



La Habra Citrus Fair

May 1, 2, and 3, 2020

FOOD VENDOR INFORMATION

The La Habra Citrus Fair (LCF) has a street dedicated to food on Orange St. between Erna Ave and La Habra Blvd. LCF will provide an eating area with table seating. You are not required to have separate seating.

Food Vendor provides own cooking tents and equipment

Pre-packaged food non-cooking space is 10' x 10'. Three day price \$600.00.

Small pre non-flame and non-frying space is 10' w x 15' deep to provide for additional storage. Three day price \$750.00.

Single cooking space is 10' w x 15' deep full cooking and food preparation gas fire or electric. Three day price \$995.00

Double cooking space is 20' w x 15' deep full cooking and food preparation gas fire or electric. Three day price \$1,750.00

Power: Price includes limited power for lighting only. No heavy appliances. You will be required to provide your own generator for those appliances.

Food vendors shall provide their own fire certified tent or structure in accordance with the Orange County Health Care Agency and Fire Code.

It is expected of all vendors to create an attractive well decorated space that reflects the food offerings and their particular brand.

Set-up will be Thursday, April 30, 2020 from 11:00 AM to 6:00 PM. Fire and Health inspections will be conducted on Friday. The fair opens at 5:00 PM Friday and at 11:00 AM on Saturday & Sunday. Food vendor access opens on Saturday and Sunday 9-10:30 AM for food preparation and re-supply. All food vendors should be ready to serve when the fair opens. Call if you need special arrangements. (562) 697-1704

Health Department – all requirements will be according to OC Health Department guidelines. The OC Health Dept. will conduct inspections on Friday May 1 before 3PM. Each food vendor must be present and provide an approved Health Department Permit prior to set up on Thursday, April 30, 2020.

Fire Safety - There is to be no open flame cooking in tents accessible to the public. Tent must be made of flame retardant material and be a specific cooking tent. All cooking and heating equipment, including propane tanks must be located a minimum of 10 feet away from any combustible materials. All food vendors need to supply their own portable fire extinguisher 2A 10BC. A "K" class extinguisher is required if cooking with oils or other combustible cooking media. Portable LP-gas containers, hoses, valves and fittings shall be protected to prevent tampering or damage. Compressed gas tanks must be secured in an upright manner, away from tents and canopies and are not to be secured to tent poles or

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trees. All tents, pop-ups, ez-ups, etc. must meet CPAI-84 requirements - fire retardant vinyl. A Fire Safety Inspector will be making inspections before the start of the event on May 1, 2020.

An outline of specific Fire requirements will be sent once you have been accepted as a Food Vendor

Insurance - IMPORTANT: All food vendors must submit a certificate of insurance naming La Habra Area Chamber of Commerce and City of La Habra as additionally insured. **Please include your certificate of insurance with your application!** In order for your application to be considered, it MUST be accompanied by a copy of your insurance!

Commercial Vendors will be required to provide their own 3 compartment sink per OC Health Code.

Event Services - We will provide trash dumpsters, cardboard trash and recycling containers. You are responsible for the cleanliness of your area during and after the LCF.

No waste water discharge on the street is allowed. Any discharge will be reported to City officials.

Menu – Please list on your application all the food items that you are planning to serve. Please note the following:

- All menu items are subject to review and acceptance in advance.
- Food vendors are permitted to serve non-alcoholic beverages. There are some restrictions: No snow cones, we have an exclusive vendor.
- **Applications - A reservation** is confirmed when full payment is received. Space assignments are at the discretion of the LCF and the date received will influence these assignments.

Cancellations - Any cancellations must be made in writing and received by the La Habra Area Chamber of Commerce no later than 5:00PM, on April 10, 2020 for a refund less a \$75 service charge.

