



OKTOBERFEST 2023 FOOD VENDOR Application

Beautiful Downtown Campbell
October 21-22, 2023

Rules & Regulations, Signature of Waiver, Food Vendor, Menu
& Calculation of Fees, Department of Health (DEH) Information

***Please read carefully, as changes have been made to this application due to City of Campbell,
County Fire and Department of Health Department regulations***

This event is located in beautiful, historic downtown Campbell, California.
Attendance estimates are about 60,000 visitors over the weekend.
This is a fun entertaining family festival with fine arts & crafts, business vendors, commercial vendors,
food vendors, Gordon Biersch Beers, wine and continuous live entertainment.

For more information please contact:

Campbell Chamber of Commerce

408 378-6252 tel | 408 378-0192 fax | info@campbellchamber.net

Mail completed applications to:

267 E. Campbell Avenue, Suite C, Campbell, California 95008





2023 CAMPBELL OKTOBERFEST FESTIVAL APPLICATION

OKTOBERFEST features food booths, local wine and fine beers. Along with live entertainment, fine arts & crafts, local business vendors and our KidsZone. **Oktoberfest** will be held **October 21-22, 2023** in downtown Campbell. Festival hours are from 10am - 6pm on Saturday and 10am - 5pm on Sunday. **This is an outdoor festival and will be held rain or shine, no refunds!**

2023 CAMPBELL OKTOBERFEST FOOD VENDOR GENERAL RULES

**All Food Vendors must have and provide a copy of a current Certificate of Insurance naming the Campbell Chamber of Commerce/Oktoberfest as an additional Insured for no less than \$1,000,000. (One Million Dollars). Vendor understands that security, accident, theft and product liability insurance related to their booth and merchandise is solely their responsibility.

PLEASE NOTE:

- Food vendors are requested to participate in our effort to support our Oktoberfest volunteers by offering a meal package of your choice for **\$5.00**, not including a beverage. Volunteers will provide the vendor with a meal voucher ticket, which can be submitted to the Campbell Chamber of Commerce for reimbursement following the event. We will contact you prior to the event to answer any questions and finalize your offering, and we thank you in advance for your support of our volunteers. A W9 for you to complete is included in this package.

Please fill out all the attached necessary paper work, and applications for the Health Department and Fire Department. **Any applications returned incomplete will not be accepted.**

- **NEW FEES FOR HEALTH PERMIT.** The Dept of Health (DEH) has a new fee schedule which can be confusing. New fees are based on a Risk Category 1, 2 or 3. There are no longer non-profit discounts for food vendors. Please read the fee schedule included in this packet carefully to determine your "risk category". DEH has the right to change your fee based on their calculations and has final say.
- All food vendors must provide their own 10' x 10' health & fire approved booth, as well as a fenced 10' x 10' area for food preparation (if you need fencing, please let the Chamber know). Any vendor cooking with an open flame must have a flame-retardant booth and a fire extinguisher with a minimum rating of 2A10B:C.
- Food vendors of flambé or deep fat frying, are required to have a fire extinguisher rated for class "K" fires.
- All fees to be paid to the Campbell Chamber of Commerce. The Chamber will write one organizational check to the Santa Clara County Health Department. **A \$200 Security Deposit is required in a separate check** which will be voided or returned after the Festival if, ALL Festival, City and DEH rules and regulations were met. If Rules & Regulations were not met by the representatives, the deposit check will be cashed by the Campbell Chamber of Commerce.
- **FENCING** - Application fees do not include fencing for adjacent cooking area. The area to be fenced is approximately 100 sq.ft. Please let us know if you need fencing, and we will coordinate fees and delivery.
- **FLOORING** - All food vendors must provide complete coverage for flooring. Booth Floor must be completely covered with either 3/8" plywood and OR flame retardant tarp.
- Fire regulations require 4ft. between food booths and an open flame.
- Vendor must remain on site until closing, both days.
- Completed application must include a picture or drawing of booth set-up.
- Selling of water, soda and non-carbonated drinks, such as juice will be permitted. Sale of beer, wine and/or other alcoholic beverages is not allowed.
- The Committee will consider all applications received. The Committee's decision is based on the needs of the **Oktoberfest** event.
- Vendors will be notified of their acceptance and approved menu in a timely manner. All placement decisions are final including those who paid additional fee for placement request. **NO NEGOTIATIONS!**



