main Street (which will be closed to traffic) across from the wine and beer booths. Vendor space is limited and applications are taken on a first-come, first-serve basis.

The event information, rules, regulations and vendor application are attached here. Food vendors must also submit a Health and Fire permit application.

Submission of an application does not guarantee a spot. You will be notified by email or phone if a spot has been reserved for you. For any questions, please contact Cindy Coelho at (925) 625-7044 or email: coelho@ci.oakley.ca.us

Heart of Oakley 2018

Event Information

Date: Saturday, September 22, 2018

Location: Civic Center Plaza, 3231 Main Street, Oakley

Hours of Operation: 11:00am – 5:00pm

Setup Time: 9:00* – 10:30am *Main Street will be closed at 9am, food vendors will be assigned a space on Main Street and will not be permitted to start setting up until 9am (for safety purposes)

Projected Attendance: 4000+ **Population, City of Oakley:** 42,000+

Advertising: Event website (heartfoakleyfestival.com) Oakley Recreation Guide, City of Oakley website and marquee, Oakley Press and Contra Costa Times

Food vendor spaces available: Approximately 12

Tent/booth spaces are 10' x 10'.

Food trucks will receive extra space accordingly.

Electricity is limited and an extra fee applies

Food vendor fees:

- \$124 Health Dept fee. Businesses that provide us with a current, valid Contra Costa County Health Services Permit to Operate will have this fee waived.
- \$100 vendor booth fee paid to the City of Oakley

Total for above: \$224 pay to the City of Oakley

- Electricity - \$20 (optional)

Make checks payable to: City of Oakley Mail or drop off application and fees to:

Oakley Recreation Division
3231 Main Street
Oakley, CA 94561
Attn: Cindy Coelho

**Heart of Oakley 2018
Food vendor Application**

Applications will be reviewed by a panel and vendors will be notified by phone or e-mail of acceptance and payment will be required at that time. Space is limited – applications will be accepted up until August 15th OR until all spaces are full. Food vendors must include a photo of their booth/truck which may be used for marketing purposes.

Name of Business: _____

Name of Owner: _____ Phone: _____

Address: _____

Email address: _____

(The main method of communication will be email - please ensure that your email is legible)

Name and phone # of Representative(s) if Owner will not be present:

Required – current California sellers license # _____

Non-profit organizations require - 501C3 Tax ID # _____

Food booths/tents – indicate # of 10' x 10' spaces requested: _____

Food trucks – list the dimensions of your truck here: _____

Please list all the items on the menu to be sold at your booth:

As event organizers we create several posts on Facebook, Instagram, Twitter, and on our website www.heartfoakleyfestival.com. We would like to tag you in our posts, indicate your usernames below:

Facebook: _____

Twitter: _____

Instagram: _____

Website: _____

In addition to this application, all food vendors are required to complete a Health and Fire Dept. temporary event permit application. The forms will be emailed to you for completion.

ATTACH PHOTO OF TRUCK OR BOOTH WITH APPLICATION

Heart of Oakley 2018 Rules and Regulations

1. This event will take place on September 22nd, RAIN OR SHINE.
2. NO OUTSIDE ALCOHOL is permitted at the event.
3. A limited number of vendors in any category will be accepted.
4. Booth space may not be shared or assigned to any other party.
5. Vendor booth cancellations must be made by August 15th in order to receive a refund. No refunds will be granted after this date.
6. Vendors must list all items to be sold or given away on the Vendor Booth Application. Sales of pornographic materials, weapons, drugs or fireworks are prohibited. The Vendor Booth Coordinator has final approval on all items for sale or distribution.
7. The event organizer (City of Oakley staff) will assign spaces for all vendors.
8. The City of Oakley is not responsible for a vendor's financial success at the event.
9. Tables, chairs, tents, canopies, and extension cords are not provided by the City of Oakley. Vendors are solely responsible for bringing these items.
10. The setup time is 9:00 – 10:30am on September 22nd. Vehicles used for unloading must be off the premises by 10:30am in preparation for the event opening at 11am.
11. Food vendors will not be permitted to leave until after the end of the event at 5:00pm. Vendor vehicles will not be permitted on site until all pedestrians have left the area.

NOTE: ALL FOOD trucks/booths will be inspected by the Contra Costa Health Services and the Contra Costa County Fire District.

If you have any questions regarding regulations, you may contact the Fire District at (925) 634-3400 or the Contra Costa Health Services at (925) 692-2500.



A waiver form is required for all vendor booth representatives. Only those with a completed waiver on file will be permitted on site.

Heart of Oakley Event Waiver

This waiver, Release and Indemnity Agreement is intended to discharge in advance the City of Oakley, its officers, employees, volunteers and agents from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is further agreed that this Waiver, Release and Indemnity Agreement is to be binding on my heirs and assignees. I agree to assume the full risk of any injuries, damages or loss that I may sustain as a result of participating in any and all activities connected with or associated with each activity. I additionally agree to indemnify the City against any claims or rights of action for damages which I may incur. I further agree that certain marketable information may be used in accordance with State Laws and regulations. Such items include e-mail addresses, photos and press releases that include statements made by me in publication of said activities. In the event of any emergency, I authorize City Officials to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed necessary for my emergency care if it be deemed to sustain life. I also agree that I will be responsible for payment of any and all medical services rendered.

I have read, understand and agree with the above conditions and guidelines.

Vendor Signature: _____