

**INSURANCE & HEALTH DEPARTMENT 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.

**\*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 <https://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 to us for \$369 for regular food booths, \$317 for limited food prep booths, or \$253 for prepack made out to Eckerstrom Productions, LLC. We will submit your packet. **SEND UPON ACCEPTANCE.**

**ALAMEDA COUNTY ( Alameda Art & Wine)**

Stephanie Lee, [stephanie.lee@acgov.org](mailto:stephanie.lee@acgov.org) or 510-567-6719  
forms: <https://deh.acgov.org/operations/tff.page>

SUBMIT FULLY COMPLETE APP TO: [DEHWEBBILLING@acgov.org](mailto:DEHWEBBILLING@acgov.org)

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 but double check those amounts. Veterans exempt must submit this form: [https://deh.acgov.org/operations-assets/docs/mff/Veterans\\_Exemption\\_Form.pdf](https://deh.acgov.org/operations-assets/docs/mff/Veterans_Exemption_Form.pdf)

Submit fully completed applications to [DEHWEBBILLING@acgov.org](mailto:DEHWEBBILLING@acgov.org) .

**NAPA COUNTY EHS (Napa Gifts ‘N Tyme Holiday Faire) (707)251-1071**

**Willow Williams**

Senior Environmental Health Specialist  
Planning, Building and Environmental Services  
County of Napa 1195 Third Street, Suite 210 Napa, CA 94559  
[Willow.Williams@countyofnapa.org](mailto:Willow.Williams@countyofnapa.org)

Forms are available by clicking the button on the food page of our website or go to <https://www.countyofnapa.org/DocumentCenter/View/3841/Temporary-Event-Food-Vendor-Application?bidId=>

You should return your completed application to Eckerstrom Productions and include a check to us for \$111 (low risk) or \$171 made out to Eckerstrom Productions, LLC. We will submit your packet. **SEND UPON ACCEPTANCE. Checks won't go in until a month before show.**

Note: Liquid waste disposal for Alameda and Novato are the 250 gallon greywater disposal tanks 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.**

**ALL SHOWS – NO STYROFOAM, NO PLASTIC BAGS, USE COMPOSTABLE UTENSILS AND CONTAINERS AND STRAWS ARE UPON REQUEST ONLY.**

## **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.

**NOVATO:** "Novato Art, Wine & Music Festival", June 8 & 9, 2024

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, 901 Sherman Ave., Novato, CA 94945

**ALAMEDA:** "Downtown Alameda Art & Wine Faire" July 27 & 28, 2024.

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

### **LAFAYETTE**

1. All event vendors must provide an additional insured certificate like the sample provided ON OUR WEBSITE **LAFAYETTE INSURANCE PAGE** naming The City of Lafayette and the Lafayette Chamber of Commerce, as additional insured's.

**NAPA:** "Napa Gifts 'N Tyme Holiday Faire" Nov. 22, 23 & 24, 2024.

1. Eckerstrom Productions,LLC, 19595 Draper Rd., Cottonwood, CA 96022

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