

San Francisco's 68th Annual
JUNETEENTH

Saturday, June 16, 2018

MUST REGISTER WITH PAYMENT BY MAY 4, 2018

POLICIES - PLEASE READ THESE RULES CAREFULLY

- Make copies of ALL documents and keep for your records.
- Returned checks will be charged an additional bank service fee of \$25 plus \$10 reprocessing fee.
- Event Cancellation: if weather, acts of god, or other circumstances beyond the control of SF Juneteenth causes the event(s) to be cancelled, participation fees will **NOT BE RETURNED, NO REFUNDS**. SF Juneteenth cannot be held liable by vendors/participants for failure of the event to take place, be delayed, or if vendor/participant is a "no-show".
- This application is for space only; you must provide your own tent, table, and chairs or rent them as add ons from us.
- **No electric power will be provided by S. F. Juneteenth. You must make arrangements for your own power and let us know what type you will be using.**
- All vendors must follow laws/rules with respect to S.F. Fire Dept. and S.F. Health Dept.
- Retail vendors must provide copies of your California Seller's Permit and Business Registration Certificate in The City of San Francisco with this application. **Incomplete applications will not be considered.**
- Applications are approved based on type of booth, date application is submitted and past participation in the event.
- **Vendors are not allowed to sell copyrighted merchandise that they don't own the copyright to.**
- All vendors must sign this agreement and submit payment for fees before your application is considered.
- All rented tents, tables, and chairs must be returned in the same condition they are let in. Juneteenth is not responsible for the condition of these rentals given from the rental company and NO REFUNDS are offered for defective rentals.
- DO NOT PARK IN SAFEWAY PARKING LOT! SF JUNETEENTH IS NOT RESPONSIBLE FOR TOWED AWAY VEHICLES.
- **Submission of this application does not guarantee participation in the festival; you will receive notification of the status of your application by May 11, 2018. All will fees will be processed (checks cashed, credit cards charged) upon acceptance of your application.**

VENDOR, EXHIBITOR, PARTICIPANT RELEASE & HOLD HARMLESS AGREEMENT

This agreement is entered into by and between sponsor of the event San Francisco Juneteenth Events 2018 (Client) and the Artist, Entrepreneur, Craftsperson, Corporation, Organization, and or person filling out, signing, and returning the application (Vendor). The sponsor is in the business of providing space at the event for the San Francisco Juneteenth Events 2018 for display and sale of arts, crafts, commercial goods, food, small business, community organization/information and non-profit booths.

The Sponsor does not participate in the construction or assembly of the individual Vendor's exhibit. The Vendor Coordinator or any event crew or volunteers, on behalf of the Client provides only space at the event, with the exception of any tables, chairs, or tents rented by the Vendor through the Client through this application once approved. The Vendor hereby indemnifies and holds the Client, the Vendor Coordinator, all event crew, organizing committee members, volunteers and all agents, contractors, employees, and servants harmless from any and all claims, including costs and attorney's fees resulting from, arising out of said Vendor's participation in this event. For the purposes of this agreement, the term "participation" shall include, but not be limited to, any time spent on site, the delivery of equipment, merchandise, structures, and product to their designated location, the set-up and display of any such structure, arts, crafts, merchandise, food, or information, and the dismantling and removal of all such items from the area provided by the Client or its agents, contractors, volunteers, and servants or the Event Coordinator or their agents, volunteers, employees, or servants. The Vendor hereby expressly assumes any risk of harm to the Vendor arising out of their participation and the participation of other artists in the San Francisco Juneteenth Events, including any risk resulting from the particular location of the space designated to them by the producer. Agreement to these terms shall be effective immediately upon execution and shall continue in effect throughout the event period.

I HAVE READ AND UNDERSTAND ALL OF THE POLICIES AND TERMS LISTED ON THIS APPLICATION. I AGREE TO ACCEPT ALL THE TERMS AND CONDITIONS OF THIS DOCUMENT AND TO FOLLOW ALL POLICIES OF THE FESTIVAL, AND ALL LAWS AND POLICIES OF THE CITY AND COUNTY OF SAN FRANCISCO, THE STATE OF CALIFORNIA AND THE U.S. GOVERNMENT.

