



CALABASAS
Pumpkin
Festival

OCTOBER 20TH, 2024

MARKETPLACE FOOD APPLICATION

PRESENTED BY THE CITY OF CALABASAS
FROM 10AM - 5PM
CITYOFCALABASAS.COM/COMMUNITYSERVICES

JUAN BAUTISTA DE ANZA PARK
3701 LOST HILLS RD
CALABASAS, CA 91301



MARKETPLACE VENDING WITH FOOD REQUIREMENTS

The Marketplace is a point of sale purchasing opportunity for the public. It is designed for patrons to leave with merchandise in hand on event day. Vendors are encouraged to include pumpkin products in their booths!

VENDING HOURS

Public Hours 10:00am – 5:00pm. Vendors Required On-Site Hours: 9:00am – 6:00pm.

CANOPIES & EQUIPMENT

Marketplace vendors are required to supply and manage their own canopies and equipment and anchor them with a minimum of 100 pounds of weight. Booth spaces may be inspected prior to opening.

PERMITS

Only vendors with “pre-packaged” items or “pre-packaged with samples” qualify for the Marketplace. Booths preparing food on site and requiring utensil washing sinks must request space in the Food Court. Festival fees include a Los Angeles County Public Health Department permit. Festival producers will submit County applications on vendors’ behalf and distribute permits on event day.

INSURANCE

The City requires any vendor serving food and beverages to carry insurance coverage of no less than, \$1,000,000 per occurrence with a separate endorsement page naming “The City of Calabasas” as additionally insured. Vendors unable to provide the proper proof of insurance may purchase a one-time special event policy through the City’s third-party Triple A carrier.

PHOTOS, APPLICATIONS & FEES

Potential vendors are required to submit at least one photo of the merchandise they intend to sell along with a picture of their booth display (preferably taken during another event). These pictures assist the committee with the best booth placement. A sketch of the booth may be substituted if a photo is unavailable. (Please note the substitution on application)

VENDORS WITH PUMPKIN PRODUCTS RECEIVE A 20% FEE REDUCTION!



PUMPKIN FESTIVAL MARKETPLACE VENDOR GUIDELINES

The following Pumpkin Festival guidelines are designed in order to ensure all participants, vendors, producers, and entertainers have a safe and successful event.

BOOTH SPACES

- Spaces available in 10 ft. wide x 12 ft. deep increments on paved asphalt. Shade structures, supplies, materials and equipment required to stay within the vendor's allocated space. Booth space assignments will be emailed the last week of September.

SET-UP / LOAD-IN

- Vehicle access to the booth space is available during set up and breakdown hours only.
- Optional Saturday Setup: 4:00pm – 8:00pm.
- Sunday Setup: 6:30am – 9:00am (Vehicles prohibited on grounds after 9:00am).
- Break-down / Load-out: 6:00pm – 8:00pm (Vehicles prohibited on grounds before 6:00pm).

PARKING

- Vendor Parking Passes issued during Set-up/Load-in period.
- Vendors limited to two vehicle parking spaces per booth. Additional parking available in public lots.
- Trailer, oversized trucks & RV parking available with advanced notice (please indicate on application).
- Handicap parking available (placard required). Please indicate need on application.

EXHIBITOR CREDENTIALS

- Exhibitors and their employees/volunteers are required to wear event credentials while on site.
- Credentials issued during the Sunday Set-up/Load-in period, 6:30am – 9:00am.
- Exhibitors with personnel arriving after 9:00am must check in at the main ticket gate to obtain credentials.

DRIVE UP ACCESS

- Drive up access to the vendor's booth space is permitted during the Set-up/Load-in period between 6:30am – 9:00am only (see Set-up / Breakdown section).

ELECTRICITY

- Electricity is not offered in the Marketplace. Vendors requiring power must provide personal generator and fire extinguisher. Event producers must be notified before event. LA Co Fire Prevention inspection anticipated on event day.

FOOD SALES & DISTRIBUTION OF CONSUMABLE ITEMS

- Vendors with consumable pre-packaged items must be pre-approved by the event producers. A separate LA County Environmental Health Department form is required at time of application and will be submitted on vendor's behalf.



