



FOOD VENDOR REGISTRATION FORM

Saturday & Sunday
June 11, 2011 – 2-7pm
June 12, 2011 – 12pm – 6pm

Thank you for your interest in becoming a food vendor for the 6th Annual LA WineFest. Please take some time to read these instructions, fill out the attached vendor registration form, and submit the form and necessary attachments before May 1, 2011. (The number of food vendors will be limited – please submit as soon as possible to be guaranteed a space and to be included in printed materials.)

To ensure a simple registration process, please follow the checklist and timeline below.
PLEASE SUBMIT ALL MATERIALS NO LATER THAN MAY 1, 2011

Food Vendor Registration Form *(Attached)*

- Please fill out completely, sign at the bottom and attach respective payments.
- All checks should be payable to 'LA WineFest'
- Submission Deadline: May 1, 2011

Los Angeles County Environmental Services Health Department permit application

- Every food vendor must fill out this permit application.
- The normal fee is \$166, however, if you are donating ALL proceeds to the charity involved with LA WineFest that can fee can be waived. **Food trucks are exempt if a current LA permit exists.**
- Verify the fee amount by calling 213-351-7895 or visiting <http://publichealth.lacounty.gov>
- Permit application and fee must be sent with LA WineFest vendor registration form.
- ALL Checks must be made payable to "LA WineFest"
- DO NOT send permit application or fee to the health department. We will do this for you, as required by the Los Angeles County Health Department.

Proof of Liability Insurance Coverage

- All vendors must provide evidence of current liability insurance coverage in the amount of \$1,000,000 naming the LA WineFest and The Proper Image as additional insured.
- Proof of Insurance must be submit with Vendor Registration Form and payment made payable to "LA WineFest."

For information, call 818.994-4661



Registration Rates

☐ Food Truck – 15% of gross sales (to be paid daily at event) _____ #

☐ Restaurant requiring 3 wall tent, tables, sink access, etc.
\$150.00 plus 15% of gross sales (to be paid daily at event) _____ #

NOTE: The 15% payment will be donated to MAKE A WISH, our designated charity.

☐ PLUS: Health Permit fee (if applicable)

Electrical Rates - each outlet is one, 110 volt electrical outlet

☐ \$60 per outlet _____ # of Outlets

Program Listing – listing is free; please fill out section below

Distributed to all festival attendees, including members of the trade and media. As a festival participant, your listing is FREE. You can also upgrade your listing by adding your company or brand logo. Want to really stand out? Advertising in the directory is affordable with either ½ or full-page options available.

☐ \$50 Logo/Label added to Directory Listing

☐ \$250 ½ Page Ad Black & White (ADD \$100 for Color Ad)

☐ \$500 Full Page Ad Black & White (ADD \$100 for Color AD)

Payment/Cancellation Policy:

Payment: Forms (and payment if applicable) must be received no later than May 1st.

Contact Information

Company _____

Contact Name _____

Phone _____ Fax _____ Mobile _____

Address _____

City _____ State _____ Zip Code _____

Website _____ E-mail _____

Please tell us how you would like to be listed in the festival program ☐ Same As Above

Other _____

Please Remit Forms and Payment To: LA WineFest – PO Box 1607, Los Angeles, CA 90078
or via fax to 818.994-6181. For information, please call 818.994-4661.

By completing this form you agree to the terms & conditions listed above

Fee Enclosed \$ _____ ☐ Check ☐ Visa ☐ MC ☐ Amex

Credit Card # _____ Exp Date ____/____ CVV# _____

Name on Card _____ Signature _____



FOOD VENDOR REGISTRATION FORM

Please list all food items to be served (to avoid duplication if possible):

Badges & Tickets

Participating exhibitors are allowed up to three (3) badges per paid exhibit space (interchangeable) at no charge and are allowed to purchase an additional four (4) badges at \$40 each for the festival.

☐ **\$40 per Additional Badge** _____ # of Badges

Participants who wish to purchase general admission festival tickets for guests may do so at a reduced rate of \$40 per person.

