



2017 VENDOR APPLICATION INFORMATION

PLEASE READ CAREFULLY

Policy & Protocol Grease Protection & Storm Drain Pollution

ONLY RAIN WATER IS ALLOWED IN STORM DRAINS!

At no time is trash, debris, grease, ice, or any type of liquid to enter a storm drain. These drains are connected to the ocean, which means that any trash or liquid that goes down the storm drain automatically becomes pollution. It does not matter if it is "just water." If it is not rain water, it is not allowed in the storm drain.

San Diego Municipal code 43.0301 makes it ILLEGAL to pollute storm drains. You must dispose of all pollutants such as trash, dirt, unfinished beverages, cooking grease, ice, liquids (i.e. coffee, soda, juice, etc.) and any other type of trash in the proper manner. Failure to comply with storm drain protection will result in citations by city officials and/or suspension from future December Nights events.

December Nights will be employing a grease disposal company to pick up and remove all grease in a safe manner. If you are accepted as a vendor, your confirmation packet will include a detailed description of how to safely dispose of grease. In addition, you will be given instructions on how to safely dispose of ice during the event.

- If you are cooking with grease of any type, you **MUST use proper protective ground coverage**
- **Food, trash, and solid waste** MUST be thrown in a trash receptacle. Do NOT put any food in the 3-compartment utility sinks
- To dispose of **ice and only ice** (non-contaminated), empty onto grass or shrub areas that are away from storm drains.
- To dispose of **liquids** (including water, unfinished beverages, juice, coffee or soda) please use the trash receptacles.
- You may safely dispose of your **liquid and solid cooking grease** at the end of each day (Friday & Saturday). December Nights staff will indicate where your closest receptacles are. They will be marked 1 for liquid and 1 for solid grease.
- If you leave your space and the surrounding area dirty (not in its original condition), we reserve the right to charge you extra for additional clean-up or not allow you to participate in future events.

1



2017 VENDOR APPLICATION INFORMATION

PLEASE READ CAREFULLY

Special Event Insurance

(ALL Vendors)

YOU WILL BE REQUIRED TO PROVIDE PROOF OF PROPER INSURANCE COVERAGE UPON ACCEPTANCE OF YOUR APPLICATION

<p>You must have the following listed under "Additional Insured" on your policy:</p>	<p>A. "The City of San Diego, its elected officials, officers, employees, representatives, volunteers and agents" shall be named as additional insureds. Additionally, "The Balboa Park Conservancy, its officers, Board members, employees, representatives, volunteers and contracted agents" shall be named as additional insureds. Additionally, "Productions by Parker, Inc., its owners, employees, representatives, volunteers and contracted agents" shall be named as additional insureds.</p>
<p>Mail your certificate to:</p>	<p>1549 El Prado, Suite 1 San Diego, CA 92101</p>
<p>Each vendor is REQUIRED to carry Special Event Insurance coverage. The certificate of insurance from your carrier must indicate liability limits of one million per occurrence and two million aggregate. The verbiage above must be listed as your "Additional Insured." The certificate must include the language "Balboa Park December Nights 2017" and the policy must be in effect for the event itself as well as all set-up and tear-down times from 7:00 am on November 30th through 6:00 am on December 3rd. If you have any questions regarding this requirement, please contact Carin at carinalexander@cox.net</p>	

VENDORS WITHOUT EVIDENCE OF PROPER COVERAGE WILL NOT BE CONSIDERED



2017 VENDOR APPLICATION INFORMATION

PLEASE READ CAREFULLY

CA Seller's Permit

(ALL Vendors)

**YOU WILL BE REQUIRED TO PROVIDE A COPY OF YOUR SELLER'S PERMIT UPON
ACCEPTANCE OF YOUR APPLICATION**

If you do not have a Seller's Permit, call the State Board of Equalization at (619) 525-4526 or visit www.boe.ca.gov for more information. You may also apply in person at The State Board of Equalization, 1350 Front Street, Room 5047, San Diego, CA 92101. Driver's license and Social Security Card must be present when applying. There is no charge for a permit. Allow at least 5-6 weeks for mail-in applications. Walk-in applications are processed the same day.