PUMPKIN FESTIVAL MARKETPLACE VENDOR GUIDELINES

SINKS & WATER SUPPLY

- Vendors are required to provide their own hand washing supplies and water in order to meet with Los Angeles County Public Health Requirements. The Las Virgenes Municipal Water District channels reclaimed water into the City of Calabasas irrigation systems; therefore, a potable water source is not available in the Marketplace. Please prepare accordingly. Event producers do not supply utensil washing units in the Marketplace.

ENVIRONMENTALLY FRIENDLY SERVEWARE

- The City of Calabasas prohibits plastic straws, stirrers and cutlery products in food retail establishments, city facilities and at special events. Vendors are required to provide products which are made with recycled materials and/or are recyclable materials. Non-plastic alternatives include bamboo, sugar cane, and paper. ADA exceptions apply for special needs. (C.M.C. 8.19.030)

PROMOTIONAL MATERIALS

- Marketing materials such as promotional ads, coupons, flyers, etc. may ONLY be distributed within a vendor's space. Distribution outside of the designated booth is prohibited. Festival producers reserve the right to stop any dispersal and recoup costs for excessive clean-up.

TOBACCO FREE EVENT

- By law, smoking and vaping are prohibited in all public places in the City of Calabasas where other persons can be exposed to second-hand smoke. Smoking, vaping, and tobacco use is strictly prohibited on Festival grounds.

SECURITY

- Security will be on Festival grounds from 6:00pm on Saturday, October 19th through Sunday, October 20th at 8:00pm. Be advised that The City of Calabasas, its employees, volunteers, partners, and affiliates are not responsible for lost, stolen, or damaged property.

CONDUCT & COMPLIANCE

- Failure to comply with show regulations and/or staff and security personnel may result in removal from the 2024 show, loss of fees and disqualification from future exhibiting opportunities with the festival producers.

**VENDORS WITH PUMPKIN PRODUCTS
RECEIVE A 20% DISCOUNT ON BOOTH FEES!**



HOW TO APPLY TO THE PUMPKIN FESTIVAL MARKETPLACE

Deadline to Submit: September 6, 2024*

To apply, please complete and return the attached application with fees before Friday, September 6, 2024 to the following address:

Attn: Pumpkin Festival Marketplace
c/o Juan Bautista de Anza Park
3701 Lost Hills Road,
Calabasas, CA 91301

You may also submit your forms and photos by email to deanzastaff@cityofcalabasas.com with **"PF Marketplace"** in the subject line. If you do not receive a confirmation, please follow up.

Enclose the following items:

- Completed City of Calabasas "2024 Pumpkin Festival Marketplace Food Application".
- Completed LA County "Community Event Temporary Food Facility Application" (event producers will submit to Environmental Health Office on vendor's behalf).
- Proof of liability insurance coverage of no less than, \$1,000,000 per occurrence with a signed endorsement naming "The City of Calabasas" as additionally insured. (Vendors may submit application without insurance, but the City must receive a copy on or before October 1, 2024)
- One or more photos of the items to be sold and one of your booth display (preferably taken during another event). A sketch of the booth may be substituted if a photo is unavailable. (Note: Pictures are not retained year to year. Returning vendors are required to submit photos for consideration. Incomplete applications will be returned. Fees are due at time of submission.)
- Payment for all applicable fees (see application for details)

Vendors will receive an initial email notifying them of their acceptance status. Directions and parking information will be emailed the last week of September. Booth space requests are welcome, and the committee makes every attempt to accommodate vendor needs. Please note however, specific locations, corners, and shade cannot be guaranteed. Placement is ultimately based on show aesthetic/theme, traffic flow, price points, and fire codes.

Cancellations after September 20, 2024 will result in loss of fees.

