



Commercial Booth & Cart/Food Vendor Application
Life In Motion

Saturday, May 20, 2017

Parade 10:00 AM, Downtown Santa Rosa

Courthouse Square 11:00 AM to 4:00 PM

*****Application Due March 31*****

Business Name _____

Contact Name _____ Cell # _____

Day Phone _____ Email: _____

Mailing Address/City/Zip: _____

Resale or non-profit# _____ Returning Vendor New Vendor

Event References _____

Booth Description: State activities or information. Use the back of this form or include supplemental information if necessary.

Vendor Fees check the appropriate box and enter the total fee →\$ _____

- Commercial Booth or Food Vendor at Festival **\$185**
- Non-Food Selling Non-Profit **\$50**
- Souvenir or Food Cart at Parade **\$135**
- Souvenir or Food Cart at Festival **\$135**

All vendors receive space only and are required to provide own table(s), chairs, pop up tent, and any additional items needed for your booth. We are unsure of the availability of power in the new Courthouse Square so please plan on providing your own generator or adjust accordingly.

INSURANCE

All vendors are required to provide proof of general and product liability insurance in the amount of \$1,000,000 also naming the Luther Burbank Rose Parade & Festival and the City of Santa Rosa additionally insured for the event date 5/20/17.

Enclosed with application (if applicable):

	Proof of general & product liability insurance naming LBRP and City of Santa Rosa additionally insured
	Check for vendor fees payable to <i>Luther Burbank Rose Parade & Festival</i>
	Copy of the City of Santa Rosa Business License (if applicable)
	Sonoma County Health Department Special Event Food Service Permit
	Copy of the Santa Rosa Fire Department propane approval receipt

Make check payable to *Luther Burbank Rose Parade & Festival*

Mail to:

Luther Burbank Rose Parade & Festival,

PO Box 11264

Santa Rosa, CA 95406

or drop off at the 5890 Pruitt Avenue, Windsor, CA 95492

ROSE PARADE AND FESTIVAL VENDOR RULES

1. Festival hours of operation: All Festival activities must be **set-up, open and operating by 11:00 a.m. and must continue operation until 4:00 p.m.** Vendors leaving early may not be invited back. All set up and support vehicles must be off the Festival area by **10:00 a.m.** Due to safety and logistical considerations, any vendors arriving after **10:00 a.m.** *may not* be permitted to bring vehicles into the festival area.
2. Cart vendor hours of operation:
 - a). If selling on the Parade route you must be in operation between **9:30 a.m. to 12:30 p.m.**
 - b). If selling at the Festival – Festival hours listed in #1 above apply.

You must determine which option in advance and pay accordingly.
3. The Luther Burbank Rose Parade & Festival (LBRP&F) reserves the right to limit the number of vendors who sell similar items.
4. Food **must** meet the Sonoma County Health Department Special Event Health Permit Requirements.
5. Carts **MUST STAY OUT OF THE PARADE JUDGING AREA AND THE TELEVISION BROADCAST AREA.** Carts and products may not restrict the view of the judges. Carts must stay out of the way of television cameras and away from the commentator's booth in order to permit televisions full view of the parade.
6. Use of Liquid Propane Gas at the Rose Parade is subject to the regulations of the Santa Rosa Fire Department. Please call the Fire Department (707-543-3500) at least two weeks prior to the Festival to be sure your Propane set-up is approved.
7. All vendors are responsible for providing all equipment and personnel.
8. Dumping of any water, ice or other substance, into storm drains or adjacent landscaping is prohibited. Vendors must provide a container for removal and disposal of gray water.
9. No glass may be used.
10. Booth area must be cleaned and returned to pre-event condition by **5:00 p.m.** on Festival Day.
11. All activities must be within the space designated.
12. Each activity must display the event permit issued by the LBRP&F.
13. All vendors are expected to cooperate with parade/festival marshals and/or Public Safety officials.
14. All vendors are strongly encouraged to use environmentally preferred practices such as reduced packaging, recycled and recyclable packaging and paper products, recyclable utensils and sustainably produced products.
15. **No** Styrofoam.
16. All materials for meeting health department requirements including, but not limited to, fully enclosed booth (if required), hand-washing station and proper clean-up area.

- 17. Any equipment needed including, but not limited to tables, chairs, cooking and heating supplies, as well as an apparatus for keeping food a minimum of 2 (two) feet off the ground.
- 18. Approved fire extinguisher.
- 19. Proper disposal of in-booth trash, including 50-gallon trash receptacle for food preparation/booth supply refuse. (May be dumped into nearby dumpsters at the close of the Festival).
- 20. 50-gallon metal garbage can for disposal of hot coals (for barbecue operations).
- 21. Electrical power, if needed.
- 22. Fire Department approval for propane cooking equipment.
- 23. Menu signs indicating price.

The Festival reserves the right to limit the number of vendors who sell similar items. We will only accept complete applications with signature, required insurance documents and full payment. Signing this agreement indicates that the vendor has read and agrees to Festival Rules and further agrees to indemnify, release, defend and save harmless the LBR Parade & Festival Inc. (Luther Burbank Rose Parade & Festival), its board and committees, volunteers, agents and management team, The City of Santa Rosa and its employees and agents from any and all claims of loss, damage, injury, liability claim or expense of any nature whatsoever arising in any respect, directly or indirectly resulting to any person, firm, corporation or property including Vendor out of or in connection with the performance of this agreement or relating in any way to participation in exhibits or sales or activities at the Luther Burbank Rose Parade & Festival.

Signature _____ Date _____

*****APPLICATION DEADLINE MARCH 1ST, 2017*****