

FOOD VENDOR INSTRUCTIONS

COUNTY HEALTH REQUIREMENTS:

Different Counties have different procedural requirements for submitting the temporary food event packets. It is ultimately *your responsibility* to make sure you receive, complete, and return your health department forms as instructed below. **TURN THESE IN AS SOON AS YOU ARE ACCEPTED.**

ALAMEDA COUNTY (Alameda Spring Festival, Alameda Art & Wine)

Stephanie Lee, stephanie.lee@acgov.org or 510-567-6719

forms: <http://www.acgov.org/aceh/food/temp.htm>

You can submit your temporary event permit application directly to them including a check *made out to them* for either prepackaged or regular food concessions (see their app for fee schedule). This should be done immediately, and also send a copy of your application to EP marked sent, so we know your application is in. When you receive your permit, display the original in your food booth prominently during the show. Fees are \$211 for cookers and \$143 for prepack as of 12/27/18 but double check those amounts as they sometimes change after June 30th.

MARIN COUNTY EHS (Novato Art, Wine & Music Festival) 415-473-6907 Forms are available by clicking the button on the food page of our website or go to <http://www.marincounty.org/depts/cd/divisions/environmental-health-services/food-program/temporary-food-facilities>

Please note that if you were a food vendor last year and you have not made any changes to the menu or operations, **you can use the Renewal Application** for Temporary Food Facility Permit Application instead of the one for new vendors. If you are Pre-packaged food, use the Pre-Packaged Temporary Food Facility Permit Application.

You should return your completed application to Eckerstrom Productions and include a check for \$358 for regular food booths, \$308 for limited food prep booths, or \$246 for prepack made out to Eckerstrom Productions, LLC. We will submit your packet.

DEADLINE: MAY 1, but NOW is better.

Note: Liquid waste disposal for all of these sites is the 250 gallon greywater disposal tank which the sanitation company provides and takes to the appropriate recycling facility during and after the event. It is usually located next to the porta potties at multiple locations. **DO NOT DUMP YOUR LIQUIDS IN THE DRAINS.**

INSURANCE:

You must carry commercial general liability insurance in the amount of \$1,000,000 or greater and name Eckerstrom Productions and the appropriate organizations for your event listed below as additional insured's. Please be sure and submit copies of these additional insured certificates to our office no later than 30 days before the event, but preferably now. **Include event name and date in the description box.** Each of the entities listed below should have a separate certificate and be named certificate holder so 3 certificates per event should be provided including endorsement pages. **PLEASE REVIEW SAMPLES & GIVE TO YOUR AGENT. This is the format we need.**

ALAMEDA: "Alameda Spring Festival" or "Downtown Alameda Art & Wine Faire" with date.

1. Eckerstrom Productions, LLC, 19595 Draper Rd., Cottonwood, CA 96022
2. Park St. Business Association dba DABA, 2447 Santa Clara Ave., #302, Alameda, CA 94501
3. City of Alameda, 2263 Santa Clara Ave., #190, Alameda CA 94501

NOVATO: "Novato Festival of Art, Wine & Music June 8 & 9, 2019

1. Eckerstrom Productions, LLC, 19595 Draper Rd., Cottonwood, CA 96022
2. Novato Chamber of Commerce, 807 De Long Ave., Novato 94945
3. City of Novato, 922 Machin Ave., Novato, CA 94945