\$6 processing fee non-refundable

Questions or inquiries? Contact us at 818-880-6461
or email: deanzastaff@cityofcalabasas.com



MARKETPLACE WITH FOOD APPLICATION

CALABASAS PUMPKIN FESTIVAL MARKETPLACE WITH FOOD APPLICATION

VENDOR INFORMATION

Business Name/DBA: _____ Owner Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ E-mail: _____

Phone: _____ Mobile: _____

Have you exhibited at the Pumpkin Festival before? Yes No If yes, when? _____

BOOTH & PERMIT FEES

Price includes space & Los Angeles County Temporary Food & Event Stand permit. Festival producers will submit County applications on vendors' behalf and distribute permits on event day. Vendors with pumpkin items receive a 20% discount on booth fees (subject to verification on event day).

Items you will be selling:

Does your booth include pumpkin items? Yes No

If yes, list all pumpkin items (subject to verification at event):

Select Booth Size Request:

BOOTH INCLUDES PUMPKIN ITEMS	BOOTH INCLUDES NO PUMPKIN ITEMS
<input type="checkbox"/> 10ft x 12ft Pre-packaged Foods NO samples \$195	<input type="checkbox"/> 10ft x 12ft Pre-packaged Foods NO samples \$208
<input type="checkbox"/> 20ft x 12ft Pre-packaged Foods NO samples \$239	<input type="checkbox"/> 20ft x 12ft Pre-packaged Foods NO samples \$263
<input type="checkbox"/> 10ft x 12ft Pre-packaged Foods WITH Sampling \$229	<input type="checkbox"/> 10ft x 12ft Pre-packaged Foods WITH Sampling \$242
<input type="checkbox"/> 20ft x 12ft Pre-packaged Foods WITH Sampling \$273	<input type="checkbox"/> 20ft x 12ft Pre-packaged Foods WITH Sampling \$297

(Note: food stand operators with an active 501.C.3 or Veteran status please contact the office at (818) 880-6461 to request LA County fee exemptions. Documentation will be required).

ELECTRICITY INFORMATION:

Power source not needed

I will be providing a generator: Type _____ Fuel Source: _____



2024 PUMPKIN FESTIVAL FOOD COURT APPLICATION

INSURANCE INFORMATION (select one):

- Is attached
- Will be sent by personal insurance company (DUE: October 1, 2024)
- Please enroll me in the City's Special Event Policy Program \$86.00

SPACE REQUESTS

Event producers make every effort to accommodate vendor’s requests; however specific locations, corners, and shade cannot be guaranteed. Placement is ultimately based on festival theme, traffic flow, price points, fire marshal requirements & safety.)

Indicate requests below:

SIGNATURE - The undersigned agrees to defend, indemnify, and hold harmless the City of Calabasas, their officers, employees and agents from and against all loss, liability charges and expenses (including attorney fees) which may arise by participating in the event. I understand that the City does not provide accident, medical, liability, workers compensation insurance or any other insurance. I agree to carefully inspect and satisfy myself that the facilities provided are reasonably safe for the intended use. I agree to assume the risk of participating at the premises. I understand that the City retains the right to use photos taken during activities for publicity purposes. I agree to adhere to all vending and event guidelines. I understand that cancellations after September 20, 2024 will result in loss of fees.

Applicant Signature _____ Date _____

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PAYMENT INFORMATION

Check/Money Order made payable to the “City of Calabasas”

Credit Card # _____ EXP _____ CVV _____

Name on Card: _____

Billing Address: _____

City: _____ State: _____ Billing Zip Code _____

Signature of Card Owner: _____ Date _____



TEMPORARY FOOD FACILITY (TFF) APPLICATION

ENVIRONMENTAL HEALTH - COMMUNITY EVENTS PROGRAM

5050 Commerce Drive, Baldwin Park, CA 91706

www.publichealth.lacounty.gov/eh – (626) 430-5320



Submit 30 days in advance of the event.

Applications submitted less than 14 calendar days prior to the start of the event will be subject to a late processing fee.

Applications submitted in less than two business days before the event will not be processed.

Type or Print in Black or Blue INK. Enter N/A where requested information does not apply. Do not leave blank fields.