2023 CAMPBELL OKTOBERFEST FOOD VENDOR GENERAL RULES

(continued)

- Fill out all health permit forms completely and return to the Campbell Chamber with your application and appropriate fee(s). If the organization is Veteran Exempt, please fill out the necessary information included on the Temporary Event Permit from DEH.
- In favor of the environment, the use of paper, aluminum and other recyclable food containers must abide by all city ordinances.
- There will be no alcohol allowed inside your booth. You can not bring in any outside alcohol, or consume any alcohol in your booth. Should you be on a break you must have a wrist band issued by the Festival and remain outside your food vendor booth.
- All displays and selling area **must** be placed within your 10' x 10' space.
- No booth sharing is allowed.
- Electrical service is not provided. **Generators are not allowed without prior written approval by the Chamber.** You are responsible for refrigeration of beverages and food items. Ice will be available for purchase during the Festival.
- Overnight security will be provided. However, each vendor is responsible for securing their own booth. The Campbell Chamber of Commerce/Oktoberfest is not responsible for any loss or theft incurred by any vendor.
- No Refunds for cancellations after **September 15, 2023**. If you are not accepted as a vendor, all fees will be returned
- Please make arrangements to provide your own table and chairs. Tables should be covered with a washable surface.
- Vendors are responsible for removing their own trash from their area each evening and may not use trash receptacles used by public for its disposal. Clean up of your booth area is to be done by you the vendor.
- Should the area require special cleanup, the vendor will be responsible for any additional cost.
- Food Vendor understands that it is their responsibility to leave their booth, sidewalk and surrounding area clean and in order, both days. **The vendor agrees not to pour or allow, grease, cooking oil or other like substances on the ground.** Anyone pouring grease, cooking oil or cleaning fluids in the drains, will be fined up to \$25,000 plus the cost of cleanup.
- ABSORBENT SOCK/Shop-Vac system – Is required during clean up to capture any fluids.
- **Absolutely NO FLUID run-off is permitted to go down the City drainage system.** A fine of \$25,000, or more, could be levied on offending vendor. All fines noted are imposed by the respective governing agency. Fines will be processed by the Health Department, County Fire, or any other government agency, all fines will come from that agency and be payable to them. Charcoal and gray water receptacles will be provided.
- Your \$200 security deposit will be shredded or returned to you after the festival if you follow all general rules and your space is left clean. Pending city inspection.
- The Campbell Chamber of Commerce/Oktoberfest has the right to prohibit and/or evict (without refund or assumption of liability for lost sales or expenses) any presentation or person who is in any manner deemed offensive or unprofessional.
- Load-in for the event will be between 6:00am-8:00am **Saturday, October 21, 2023**. Please drop your equipment and merchandise off at your booth space and proceed directly to parking and registration. There is no parking in Downtown.
- All vendors must register by 9:00am. If you are not checked in by 9:00am, you will be considered a no-show, without a refund. We reserve the right to add a booth or have adjoining booths absorb your space.
- Your space must be completely set-up by 9:30am and open for business by 10:00am. All vehicles must be moved from the event area immediately after unloading. No Exceptions! If your vehicle is left unattended during set-up, you will be towed.
- All vendors agree to participate for the entire event and understand that tear down on Sunday before 5:00pm is not allowed for any reason.



2023 CAMPBELL OKTOBERFEST FOOD VENDOR APPLICATION

FIRE DEPARTMENT:

If vendor is cooking with electricity or flame, vendor must have a FIRE EXTINGUISHER (Dry Chemical, 2A10BC or Class "K" with a current tag). FIRE DEPARTMENT WILL BE ON SITE FOR INSPECTIONS OF ALL BOOTHS. Have all workers trained in use of the extinguisher.