Signature _____

Date _____



Temporary Food Facility (TFF) Concessionaire Application

RETURN TO THE EVENT COORDINATOR with applicable fees and documentation.

Application and fees must be submitted to the event coordinator at least 14 days prior to the event.

1. Name of Event	
Event Name:	Date(s):
Event Location:	Number of Booth(s):
Food Preparation or Set Up Start Time at Event:	

2. TFF Applicant	
Business Name:	Business Phone #:
Address:	City, Zip Code:
On-site Representative:	Cell/Alternate Phone #:
Email:	
Vendor Type: <input type="checkbox"/> For-profit <input type="checkbox"/> Veteran Exempt <input type="checkbox"/> Non-Profit	

3. Commissary Agreement (Where food is prepared, stored, or purchased)	
All food prepared prior to the event and cleaning and sanitizing of equipment/utensils shall be conducted and stored in a facility with a valid health permit. NO HOME FOOD PREPARATION OR STORAGE IS ALLOWED. ALL FOOD MUST BE FROM APPROVED SOURCES.	
Commissary Name or Food Facility:	Date(s) and Time(s) of Use:
Address, City, State, Zip Code:	Phone #:
The Applicant submitting this application has permission to use the facility for the specified date(s) and time(s). If this permission is rescinded, I will immediately notify the City and County of San Francisco, Department of Environmental Health (415-252-3971).	
Name of Permit Holder or Authorized Kitchen Representative (Signature required for food preparation and food/equipment storage):	
Print Name: _____	Signature: _____ Date: _____

4A. Non Pre-packaged Menu Item(s)			
(If needed, attach separate page to include all menu items)			
Food/Beverage Item	Prepared Off-site	Cooking Procedures	How will you hold food cold at 45°F or below or hot at 135°F or above?
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

4B. Pre-packaged Menu Item(s)			
Food/Beverage Item	Sampling?*	Food Storage Location Prior to Event?	How will you hold food cold at 45°F or below or hot at 135°F or above? N/A if shelf stable
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

*Sneeze guard required for sampling non-prepackaged food on front table of TFF.

Sampling Procedure: _____

TEMPORARY EVENTS PROGRAM

5. Food Operation Checklist

1. I understand I cannot prepare food/beverage at home. 2. I will provide a calibrated probe thermometer to measure the hot and cold potentially hazardous foods throughout the event. 3. I am transporting and maintaining potentially hazardous food cold at 45°F or below or hot at 135°F or above. 4. I will not sell or give away packaged or bottled water 1 liter or less.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
5. HANDWASHING: I am providing a hand wash station (Any booth with open food, sampling, bars or food preparation will be required to set up hand wash station.) I will set up a Gravity Flow Handwashing Station which includes all of the below: <ul style="list-style-type: none"> • Insulated 5 gallon Water Dispenser with hands free spigot • Warm water between 100°F – 108°F • One separate bucket or basin for the collection of waste water • Liquid pump soap • Paper towels and compost bin 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
6. I am a booth serving only pre-packaged food or beverage and am not opening the product for distribution or sampling.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. UTENSIL WASHING: I am providing the following items within my booth for the sanitary cleaning of food preparation and serving utensils: (See example set up below) Three (3) deep tubs (basin 6-8 inches minimum): <ul style="list-style-type: none"> • Detergent & Water • Clean Rinse Water • Sanitizing Solution (100ppm Chlorine solution or 200ppm Quat solution). 	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. BOOTH SET UP: I am protecting the <u>unpackaged food</u> and food preparation areas from insects, dust, and the public by complying with the following methods: <ul style="list-style-type: none"> • A booth with walls and ceiling constructed either of wood, canvas, plastic, or similar material with fine mesh fly screening. • A booth with cleanable flooring - concrete, asphalt, clean tarps and smooth wood are acceptable. • Overhead protection for food/beverage storage only and pre-packaged food or beverage sales/service. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