☐ **\$40 per Festival Ticket** _____ # of Tickets

What LA WineFest Supplies

The LA WineFest will supply all food vendors with the following:

- Signage for Food Vendors
- Company listing in program book and on festival website (www.lawinefest.com)
- Your customers
- Additional listings in printed materials where appropriate

And, in addition, for restaurant vendors (not food trucks)

- Two (2) Eight foot covered tables
- Three Wall Tent
- Ice where requested
- Utensil Washing Facilities
- Hand Washing Facilities

What Food Vendors Need to Supply

- **All exhibitors serving food are required to obtain a special event permit from the Los Angeles County Health Department.** (See additional information contained herein)
- All utensils needed for guests to enjoy your products (plates, napkins, forks, spoons, cups, etc.)
- Note: you must remove used oils and other wastes that are not appropriate for trash

Disposal of Waste Materials

It is the responsibility of the food vendor to dispose of all waste materials in accordance with local and state laws, including but not limited to: oils, chemicals or waste materials that require special handling. Please provide a current card to keep on file as a damage deposit.



COUNTY OF LOS ANGELES ♦ DEPARTMENT OF PUBLIC HEALTH

ENVIRONMENTAL HEALTH

DISTRICT ENVIRONMENTAL SERVICES



Plan / Application for Temporary Event Food or Beverage Stands

Name of Event_____

Name of Booth/DBA_____

Date(s) of Event_____

Name of Owner_____

Name of Event Organizer/Sponsor_____

☐ Charitable/Tax Supported ☐ For Profit

☐ Proof of Tax Exempt Status Included (501c3)

Event Address_____

Mailing Address_____

FOODS

List all foods to be served. Use a checkmark (✓) to indicate which foods will be commercially pre-packaged, be prepared at the booth, or prepared in a location other than the booth. Also, if applicable, list the Name, address and the Public Health Permit/License number of the establishment preparing those foods.

TYPE OF FOOD	COMMERCIALLY PRE-PACKAGED	PREPARED AT BOOTH	PREPARED AT OTHER LOCATION*	NAME & ADDRESS WHERE FOOD IS PREPARED	PUBLIC HEALTH PERMIT

** No food shall be prepared at home.*

If any of the foods in the above listing perishable, is refrigeration/warmer provided? ☐ Yes ☐ No

If so, What type?

☐ Refrigeration unit

☐ Cooler (Ice/Dry Ice)

☐ Other

(specify)_____

☐ Hot Holding Unit

☐ Dishes with Sterno

☐ Other

(specify)_____



UTENSILS AND EQUIPMENT

(If only prepackaged food is sold, skip part A and B)

Part A

Multi-use eating and drinking utensils, (e.g. plates, glasses, flatware)? ☐ Yes ☐ No

Multi-use kitchen utensils, (e.g. scoops, spatulas, etc)? ☐ Yes ☐ No

Utensil washing sink with hot and cold running water under pressure provided by:

☐ Promoter/Sponsor

☐ Food Stand Operator*

*Please complete Part B

Part B

Location of hand washing sink ☐ In the booth ☐ Shared Type_____

Location of utensil washing sink ☐ In the booth ☐ Shared Type_____

Water Source_____

Method of liquid waste removal: ☐ Connected to public sewerage ☐ Waste tank (Gallons_____)

Waste tank maintenance schedule_____ per day _____ per hour

Name of waste removal company_____ Telephone ()_____

Address_____

Part C

List all equipment to be used at the event_____

Food to be protected from customer contamination by:

☐ Sneeze Guards

☐ Only pre-packaged or Bottled Food or Drink

☐ Hinged Chafing Dishes

☐ Other (Specify):_____

☐ Prepared and Handled out of the line of the customer serving area.



FOOD STAND CONSTRUCTION AND EQUIPMENT

MATERIALS TO BE USED FOR FLOORS, WALLS AND CEILING

Properly identify stand with name of business (3 inches letters), address and telephone number (1 inch letters)

*Please note: Food stands must be protected from dust contamination on 3 sides and top. A service opening on one side is allowed (Please see the attached sample).

Floor ☐ Concrete ☐ Asphalt ☐ Other
(specify)_____

Walls ☐ Plastic/ Tarp ☐ Screen ☐ Other
(specify)_____

Ceiling ☐ Canopy ☐ Plastic Tarp ☐ Other
(specify)_____

Comments_____

PLANS, APPLICATIONS, FEES (For each food booth vendor)

*A plan and application is to be submitted by each individual Food Booth Vendor for every temporary event

*A temporary event Food Booth operator preparing food. **\$166.00**

*A temporary event Food Booth operator selling foods that are pre-packaged only. If Sampling pre-packed food also need to add Demonstrator fee of \$39.50 (\$58 + 39.50 = 97.50). **\$58.00**

* Demonstrator **\$39.50**