SALES PERMIT:

A valid sales permit can be obtained from the State Board of Equalization office in San Jose. Phone (408) 277-1231 for information or an appointment. The vendor is responsible for collecting and paying all sales tax to the State Board of Equalization and for obtaining the sales permit prior to the event.

HEALTH PERMIT:

Copy the informational pages and train all workers on these regulations. Inspectors will be on site both Festival days to insure compliance. All Health Department regulations will be enforced even after the inspectors have left the grounds. No menu changes will be allowed without written approval. Food may not be sold or sampled outside of the booth. Campbell Chamber of Commerce/Oktoberfest does not take responsibility for any vendor who is shut down for non-compliance. Absolutely no refunds will be granted if a food vendor is shut down by the Health Department or festival management for non-compliance.



2023 CAMPBELL OKTOBERFEST FOOD VENDOR APPLICATION

PLEASE SIGN AND RETURN WITH APPLICATION

*Please make a copy for your records.
Please read the rules and regulations you are signing*

HOLD HARMLESS:

This event is held rain or shine and no space fees or vendor expenses will be refunded should an emergency of any nature arise prior to the opening time or during the event that would prevent or cancel its production. In consideration for being allowed to attend and participate in the **2023 Campbell Chamber of Commerce Oktoberfest**, vendor agrees to hold harmless the City of Campbell, the Campbell Chamber of Commerce, and their respective elective or appointed boards, officers, agents, and contract employees from any and all claims, liabilities, expenses, or damages of any nature, including reasonable attorney's fees, to the extent such claims, liabilities, expenses, or damages arise out of the participation by **Oktoberfest**, its agents, officers, employees, subcontractors, or independent contractors, at the Festival.

In consideration of your acceptance of this entry, I, intending to be legally bound, do hereby for myself and my heirs, executors, and administrators, waive and release any and all rights and claims or damages I may accrue against the persons and organizations affiliated with the Campbell Chamber of Commerce/Oktoberfest for any and all injuries that may be suffered by me at or en route to and from the event. At the conclusion of the festival, all vendors are required to be completely torn down by 7:00pm Sunday, **October 22, 2023**. Anyone who is still on the street after 7:00pm will be invoiced overtime fees of \$50 every 15 minutes thereafter, and will subject to forfeiture of their security deposit.

We look forward to seeing you at **2023 Campbell Chamber of Commerce Oktoberfest**.

I have read and understand the terms and conditions as outlined in the Food Vendor Information and Application packet and agree to abide by them.

Entrants must sign, signifying acceptance of Hold Harmless waiver Application requirements to participate in the **2023 Campbell Chamber of Commerce Oktoberfest**.

Contact Name (please print): _____

Company Name: _____

Signature: _____

Date: ___/___/2023



2023 CAMPBELL OKTOBERFEST FOOD VENDOR APPLICATION

Remember to keep a copy for your records

All fees must be submitted with application (checks payable to: *Campbell Chamber of Commerce*). Read the Terms & Conditions carefully and sign the acceptance of waiver, before returning your application. Applications will not be accepted until the following is received:

- Application
- Full payment
- Menu & Fee Calculation Form
- Health Permit Application
- Booth Layout Drawing
- Certificate of Insurance with Campbell Chamber of Commerce as additional insured+
- W9 (for volunteer meal voucher payment)

Company/Organization Name: _____

Contact Name: _____

Address/City/ST/Zip: _____

Phone: _____ Cell: _____

Fax: _____ Email: _____

California Sellers Permit # _____ . Contact State Board of Equalization in San Jose for information, application and permit. Your number is required for approval. Public education institutions are exempt.

Attach a copy of your current Proof of Liability insurance naming the Campbell Chamber of Commerce as additional insured for no less than \$1,000,000.00 (One Million Dollars)

VERY IMPORTANT

Please fill out the following questions carefully. If you do not disclose something you require, we might not be able to accommodate your request at a later date.

FOOD BOOTH

All food vendors must provide a DEH approved 10' x 10' canopy. Any vendor cooking with an open flame must have the appropriate fire extinguisher(s) in their booth. Additional fees will be applied to oversized spaces.

- I have my own booth fencing.
- I am requesting you to supply booth fencing. I understand this may incur an additional cost.

