

San Ramon Art & Wind Festival 2016 Application Form

Sunday, May 29th and Monday, May 30th from 11am – 6pm.

For more information about the festival, please go to <http://www.artandwind.com>

Please complete the first section then check the appropriate vendor type and fill in the necessary information.

Application Deadlines: March 11, 2016 Food/beverage Vendors

April 8, 2016 Activity, Non-Profit and Business Vendors

Organization/Business Name

Federal Non-Profit ID (if applicable-required for food/beverage and non-profit vendors)

Primary Contact

Address

City **State** **Zip**

Telephone **Cell phone**

E-mail **Website**

Activity Vendor *(see attached for eligibility rules)*

Fee: \$350 (per 10'x10' space)

Will Products / Activities be sold? Yes No

Product/Activity	Price	Product/Activity	Price
1.		4.	
2.		5.	
3.		6.	

Are you demonstrating or displaying anything? Please explain:

Food/Beverage Vendor *(see attached for eligibility rules)*

Application Deadline: March 11, 2016

Fee per 10' x10' white event Booth (double the fee for 10'x20'): Alcoholic Beverages \$500; Food/Beverage Booth \$400; Mobile Cart \$150

Menu Item (including variety and Brand name i.e. diet Pepsi)	Price
1.	
2.	
3.	
4.	
5.	
6.	

Number of 10' x 10' booths_____ **Number of 10' x20' booths**_____ **Number of Mobile Carts**_____

Name of Supporting Restaurant (If applicable): _____



SAN RAMON PARKS & COMMUNITY SERVICES

Creating Community through People, Parks, Partnerships & Programs

(925) 973-3200

www.SanRamon.ca.gov

Fax (925) 830-5162

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Non-Profit Information Vendor (See attached for eligibility rules)

Fee: (per 10'x10' space) Resident Non-Profit \$50; Non-Resident Non-Profit \$75

Organization Mission Statement/Primary Purpose: _____

What do you plan to do at your booth? (Distribute brochures, balloons, etc...): _____

Business Information Vendor (See attached for eligibility rules)

Fee(per 10'x10' space): San Ramon business or Chamber of Commerce Member \$1,500; Non- Resident business \$1,875

Business Mission Statement/Primary Purpose: _____

What do you plan to do at your space? (Distribute brochures, balloons, etc...): _____

The Application fee and certificate of insurance are due along with this completed form

Make check payable to: City of San Ramon

Mail checks and application to San Ramon Art & Wind Festival, 12501 Alcosta Blvd., San Ramon, CA 94583.

To pay by credit card contact Stacy Munsell at smunsell@sanramon.ca.gov for instructions.

For vendor or festival information, please call (925) 973-3210

Allow two weeks for application review and notification of acceptance.

Once your application has been accepted, fees are non-refundable.

I, the undersigned, in consideration of participation in the San Ramon Art and Wind Festival, agree to defend, indemnify, release and hold harmless the City of San Ramon and its employees from any and all liability for damages, both actual compensatory and consequential, including but not limited to damages for personal injury, including death, as well as for damages to property, which may arise out of participating in this event. I have read the attached eligibility rules and regulations and I agree to comply with the conditions set forth.

I am paying with an enclosed check I wish to pay with a credit card

Print Name : _____ Date: _____

Organization Name: _____ Signature: _____



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San Ramon Art and Wind Festival Eligibility Rules and Regulations