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Citrus Fair Information

<u>Dates</u>	<u>Hours of Operation</u>	<u>Set-up</u>
Thursday, April 30	11AM to 6PM	SET-UP
Friday, May 1	5PM to 11PM	8AM to 3PM
Saturday, May 2	11PM to 11PM	9AM to 10:30AM
Sunday, May 3	11PM to 9PM	9AM to 10:30AM

For additional information contact Marie at the Chamber Office or via email to:
marie@lahabrachamber.com (562) 697-1704

Urgent calls only please (562) 201-0230 Fair Director's Cell Phone

MasterCard and Visa – Call (562) 697-1704

Checks Payable and mail to:

La Habra Chamber of Commerce, 321 E. La Habra Blvd., La Habra CA 90631

Your notes:



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APPLICATION - Return your Application and Agreement Immediately

You will be advised promptly of your application status. This is only an application and does not guarantee a place at the Fair.

Please Print clearly - preferred method of contact ___ Mail ___ Email ___ Phone

Applicant Name / **Contact person:** _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Work Phone: _____

E-mail: _____

Please Select Space Size:

Pre-packaged food non-cooking space is 10' x 10'. Three day price \$600.00

No. of Pre-packaged food spaces: _____

Small pre non-flame and non-frying space is 10' w x 15' deep to provide for additional storage. Three day price \$750.00.

No. of Small pre non-flame and non-frying food spaces: _____

Single cooking space is 10' w x 15' deep full cooking and food preparation gas fire or electric. Three day price \$995.00.

Number of Single cooking spaces; _____

Double cooking space is 20' wide and 15' deep full cooking and food preparation gas fire or electric. Three day price \$1,750.00.

Number of Full cooking food spaces: _____

Do you want the spaces together ___ or separated ___?

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Cold storage or overnight power is not available.

In order to ensure that everyone has access to the electricity they need, please complete the following information. If you bring equipment that is not listed, we may not be able to accommodate your requirements.

Menu Items

Prices

Payment Information

A payment of _____ is included. _____ (or) I would like to pay by Credit Card

Applicant Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Mastercard and Visa – Call (562) 697-1704 Cash, Check
 (\$30.00 fee for returned Checks)

Payment to: **La Habra Area Chamber of Commerce**
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Citrus Fair - Food Vendor Terms and Agreement

As a participant of the Citrus Fair (CF), I fully understand and agree to the following:

1. I recognize and acknowledge that I assume full risk of any injury, property damage or loss which I may sustain as a result of my participation in any and all activities connected with or associated with my participation in the Fair. Furthermore, I understand that I must carry my own insurance and that I store my products and equipment overnight at my own risk.
2. I agree to waive and relinquish all claims I may have against the La Habra Area Chamber of Commerce, the City of La Habra, and all associated sponsors and staff of the Fair and agents thereof; from any and all claims other parties may have resulting from injuries, damage, or loss caused by, arising out of, connected with, or in any way associated with the activities of the Fair.
3. I agree to provide a specified list of all menu items I plan to sell, and I acknowledge that I may not be permitted to sell each of the items I submit. I understand that I must comply with all Orange County health regulations pertaining to food sales at special events. I understand that failure to comply with the CF regulations may result in being asked to leave the Fair, forfeiting all fees.
4. I agree that I am responsible for the transportation, insurance and sale of my products. I also understand that I am responsible for collecting and reporting sales tax on all transactions made during the Fair. I also understand that I am responsible for maintaining a State Board of Equalization Seller's Permit and will be collecting and reporting sales tax on all transactions made during the Fair.
5. I agree to pay all the necessary fees set forth in this application. I understand that all cancellations and requests for refunds made in writing and postmarked, E-mailed, or faxed no later than April 1, 2020 and that absolutely no refunds will be considered after 5:00PM, April 1, 2020.
6. I agree to be present for all 3 days of the Fair: Friday, May 1, Saturday, May 2 and Sunday May 3, 2020. I agree that if I have not set up by 3 pm on Friday, May 1, or if I leave the Fair early, I forfeit my booth space and all fees. If I intend to be late on any of the 3 days, I must acknowledge this to the Fair Manager in my area or I may forfeit my booth space.
7. I agree that each booth, demonstrations and exhibits will be photographed and may be used for publicity purposes without compensation.
8. **Cancellations** must be made in writing and must be received by the La Habra Area Chamber of Commerce no later than April 10, 2020. A refund will be made within 5 days after the Fair less a \$75.00 cancellation fee.
9. I have read through the application and I agree to abide by all rules set forth in this agreement.

Applicant Signature: _____ Date: _____

PRINT NAME _____

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