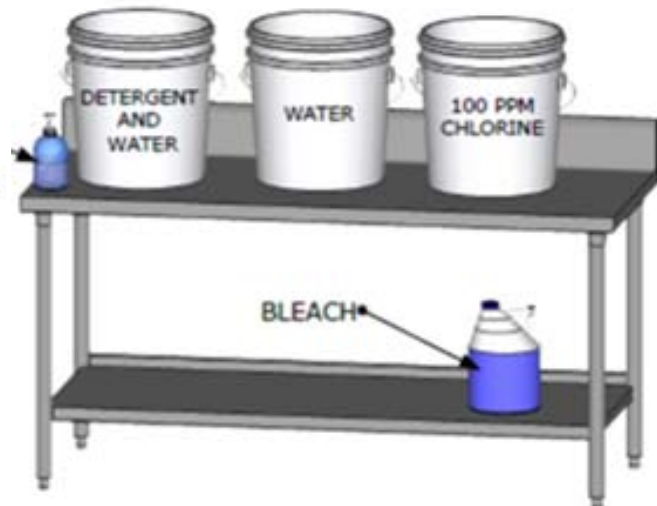
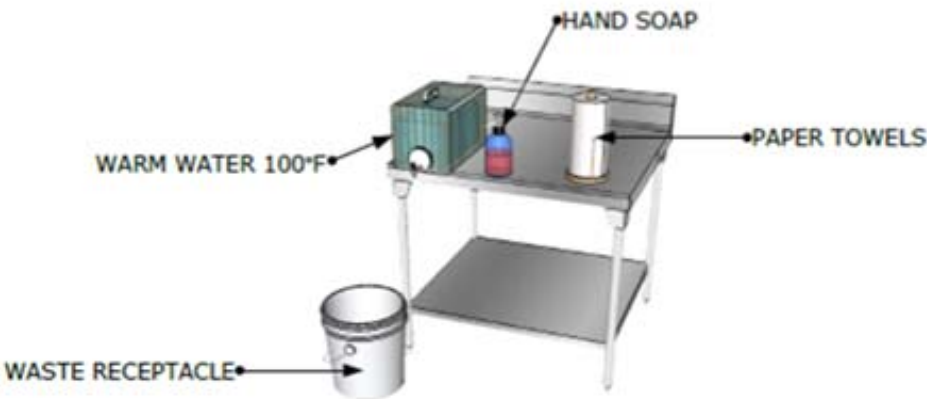
I have read & understood the TFF Concessionaire Operating Requirements & Checklist attached to this form.

Applicant Signature: _____ Date: _____

Print Name: _____

Hand Washing Station

Utensil Wash Station



San Francisco Fire Department

Bureau of Fire Prevention
698 – 2nd Street, Room 109

San Francisco, CA 94107
Phone: (415) 558-3300
Fax: (415) 558-3323

_____ of _____

PERMIT APPLICATION

(Hours 8am-4:30pm Mon-Fri)

- Permit Approval (OK)
- Pending Inspection (PI)
- Hold for _____
- Battalion Chief Inspection
- Permit Section Inspection
- WDO Required
- Sponsor Permit

PERMIT DESCRIPTION: _____

OTHER INFORMATION: Please provide the applicable information for: **LP-gas tanks/containers:** number, weight/gallons; **Flammable/combustible liquid tanks/containers:** content, number, gallons, location; **batteries:** type, gallons, location; **Compressed gas tanks/containers:** content, number, volume; **places of assembly:** maximum approved occupant load; **Tents/membranes:** number, dimensions, occupant load, site plan, floor plan; **events/special places of assembly:** date

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

SFFD Permit Conditions/Notations:

Annual Tax License Certificate Required: yes / no

if yes: **Tax Class:** D _____

If no: **Date Permit Expires** _____

PERMIT ADDRESS: _____

APPLICANT'S BUSINESS NAME(dba): _____ **TELEPHONE:** _____

PERMIT HOLDER: _____ **SF BUSINESS TAX REG NO.:** _____

APPLICANT'S CONTACT/AGENT: _____ **TELEPHONE:** _____

APPLICANT'S BILLING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____ **FAX:** _____

All returned checks are subject to an additional surcharge. Processing, review, and inspections that require more than a total of two (2) hours or three (3) hours for flame effects or pyrotechnics/fireworks) shall be subject to an additional fee for each hour or portion thereof.