VENDORS WITHOUT A VALID SELLER'S PERMIT WILL NOT BE CONSIDERED

Temporary Food Facilities Permit

(FOOD Vendors Only)

**YOU WILL BE REQUIRED TO PROVIDE A COPY OF YOUR HEALTH PERMIT UPON
ACCEPTANCE OF YOUR APPLICATION**

All food exhibitors MUST meet and follow all County of San Diego Health Department Guidelines Regarding Public Health and Sanitation. It is your responsibility to obtain and pay the necessary fees for a County of San Diego Health Permit. If you do not have a Health Permit, call the San Diego County Department of Environmental Health at (858) 505-6809 or email FHDtempevents@sdcounty.ca.gov for more information and the branch located nearest to you.

FOOD VENDORS WITHOUT A VALID HEALTH PERMIT WILL NOT BE CONSIDERED

Product Information

Balboa Park December Nights Staff has the right to prohibit any inappropriate items on the days of the event

Stickers and balloons of any kind will not be considered. Weapons, firearms, and materials of an adult nature are not allowed. The sale of alcoholic beverages of any kind is strictly prohibited.

All products must be "family friendly" items. A complete list of items to be sold must be submitted with your application to be approved. Your product list may NOT change after it has been submitted. Any failure to comply may result in expulsion of event and loss of participation in future event.



2017 VENDOR APPLICATION INFORMATION

PLEASE READ CAREFULLY

Terms & Conditions

1. Vendors shall submit the required booth fee and deposit with completed application and signed addendum by the application deadline. The application deadline of August 01, 2017 is firm. Applications received after the deadline will be charged a \$100.00 late fee. Applications received after August 01, 2017 may not be considered.
2. Payments received on or before August 1, 2017 must be made by Credit Card, Money Order, Personal, Business or Cashier's Check. Payments received between August 2, 2017 and November 1, 2017 **MUST INCLUDE LATE FEE** and must be made by Credit Card, Money Order, Personal, Business, or Cashier's Check. Payments made **AFTER** November 1, 2017 **MUST INCLUDE LATE FEE** and can only be made by Credit Card or Cashier's Check **ONLY**. Checks are to be made payable to "Balboa Park Conservancy/December Nights." Any returned check will result in a \$30.00 service charge.
3. Submission of application and payment of fees does not guarantee or confirm a booth space or location. Application is not considered complete until all necessary documents, fees and signatures are received by the Balboa Park Conservancy.
4. All vendor spaces will be provided with electrical service as outlined on the Pricing List on page 2 of the Vendor Application. Vendors requiring a different service must pay the additional fee of \$100.00 per 20 amps or complete the section for an Electrical Consult. Extra electrical must be purchased prior to the event. Going over the provided or ordered electric power and/or not listing all appliances on the Electricity section of the application could result in additional charges for restoration of power and is cause for suspension from future December Nights events.
5. All electrical appliances must conform to the Uniform Fire Code of San Diego County.
6. There are a limited number of like-vendors allowed at the event. The Balboa Park Conservancy reserves the right to set limits on like-vendors. Vendors in direct conflict with exclusive event sponsors will not be considered.
7. All business or other activity for which the vendors have rented space, **must be conducted within the designated booth space only**, including product, storage of all supplies, support equipment, etc. No distribution, canvassing, flyers, nor vending of any kind may be done by strolling through the event. Failure to comply may result in expulsion from the event.