TFF OPERATOR INFORMATION		EVENT INFORMATION	
Name of TFF Booth:		Event Name:	
Name of Operator/Owner:		Date (s) of Event:	
Mailing Address:		Event Address:	
Contact Phone Number:		Event Location: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	
Email:		Hours of TFF Operation Set Up Hours: _____ to _____ Event Hours: _____ to _____	
Name of Person-in Charge: _____		Temporary Food Facility Type: <input type="checkbox"/> Food Booth <input type="checkbox"/> Food Truck <input type="checkbox"/> Food Cart <input type="checkbox"/> Permanent Structure <input type="checkbox"/> Annual Food Booth	
Cell Phone:			
Event Organizer's Name:		Number of Food Employees:	
Event Organizer' Contact Number:		Event Frequency: <input type="checkbox"/> Single Event <input type="checkbox"/> Recurring Event	
FOOD OPERATION			
<input type="checkbox"/> Pre-packaged food only <input type="checkbox"/> Pre-packaged food with sampling <input type="checkbox"/> Food demonstration <input type="checkbox"/> Food preparation (all food preparation is to be completed within the food booth or at a permitted food facility)			
FOOD BOOTH CONSTRUCTION			
Food preparation booths must be constructed with 4 sides, a washable floor and overhead protection. Prepackaged food booths require a washable floor and overhead protection.			
Overhead Covering: <input type="checkbox"/> Canvas <input type="checkbox"/> Wood Other: _____ Floor materials: <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Wood Other: _____ Walls materials: <input type="checkbox"/> Screens <input type="checkbox"/> Canvas <input type="checkbox"/> Wood Other: _____			
Booth supplied by: <input type="checkbox"/> TFF Operator <input type="checkbox"/> Event Organizer <input type="checkbox"/> Rent from: _____			
Booth Size: _____			
Size of Pass Thru Window: _____			

HOT/COLD HOLDING EQUIPMENT

Identify methods of maintaining food hot (135°F) or cold (41°F/45°F) during hours of operation.

Cold Holding: Mechanical refrigerator Ice Chest Cold Table
 Other (Specify): _____

Hot Holding: Steam Table Electric Soup Warmer
 Chafing Dishes Electric Rice Cooker/Warmer
 Hot Holding Cabinet (Cambro) Hot Dog Roller Grill
 Heat Lamp Other (Specify): _____

At the end of the operating day, all potentially hazardous foods that are held between 42°F and 45°F **shall be destroyed.**

At the end of the operating day, all potentially hazardous foods held at or above 135°F **shall be destroyed.**

I agree to voluntarily destroy any and all potentially hazardous food(s) held between 42°F and 45°F and/or held at or above 135°F at the end of the operating day in a manner approved by the enforcement agency.

_____ *Initial*

EQUIPMENT/UTENSILS

Will multi-use kitchen utensils be used inside the booth for food preparation?

Yes (complete Utensil Washing section and Liquid Waste Removal section) No Not Applicable

Utensil Washing

(Detergent, sanitizer, and test strips must be available at 3-compartment sink)

3-compartment sink within food booth Shared 3-compartment sink provided by Organizer

Sanitizer to be used (test strips must be available to test sanitizer concentration)

Chlorine Quaternary Ammonia Iodine

Identify all equipment that will be used for food preparation at the food booth:

Barbecue Grill Range Burner Deep Fryer Griddle Charbroiler Mixer Blender

Other (Specify): _____

Please contact the Fire Department if using propane, open-flame equipment, charcoal, or wood for safety requirements.

Identify all utensils (knives, scoops, spatulas, bowls) that will be used for food preparation at the food booth:

Specify: _____

Multi-use eating and drinking utensils are prohibited (plates, glassware, etc.).

FOOD PROTECTION

Identify methods of protecting foods from customer contamination.

Sneeze Guards Hinged Chafing Dishes Only pre-packaged food or bottled drink

Prepared and stored away from the customers Individual portion samples

Other (Specify): _____

Identify overnight food and utensil storage location for events longer than 1 day: _____

Food and utensils must be stored overnight in a secure, vermin proof and weatherproof location. Potentially hazardous foods must be stored overnight under mechanical refrigeration.

HANDWASHING FACILITIES

Handwashing sinks are required in a TFF that handles open food.

Handwashing sinks with warm and cold running water, hand soap, single-use towels, and a trash receptacle must be provided at all handwashing sinks.

