

Chinese New Year Food and Cultural Fair Information Sheet

Location: The Annual Chinese New Year Food and Cultural Fair is held in the heart of the Asian Thematic Historic District of San Diego, Third Avenue and J Street. This is an **outdoor** event.

Hours of Operation: Saturday 10:00AM - 5:00PM
Sunday 10:00AM - 5:00PM

Set-up Schedule: Grounds will be available for set-up between 6:00-9:00PM the Friday before the fair and Saturday after 7:00AM. Vehicles will be permitted on site for unloading until 9:15AM on Saturday morning. No special parking is arranged for vendors, however, there are various parking structures in the area, including an all day parking on Market Street. SDCC will not be liable for any loss of merchandise; therefore all vendors are encouraged to remove valuables from the booth

Departure Schedule: All vendors must vacate the booth by 6:30PM Sunday night. Booth area must be free of merchandise and debris. Vehicles will be allowed on site for loading.

Security: Security will be posted during the operational hours of the event and overnight on Saturday. The San Diego Chinese Center (SDCC) will provide this service to protect equipment on site. SDCC will not be liable for any loss of merchandise; therefore all vendors are encouraged to remove valuables from the booth when departing the Fair on Saturday evening.

Booth Specifications: The San Diego Chinese Center will provide each 10' x 10' booth with the following:

Tent with cover and sides
(1) 8' banquet table
(2) Folding chairs
Table skirt included
Electrical service provided

Special Note:

All vendors are strongly encouraged to bring 25' heavy-duty extension cords, power strips, extra tables, additional lighting to meet special needs, and appropriate signage with your business or organizational name, i.e. printed signs or banners. Food vendors are required to bring their own cooking equipment and propane tanks if needed.

Chinese New Year Food and Cultural Fair

Reservation Agreement

Reservation and rental agreement for a food booth at the Chinese New Year Food and Cultural Fair to be held at Third Avenue, San Diego, California. The Fair dates are _____. The hours of operation are Saturday, 10:00AM - 5:00PM and Sunday, 10:00AM - 5:00PM.

This agreement is between the named Restaurant/Organization (referred to as "Restaurant") and the San Diego Chinese Center (referred to as "Center or SDCC").

Terms of Agreement:

By signing and returning this form to the SDCC, your organization agrees to participate in the Annual Chinese New Year Food and Cultural Fair and to adhere to the guidelines and regulations as defined by this agreement.

1. Restaurant is responsible for bringing food, equipment, manpower and transport to the assigned booth to the fair as described below:

Food Item(s): _____

Number of people who will work in booth: _____ Number of Volunteers Needed: _____

Price Range of Item(s): _____

2. Restaurant will notify the Center the following equipment:

Equipment Bringing:

Power Needs: (Circle One) 110 Volt 220 Volt

3. The Center and the Restaurant will divide gross revenue earned by the Restaurant in the following fee structure:

60% to Restaurant and 40% to the Center (70% to Non-Profit and 30% to the Center) as a tax-deductible charitable donation. Payment will be made to the Restaurant 30 days following the event, including a receipt for the charitable donation.

4. Customers will use tokens to purchase food. Cash is not permitted as a form of payment. All Restaurants will be responsible for collecting the tokens at their booth and returning the tokens to the Center after the end of each day for accounting of revenue. Restaurants are not permitted to sell water or sodas. Specialty drinks are allowed with approval.

5. Hours of the Fair will be 10:00AM to 5:00PM on _____ and 10:00AM to 5:00PM on _____. All Restaurants must have food ready to serve by opening time and throughout the entire Fair.

6. SDCC will provide a kitchen area for all Restaurants needing such a facility. Restaurants are responsible for bringing their own paper goods, cooking equipment, and utensils. The County of San Diego Department of Environmental Health and Food requires all food vendors to have a **hand washing station** inside the booth. The station consists of a closed water container with spigot for holding warm water, hand soap, a bucket to catch the water, and paper towels.

7. A copy of a valid **Health Permit** must be obtained by completing and sending in an application for the Temporary Event Health Permit to the County of San Diego Department of Environmental Health and Food

along with the proper payment amount or documentation if you are a non-profit organization. Applications can be found at http://www.co.san-diego.ca.us/deh/fhd/pdf/spec_event_vendor.pdf. Vendors are responsible for meeting all Health Department regulations.

8. All Restaurants must submit a copy of a valid **Certificate of Insurance**, to hold the San Diego Chinese Center harmless for any claims that may arise from the Restaurant's participation at the Fair. Restaurants will not be reserved a booth until proof of insurance is submitted to the Center. Restaurants shall be solely liable for its customers and guests.
9. **Rules & Regulations:**
 - a. Electrical cords must be taped down and secured in a safe manner.
 - b. Signs must be appropriate to your booth size. The Fair Committee must approve signs exceeding 10 feet in length.
 - c. No materials containing political or controversial statements will be posted or distributed.
 - d. No cancellations accepted after _____.
 - e. No personal vehicles may be on-site during hours of Fair operation.
 - f. SDCC will not guarantee against the occurrence of theft or shoplifting overnight or during the Fair.
 - g. SDCC will not be responsible for any losses due to natural causes such as rain, storm, earthquake, etc.
 - h. SDCC will not be responsible for any injury and damage to booths and its contents, equipment, employees, and customers.
 - i. All merchandise must be removed from site by 6:30PM Sunday, _____.

Please sign and return this reservation/rental agreement to the San Diego Chinese Center, 428 Third Avenue, San Diego, CA 92101 ATTN: Linh Du, faxed to (858) 484-8685, or emailed to linhpdu@gmail.com

Restaurant/Organization Name: _____

Mailing Address: _____

City: _____ **Zip:** _____

Telephone: _____ **Cell:** _____

Contact Person: _____ **Fax:** _____

Email: _____

Signature: _____ **Date:** _____

Food Handling/Food Manager Permit #: _____

Final Check Payable to: _____

**THIS IS FOR INFORMATIONAL PURPOSES ONLY,
NOT A VALID AGREEMENT**

Chinese New Year Food and Cultural Fair Food Vendor Checklist

Please use the checklist for requirements and necessary documents required to secure a food booth. Make sure all requirements are met to ensure participation in the fair. Please send Food Vendor Reservation Agreements and Certificates of Insurance to:

San Diego Chinese Center
ATTN: Linh Du
428 Third Avenue
San Diego, CA 92101

It can be faxed to 858.484.8685 or emailed to linhpdu@gmail.com

___ Food Vendor Reservation Agreement

___ File for a Temporary or Annual Food Facility Event Permit through the County of San Diego (required for all food vendors)

___ Obtain food handling certificates for each of the booth's workers or have one Food Manager's Certificate for each booth.

Please apply for the permit through the County of San Diego. An application can be found at http://www.co.san-diego.ca.us/deh/fhd/pdf/spec_event_vendor.pdf

Contact Linh Du if you would like more information.

___ Certificate of Insurance from your insurance company holding the San Diego Chinese Center harmless for any claims that may arise from the Restaurant's participation in the fair.

For more information, please visit www.sdcny.org or email linhpdu@gmail.com