2017 VENDOR APPLICATION INFORMATION

PLEASE READ CAREFULLY

8. San Diego Municipal code 43.0301 makes it **illegal to pollute storm drains**. The applicant must dispose of pollutants such as food waste, cooking oil, dirt, ice, unfinished beverages and any other type of trash in the proper manner as listed under Policy & Protocol on page 4. Failure to comply with Storm Drain Protection Policies may result in citations by city officials and/or suspension from future December Nights events.
9. All vendors must participate in the event recycling program. The Balboa Park Conservancy will be recycling all cardboard boxes at the event. It is your responsibility to collect, break-down, and place all of your cardboard in the designated locations, where they will be picked up for recycling. At no time should cardboard boxes be in view of the public or placed in the trash. Failure to comply with event recycling may result in suspension from future Balboa Park December Nights events.
10. You are required to obtain and display all relevant permits and/or licenses. You must comply with all government regulations in order to operate at the event. If you are forced to close by any government agency (i.e. San Diego County Department of Environmental Health) for failure to obtain the necessary permits and/or licenses, the Balboa Park Conservancy and Balboa Park December Nights Staff is not liable and will not refund any fees or deposits.
11. You must carry Special Event Insurance following the guidelines and proper naming of "Additional Insured" as listed on page 2 of this document.
12. The sale of alcoholic beverages is strictly prohibited, as well as **NO GLASS BOTTLES OF ANY KIND BY ANY FOOD VENDORS.**
13. You must turn in a complete product list including all pricing as mentioned on page 1 of the 2017 Vendor Application. If you are a first-time vendor, you must also provide pictures of your product. The sale and/or distribution of stickers and balloons are strictly prohibited. Weapons, firearms, and materials of an adult nature are not allowed. All products must be "family friendly." December Nights Event Staff has the right to prohibit any inappropriate items on the day of the event. Any failure to comply may result in expulsion from the event, and/or the loss of participation in future events.
14. There is no smoking in Balboa Park at any time.



2017 VENDOR APPLICATION INFORMATION

PLEASE READ CAREFULLY

15. All booths will be provided by the Balboa Park Conservancy. You must use the provided booth. You are welcome to bring your own banners or signage to affix to your booth from the frame. No signage will be provided by the Balboa Park Conservancy.

16. Decorations and exhibit construction furnished by the vendor must conform to any and all fire regulations. All materials used by the vendor must be flameproof. Combustible or other materials may not be used.

17. The vendor is responsible for worker compensation for your staff. The Balboa Park Conservancy does not carry Workers Compensation Insurance for your crew.

18. Set-up is from 7:00am to 1:00pm on Friday, December 1, 2017 and from 7:00am to 10:00am on Saturday, December 2, 2017. Tear down is from 11:00pm to 12:00am on Friday and from 11:00pm through 1:00am on Saturday. All vehicles must be off the premises by 1:00pm on Friday and by 10:00am on Saturday. Vehicles are not permitted back on the premises until the Fire Marshall and Police Department have given permission. Event Staff will notify you when vehicles are permitted back in the event area.

19. The Balboa Park Conservancy is planning what we hope to be a wonderful event. We hope it will prove to be a fun and profitable experience for you. However, we cannot and do not guarantee your sales or profits.

20. A confirmation packet containing your booth number and booth location and parking passes will be available of pickup on East Presidents Way on Thursday, November 30, 2017 from 9:00am - 5:00pm and on December 1, 2017 from 8:00am - 12:00pm. If you have not received a confirmation by November 1, 2017 please contact Carin Alexander at carinalexander@cox.net.

21. During the event, after closing, and again Sunday, December 3rd, the Balboa Park Conservancy shall inspect your space. If it has been cleaned to the satisfaction of the Balboa Park Conservancy and all rentals have been properly returned, you shall receive an "all clear." If your space is left in any other condition and/or equipment is missing or damaged, you could be billed for additional clean up, repair/replacement of missing or damaged items and/or loss of participation in future events. Failure to show, late arrival, violation of the Terms and Conditions, unauthorized sales, failure to comply with the event recycling program, and/or failure to follow Policy & Protocol Procedures concerning Storm Drain Pollution may also result in loss of participation in future events.



2017 VENDOR APPLICATION INFORMATION

PLEASE READ CAREFULLY

22. Cancellation Policy: **Your booth is non-refundable** unless cancellation in writing is received by the Balboa Park Conservancy by 5pm on Friday, September 29th, 2017. For a refund, minus \$100.00 processing fee, cancellation must be received in writing and postmarked prior to September 29th, 2017. **No refunds will be issued based on final booth location** (no exceptions!).