COOKING

What type of Cooking are you doing on-site (e.g.: BBQ, Deep Frying, none, Etc.) _____

ICE

Will you need Ice Delivery? No ____ Yes ____ **Ice will be provided in 20 lb. bags at a cost of \$20.00 per bag**



2023 CAMPBELL OKTOBERFEST FOOD VENDOR APPLICATION

PAYMENT / CREDIT CARD AUTHORIZATION

Name as it appears on Credit Card: _____

Name: _____

Business Name: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

I will be submitting payment by cash or check* (make check payable to: *Campbell Chamber of Commerce*)

* Note: If you are submitting payment with a check, there will be a fee of \$35.00 on all checks returned from your bank.

Please fill out the following and return with your Vendor Application if you would like to use a credit card to pay for your vendor fees.

Visa

MasterCard

We do not accept American Express.

Credit Card Number: _____ Exp. Date: _____ Code: _____

I authorize the Campbell Chamber of Commerce to charge my credit card for: \$ _____

Signature: _____ Date: _____

Volunteer food menu item(s) offered — \$5 value: _____



2023 CAMPBELL OKTOBERFEST FOOD VENDOR APPLICATION

Please keep a copy for your records

BUSINESS NAME: _____

Contact Name: _____

Address: _____ City/State: _____ Zip _____

Tel: _____ Fax _____

Cell: _____ Email: _____

Type of food: Explain in detail the food you wish to serve. Please try to make your menu items match the theme of the Festival, if possible. The Campbell Chamber of Commerce reserves the right to limit the variety of foods served. Food vendors may only sell non-alcoholic drinks.

THE FOLLOWING MUST BE SUBMITTED AT TIME OF APPLICATION: Failure to submit required information will delay this process.

- Signed Acceptance of Waiver
- Health Department Application, (TFF) filled out and returned

Calculation of Fees. (please use separate check for security deposit, which will be returned to you after the event if you follow guidelines and leave your area clean)

ENTRY FEES:

Food Booth Vendor Price	\$2,000.00		\$
Priority Booth Placement if available (first-come, first-serve)	\$600.00	Separate Check	\$
Cleaning Deposit Check (will be returned after event)	\$200.00	Separate Check	\$
Health Department Permit (See page for fee)			\$
Late Filing Fee - Application received after September 15, 2023	\$100.00		\$
Silver Elite Campbell Chamber Member (\$495/yr.)	(\$1,000.00)		\$
Bronze Campbell Chamber Member (\$295/yr.)	(\$500.00)		\$

Total amount enclosed			\$
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- I understand that booth placement and vendor approval is prioritized by the Chamber event committee
- A non-refundable fee of \$600.00 may be submitted for priority placement. This will be on a first-come, first-serve basis, as corners are limited.
- Vendor must be a fully paid-up member in good standing of the Campbell Chamber of Commerce
- Application, signed agreement and fees, must be received by **September 15, 2023**

Please make all payments, payable to:
 Campbell Chamber of Commerce
 267 E. Campbell Avenue, Suite C, Campbell, CA. 95008
 408 378-6252 | www.CampbellChamber.net

DEPARTMENT OF ENVIRONMENTAL HEALTH FEE DESCRIPTION

Temporary Food Facility RC1 includes - \$99:

- Prepackaged, non-potentially hazardous foods (non-PHF), or
- Prepares only non-PHFs. Examples include prepackaged foods/beverages, kettle corn, candies.
- Reheating commercially manufactured ready to eat foods with no further processing. Examples include canned chili beans, hot dogs, nacho cheese

Temporary Food Facility RC 2 includes - \$145:

- Food that is for same day service to customers (hamburgers, raw sausages, crepes etc.).
- Food that is prepared/cooked onsite and served with hot or cold holding of potentially hazardous food (PHF) after preparation.
- Absolutely no cooling of potentially hazardous foods are allowed, either in advance or on site.
- All prepared food is to be discarded at end of day (includes hot foods, and any cold foods that have exceeded 41F).
- The business owner of a brick and mortar food facility with a valid permit, prepares in advance of the event (potato salad, pot pies, and tamales) at their approved facility; the facility must have a valid permit and inspected by the local enforcement agency (you are the owner of that fixed facility); must provide a copy of their permit with the application