This application form is not a permit to operate and may require further review or inspection by the San Francisco Fire Department. The Chief is authorized to cancel a permit application when the applicant fails to make corrections or fails to provide additional information within six (6) months from the date of this application.

All fire permit applications shall be submitted a minimum of five (5) working days (or ten 910) working days for flame effect and pyrotechnic/fireworks permits) prior to the commencing date of the regulated event or activity. Only the original permit application will be accepted; a "fax" copy is not acceptable. It is the applicant's responsibility to contact the SFFD to schedule an inspection.

I CERTIFY THAT I HAVE READ THE ABOVE STATEMENT OF CONDITIONS AND THAT ALL INFORMATION SUBMITTED IS CORRECT. I AGREE TO COMPLY WITH ALL CITY AND STATE LAWS RELATING TO FIRE PREVENTION, AND HEREBY AUTHORIZE REPRESENTATIVES OF THIS CITY TO ENTER UPON THE ABOVE-MENTIONED PERMIT ADDRESS FOR INSPECTION PURPOSES.

Signature of Applicant or Agent

Date

Print name of Applicant or Agent (circle one)

CONTRACTOR NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under the provisions of Chapter 9 of the Business and Professional Code and my license is valid).

Licensed Class: _____ License No.: _____ Expiration: _____

WORKER'S COMPENSATION DECLARATION

I hereby affirm that I have a certificate of consent to self-insure, or a certificate of Worker's Compensation Insurance, or a certified copy thereof (Labor Code).

Policy No.: _____ Company: _____

- Certified copy is hereby furnished.
- Certified copy is filed with the SF Department of Building Inspection.
- I certify that in the performance of the work, for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Compensation Laws of California.

NOTICE TO APPLICANT: If, after making this Certificate of Exemption, you should become subject to the Worker's Compensation provisions of the Labor Code, you must comply with such provisions or this permit shall be deemed revoked.

Applicant: _____ **Date:** _____

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Filing Date: _____ Inspection No.: _____

Permit No.: _____

If application is for a repair garage, service station, or junk/wrecking yard, **select one:**

- New permit – No SFFD Permit on File
- Existing permit – SFFD Permit on File

Referrals sent to:

- City Planning
- DBI
- DPW
- BBI-Elect

Summary of Permit Fees

Permit Filing Fee	\$
City Planning Referral	\$
Posting Fee	\$
Total Amount Due	\$

Receipt Number: _____

- City & County of San Francisco
- Port of San Francisco
- Treasure Island

Received by _____

Received via mail

San Francisco Fire Department

Division of Fire Prevention
& Investigation



BUSINESS NAME

MAILING ADDRESS

CITY

STATE

ZIP CODE

EVENT INFORMATION

NAME OF EVENT

DATE

LOCATION

VENDOR ACKNOWLEDGMENT RECEIPT FORM

Please read and complete this form. The completed vendor acknowledgement form, permit application, required documents, and appropriate SFFD fire permit fees **must be returned to the Event Sponsor** at least (10) business days prior to the event for submission by the Event Sponsor to the SF Fire Dept.

A signed copy of this form and permit application must be on file with the Bureau of Fire Prevention prior to using LP-gas (propane, butane), charcoal briquettes, wood chips, open flame devices, or flammable/combustible liquids at any food or street fair in the City and County of San Francisco.

I, (print name) _____, the owner/agent/responsible party acknowledge receipt of **SFFD Administrative Bulletin No. 5.10** ("Safety Requirements for Regulated Activities at Outdoor Food and Street Fairs"). Furthermore, I agree to inform all staff and/or employees of the above guidelines for each regulated activity.

I understand that all equipment used during the event shall meet the requirements of the San Francisco Fire Code and A.B. 5.10 or the equipment shall be removed.

PRINT NAME

DATE

SIGNATURE REQUIRED

TELEPHONE NUMBER

AB:s:bf:permits:vendor form (Form Rev. 01/01/11)