23. If Balboa Park December Nights 2017 is canceled in part or in total for any reason or cause whatsoever, it is not the fault of the Balboa Park Conservancy or the City of San Diego. The vendor shall not be entitled to any refund if the event is canceled. Please note that Balboa Park December Nights has no scheduled rain date or postponement date.

24. Turning in an application indicates that you have read and understand all of these Terms and Conditions.

Additional Terms & Conditions for FOOD VENDORS ONLY

1. Food Permit Regulations: Vendors must provide a valid food permit issued by the San Diego County Department of Environmental Health. County inspectors will be on-site during the event to ensure that all regulations are adhered to. Failure to comply with the regulations could result in the closure of your booth.

2. Fire Department Regulations. Vendors are responsible to comply with all requirements of the Fire Marshall in regards to cooking equipment, fire extinguishers, housekeeping and any other areas deemed appropriate. The Fire Marshall will be on-site during the event to ensure that all regulations are adhered to. Failure to comply with the regulations could result in the closure of your booth.

3. All food items must be stored inside the rented booth space, covered, and off the ground as mandated by the San Diego County Department of Environmental Health.

4. It is the responsibility of the vendor to provide and maintain a physical barrier between the public and the vendor food preparation areas including grills, fryers and other heat sources.

5. Three compartment utility sinks will be provided by the Balboa Park Conservancy. Sinks are for dishwashing only. Food must be disposed of before using the utility sink.



2017 VENDOR APPLICATION INFORMATION

PLEASE READ CAREFULLY

6. Ice and drinkable, running water are NOT provided. You must bring your own water for cooking.

7. The use of disposable expanded polystyrene (aka Styrofoam) food ware is highly discouraged due to its tendency to break apart and cause litter.

8. Each vendor is required by the Health Department to provide appropriate cleaning materials and a hand washing set-up within their food preparation space.

9. All food vendors using heat and/or open flames must: (a) provide fireproof containers for discarding ashes and (b) have one visibly mounted fire extinguisher rated 2A10BC.

10. Any vendor that is deep frying food must provide an extinguisher rated 2AK (class K).

*****Please make sure to check the expiration date on your extinguisher!*****

11. Standard event trash receptacles MAY NOT be used for food waste. Improper trash disposal is grounds for suspension from future Balboa Park December Nights events.

12. Food vendors must take appropriate caution to avoid grease stains and food waste on the ground. Placing a heavy-duty tarp on the ground prior to setting up your booth is highly recommended. If grease stains and/or food debris are found inside your booth space when the post event inspection is done you may not be invited to participate in future December Nights events.

Tips for Food vendors: make sure the name of your company is displayed on your booth, bring a thermometer to make sure all foods are at the right temperature, bring separate ice chests to avoid cross-contamination (i.e. 1 chest for sodas, 1 chest for raw meats, etc.)



2017 VENDOR APPLICATION INFORMATION

PLEASE READ CAREFULLY

FAQ

Who do I contact if I have questions?

You can contact the Vendor Coordinator, Carin Alexander at carinalexander@cox.net

When will I know if I have been selected as a vendor?

You will receive notification through email no later than November 1. Contact us if you have not heard anything by this time.

When will I get my confirmation packet and parking passes?

Confirmation packets and Parking passes will be available for pick-up at designated areas at Balboa Park, Thursday, November 30, 9am-5pm & Friday, December 1 from 8am-12:00pm

Why can't I use my own canopy?

In order to ensure a more unified, classic look and to make event set-up run smoothly, all canopies will be provided by Balboa Park December Nights.

Set Up & Tear Down

Friday, December 1, 2017	Saturday, December 2, 2017
Set-up is from 7:00am - 1:00pm All vehicles MUST be off the premises by 1:00pm	Set-up is from 7:00am - 10:00am All vehicles MUST be off the premises by 10:00am
Tear Down is from 11:00pm - 12:00am Vehicles may not come onsite until you are alerted by Balboa Park December Nights staff	Tear Down is from 11:00pm - 1:00am Vehicles may not come onsite until you are alerted by Balboa Park December Nights staff