Temporary Food Facility RC3 includes - \$186:

- Food that is prepared in advance of the event (potato salad, pot pies, and tamales) at an approved facility
- Extensive menus with the handling and preparation of raw ingredients or complex preparation which includes cooking, cooling and/or reheating.
- Food that is prepared in advance of the event (potato salad, pot pies, and tamales) at an approved facility permitted and inspected by the local enforcement agency (you are not the owner of that fixed facility but renting kitchen space, or with the owner's permission)
- Food that is prepared for multi-day use.
- All prepared food is to be discarded at end of day (includes hot foods, and any cold foods that have exceeded 41F).

PERMIT TYPES

FOOD VENDOR CATEGORIES

FEE PER EVENT (1-12 DAYS)

Risk Category 1 (RC1) Low Risk	\$ 99.00
Risk Category 2 (RC2) Moderate Risk	\$ 145.00
Risk Category 3 (RC3) High Risk	\$ 186.00
Sampling Only - No Food/Beverage sales Limited to small sample sizes	\$ 88.00

Mobile Food Facilities - Carts/Vehicles permitted by Santa Clara Co. No temp event fee required operating under annual permit

Mobile Food Facilities - Carts/Vehicles NOT under permit by Santa Clara County Fee will depend on menu - RC1,2,3

ATEP-for business owners of fixed food facilities that they own in Santa Clara County \$ 504.00 Annual Fee

Veteran *must submit Affidavit for a Veteran's Exemption form and all required documentation (See form) \$ -

AFFIDAVIT FOR A VETERAN'S EXEMPTION
FOOD BUSINESS ENVIRONMENTAL HEALTH PERMIT FEE

This exemption is in accordance with Section 16102, Business and Professions Code, which allows every Soldier, Sailor or Marine of the United States, who has received an honorable discharge or a release from active duty under honorable conditions from such service, to hawk, peddle, and vend any goods, wares or merchandise owned by that honorably discharged veteran, (*except spirituous, malt, vinous or other intoxicating liquor*), without payment of any license, tax, or fee whatsoever, whether municipal, county or state.

This affidavit, together with listed documentation, is to be filed with the Department of Environmental Health in conjunction with the application for an Environmental Health Permit to Operate a food business.

BUSINESS NAME: _____

BUSINESS LOCATION/
VEHICLE DESCRIPTION: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

BUSINESS OWNER (Veteran): _____

OWNER ADDRESS: _____ PHONE: _____

BUSINESS DESCRIPTION: Describe the kinds of food sold and the type of facility they are sold from _____

BUSINESS ARRANGEMENTS WITH OTHERS: Describe the ownership of the products and how paid; franchises, on consignment; commissions; number of employees. _____

SOURCE OF FOOD SUPPLIES: (Name and location of suppliers) _____

PROOF OF OWNERSHIP OF BUSINESS: Must be sole proprietorship-not a corporation. (*Submit a copy of any two items*)

- Business Lease Business License Board of Equalization

VERIFICATION OF OWNER VETERAN IDENTITY:

Drivers Lic. # _____ State _____ Class _____ Expiration Date ___/___/___ Birth Date ___/___/___ Other _____

VETERAN'S SERVICE: USA USN USMC USAF USCG USPHS

SERVICE DOCUMENTATION: Attach a copy of Honorable Discharge or other evidence of honorable release from the US Armed Services

I understand that I am NOT eligible for consideration for veterans exemption if I engage in the sale of spirituous, malt, vinous or other intoxicating liquor. Initial _____

The foregoing is true of my own knowledge, except as to the matters which are herein stated on my own information and belief, and as to those matters, I believe them to be true.

I declare and certify under penalty of perjury, by the law of the state of California, that the foregoing is true and correct.

Date: _____

Signature of Honorable Discharged Veteran

APPROVED DISAPPROVED SPECIALIST _____

Reason for denial (if applicable) _____