Provided by:

Event Organizer Food Operator Pre-packaged only (not required)

Type of handwashing sink that will be used:

- Permanently plumbed sink with hot and cold water under pressure
- Self-contained portable sink (with potable water and wastewater holding tanks)
- Gravity-fed warm water (100°F) with spigot and catch basin may be approved for events that operate for 3 day or less and *wastewater must be properly disposed.*

Water Source: _____ **Volume of Water:** _____ **Gallons**

FACILITY REQUIREMENTS

Electrical Supply

Provided by: Event Organizer Food Operator

If the event is scheduled for more than one day, will the TFF(s) have continuous electricity to power refrigerator(s) overnight?

Yes No

Toilet Facilities for Food Employees

Provided by: Event Organizer Food Operator

Refuse/Trash Removal

A trash receptacle must be provided inside the TFF booth

Is the event organizer providing refuse/trash services?

Yes No

If no, provide refuse service information:

Name/Company:

Address:

Phone:

Frequency of trash/refuse removal _____ times/per day

Liquid Waste Removal

Is the event organizer providing liquid waste removal service from all areas of the event including within the booth?

Yes No

If no, provide liquid waste removal service information:

Name/Company:

Address:

Phone:

Frequency of liquid waste removal _____ times/per day

TEMPORARY FOOD OPERATOR ACKNOWLEDGEMENT

As the Temporary Food Facility Owner/Operator, you acknowledge that you understand your role and responsibilities by initialing the following statements:

- _____ 1 Rapid reheating/cooking devices (e.g., flat grill, BBQ) must be available and capable of reheating food to 165°F within 2 hours. Steam tables, heat lamps, and crockpots are not designed for rapid reheating.
- _____ 2 Hot-holding devices (e.g., steam table, heat lamp) must be capable of holding hot foods at or above 135°F at all times.
- _____ 3 A probe thermometer for checking internal food temperatures must be on-site and available for use at all times.
- _____ 4 A handwashing station available and equipped with warm water (100-108°F), a spigot providing a continuous stream of water that leaves both hands free to allow for vigorous rubbing and supplied with soap and single use paper towels throughout the event. A catch basin is required to be set up **within** the food preparation area and easily accessible for use before beginning any food preparation.
- _____ 5 All food handlers have been trained in food safety.
- _____ 6 All booths must have overhead protection, and open food preparation areas must be fully enclosed to protect the food from outside contamination.
- _____ 7 A smooth and easily cleanable floor will be used if the booth is located on dirt or grass (booths located on asphalt/concrete do not require additional flooring).
- _____ 8 The applications must be submitted at least 14 days before the event. All late applications will be assessed a late fee at the time of processing. I understand a supplemental fee will be invoiced, in addition to the required permit fee, if the application submittal and/or modifications to the original application are submitted less than 14 days before the event start date. Modifications include, but are not limited to, correcting incomplete applications for changes to the menu, participating vendors, or warewashing facilities.
- _____ 9 No ill employees will be working with food, food contact surfaces, or equipment.
- _____ 10 I understand that failure to meet the conditions approved in this application may result in the suspension of approval to operate the event, suspension of the approval to operate the affected food booths, and/or may result in the filing of misdemeanor charge. *California Retail Food Code Section 114395*
- _____ 11 I understand that I am responsible for obtaining approval from all applicable agencies, including the local fire department, planning department and Alcohol Beverage Control.
- _____ 12 I understand that I will be charged up to three times the permit fee if found operating without a valid health permit. I understand that permits are non-transferable.
- _____ 13 I understand that once the application is reviewed, the permit fee is non-refundable, including any late penalty fee.

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I consent to all necessary inspections made according to law and incidental to the issuance of this permit and the operation of this business. I understand and hereby consent to any information I provide on this permit application to be considered a public record subject to disclosure under the California Public Record Act.

Application Completed By:

Printed Name: _____ **Title:** _____

Applicant Signature: _____ **Date:** _____

DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY

Date Application Received: _____	Application Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for denial:	Reviewer Signature _____ Date:	
<input type="checkbox"/> Application Reviewed			
Amount Paid:	Invoice #:		