1. **The Art and Wind Festival is a rain or shine event! There will be no refunds due to inclement weather.**
2. The City of San Ramon does not guarantee vendor sales.
3. Vendors, their staff, employees, and agents must comply with all vendor policies, fire codes, laws, ordinances, and regulations pertinent to health, fire prevention and public safety. Failure to comply may result in expulsion from the event without a refund.
4. A limited number of vendors in any category will be accepted to the festival. Decisions are at the sole discretion of the City and based on, but not limited to: the best interest of the festival, history, level of investment, payment, and date of paperwork received. The Festival reserves the right to admit duplicate businesses based on the Festival needs and size. Exclusivity may be extended at the Festival's discretion.
5. Vendor agrees to allow the City of San Ramon to take photos of the booth and product during the event for no additional compensation. Photos taken may be used in City of San Ramon promotions.
6. All Vendors, except for food/beverage vendors are required to supply their own tent or canopy, tables, and chairs. Booths will be supplied for food/beverage vendors only.
7. Booth locations are not guaranteed and are made at the discretion of festival management.
8. Vendors are responsible for delivery; handling, erection and removal of his/her own displays and equipment.
9. All displays, merchandise, equipment and staff must be contained within the assigned booth space. No amplified music, walkway solicitation or "barking" is allowed. Staff/Personnel must remain INSIDE the assigned booth.
10. Walking the grounds to sell merchandise or hand out fliers is strictly prohibited.
11. **Electricity is not provided.** Use of a generator requires pre-approval. A generator use form must be completed and submitted with application.
12. No helium tanks will be allowed at the festival. You may decorate with balloons, however, the helium tank must be removed from the festival grounds.
13. The City of San Ramon will provide general overnight festival security on Sunday night. The City of San Ramon is not responsible for lost, stolen, or damaged goods.
14. Vendor must obtain written permission from the City prior to using the City of San Ramon logo or any logo from the City of San Ramon website in connection with their business.
15. Booth space must be occupied as assigned, and be open and staffed during all regular festival hours: 11:00am to 6:00pm, Sunday and Monday.
16. Vendor may not sublet or apportion their booth space.
17. **All Vendors are required to provide a certificate of insurance naming the City of San Ramon as additional insured.** Comprehensive general liability (using Insurance Services Office form CG 00 01 or equivalent) with a minimum coverage of one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) in the aggregate, or combined single limit in the amount of two million dollars (\$2,000,000) per occurrence, for bodily or personal injury to, illness of, or death of persons, and damage to property.
18. **Activity Vendors** must provide an interactive experience, product, display or activity that is creative, non-competitive, appropriate for families and enhances the festival theme. Sales are allowed. Vendor must collect all required federal, state and local taxes. Examples include children's interactive products or services, sand art, sailing or flying lessons, photo booths.
19. **Business Information Vendors** include for profit businesses selling tangible, retail services or products which are not homemade. Booths are informational only. NO SALES are allowed. Vendors may display or demonstrate their products(s) and services and distribute marketing materials.
20. **Non Profit Information Vendors** includes organizations with current Federal Non-profit status. NO SALES or solicitation of donations are allowed. Vendors may display or demonstrate their products(s) and services and distribute marketing materials that are pre-approved. No food or beverages may be distributed except for complimentary candy.
21. **Food/Beverage Vendors** eligibility is based on the following:



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San Ramon Art & Wind Festival
Food/Beverage Vendor Selection Policies & Procedures

Purpose: The purpose of this policy is to specify the procedures for the selection of non-profit organizations desiring to operate a food or beverage booth or mobile cart at the San Ramon Art & Wind Festival. Food and Beverage sales at the festival are operated exclusively by non-profit organizations as a mechanism for fundraising. Duplication of items for sale or oversaturation of offerings could result in less profit for the participating organizations.

Who Can Operate a Food/Beverage Booth: Non-profit organizations with current Federal non-profit status. The City will determine which vendors will be allowed to operate a booth at the festival based on space availability and the criteria listed below.

1. Organizations may return the following year if there were no outstanding violations of the operating policies as outlined during the application process, they sell the same items as the previous year and they retain their federal non-profit status. If a returning vendor wishes to change their food or beverage offerings, it will be treated as a new application and subject to review based on food/beverage variety. If an organization takes a hiatus, they must return as a new organization.
2. New applications will be reviewed and considered for acceptance based upon space availability and food/beverage variety. The festival is currently at capacity with regards to available space. As a result, mobile food vehicles (food trucks) are not allowed.
3. Organizations are allowed to operate only one booth or approved number of carts.
4. Organizations may sell only one major food type (i.e. Greek or Chinese food) or food items which are complimentary (i.e. hamburger and cheese burger) along with one appropriate accompanying side dish (i.e. French Fries or chips) and water/soft drinks. The City reserves the right to approve or deny any food or beverage item.
5. Organizations approved to sell alcoholic beverages may sell only beer and wine or one cocktail type beverage along with water and soft drinks. Vendors may not sell more than a total of six varieties/brands of beer and/or wine. Organizations selling alcoholic beverages must obtain a permit from the California Department of Alcohol Beverage Control. There is no exclusivity to brand/variety. Approved alcoholic beverage vendors may sell the same brand and/or variety of wine and beer.
6. All organizations must submit with the application form, a complete list of proposed food and beverage items, including Brand Names, i.e. Pepsi. Once the application is accepted, changes may not be made without approval.
7. Existing organizations will be given first opportunity for a released food or beverage item. If an organization releases their food or beverage item, it will be offered to current organizations as follows:
 - a. First Priority organizations;
 - b. Existing Second Priority organizations;
 - c. Second Priority organizations;
 - d. Third Priority organizations

A lottery system will be used in the event more than one organization wishes to sell the newly released food or beverage item.

8. New applications that partner with a San Ramon business will be given additional consideration.
9. Any ongoing participating non-profit organization accepted prior to 2011 has been allowed exceptions to this policy.

First Priority: Is given to Non-profit organizations that directly support the City of San Ramon Parks & Community Services Department programs, events or facilities; they are:

- A. San Ramon Arts Foundation
- B. San Ramon Historic Foundation
- C. San Ramon Library Foundation
- D. San Ramon Senior Foundation

Second Priority: Non-profit organizations that have at least 51% membership residing in San Ramon or non-profit organizations that provide funds and services in support of the San Ramon community.

Third Priority: Other Non-profit organizations outside the City of San Ramon that do not directly support the San Ramon community.

