

**WEST COAST BLUES SOCIETY (WCBS)
NON PROFIT VENDOR DOCUMENT CHECKLIST
FOR COMPLETED PACKET**

JULY 13 & 14, 2019

Non Profit Vendors Submit the following to WCBS Vendor Coordinator:

- Completed Vendor Application

- Certificate of Liability Insurance
Reasonable insurance may be purchased by contacting Leslie Shahinian at 1-800-457-2231

- Vendors General Rules and Guidelines Signed

- Cashier Check or Money Order –Checks will be returned
Make out to West Coast Blues Society

- Copy of Sellers Permit/License

- Signed Affirmation & Liability Release Form

Green Festival:

- Vendors are required to use compostable products during the festival weekend and vendor coordinator(s) will monitor proper disposable products. Vendors are responsible for locating supplied containers and properly disposing of oil, grey water, charcoal and other waste materials.

Food Vendors Submit the following to the City of Hayward Fire Department:

- City of Hayward Fire Application
510-583-4900 / 510-583-3641 fax

Food Vendors submit the following to Alameda County Environmental Health Department:

- Alameda County Environmental Health Application
510-567-56748

Vendor Signature

Date

HAYWARD RUSSELL CITY BLUES FESTIVAL

VENDOR GENERAL RULES AND GUIDELINES

All vendors must abide by the following general rules and guidelines:

- It is our goal to have a well-balanced selection of arts and crafts vendors. The Hayward Russell City Blues Festival reserves the right to limit the number of vendors in each media. Please submit photos that are representative of your work or a detailed description of items to be sold.
- Each retail vendor must have a valid resale license.
- Booths are to be attractive, professional and well maintained in appearance with professional looking signage and pricing materials.
- 10 x 10 space and canopies are provided.
- Vendors are required to remain open throughout the duration of the event. The official event hours are 11:00 noon to 7:00 pm.
- Vendors will be allowed to drive vehicles onto the event site for set-up and breakdown, but NOT during the event hours. Due to parking limitations only one vehicle per vendor will be allowed on event grounds during set-up or break-down.
- Set-up will be the day of the event from 8:00 am to 10:00 a.m. only. Vendors must first check-in with the Vendor Coordinator and obtain their vendor packet before setting up. The vendor check-in packet will include an event schedule, vendor map with space confirmation and wristbands.
- All tents and booth displays must be set-up by no later than 11:00 a.m.
- Vehicles must be removed from event site no later than 9:30 a.m. Vehicles will be allowed back onto the event grounds after patrons have cleared the area after 7:00 pm
- All booth personnel MUST wear a wristband during the event. ONLY (2) wristbands will be provided for craft vendors and up to (4) wristbands for food vendors. Additional wristbands may be purchased at \$15.
- NO pets are allowed on the event grounds. Service animals are exempt.
- Vendors may NOT sell any beverages. Failure to adhere to this will result in the vendor being removed from the event without refund and prohibited from participation in future events.
- Vendors may NOT consume alcoholic beverages during the event. Failure to adhere to the guidelines will result in the vendor being removed from the event without refund and prohibited from participation in future events.
- Smoking is strictly prohibited due to a city wide non-smoking ordinance.
- Acceptance of vendors is based on the understanding that vendors will sell only those items listed on their applications. Misrepresentation of any merchandise may be grounds for removal from this and all future events.
- All vendors are required to provide their own tables, chairs and table coverings to the ground.
- Booths may not be shared.
- Overnight security is provided, however, leaving you good in your booth at your own risk. Hayward Russell City Blues Festival, City of Hayward, and West Coast Blues Society will not be responsible for theft.
- Proof of insurance must be provided. Please attach a copy of declaration page showing valid comprehensive general liability coverage at minimum of \$1,000,000 policy limits per occurrence for Bodily Injury and Property Damage, and an aggregate limit of at least \$2,000,000 CSL. Additionally, the insurance policy shall name the Hayward Russell City Blues Festival, West Coast Blues Society and the City of Hayward as additional insured for the term of the event. Certificate holder should be The City of Hayward, 777 "B" Street, Hayward, CA. See sample posted on our website.
- Electricity is NOT provided. Water access is available.

Additional Information for Food Vendors:

- It is our goal to have a well-balanced selection of food vendors. The Hayward Russell City Blues Festival reserves the right to limit the number of vendors in each food area. Please submit photos that are representative of your work or a detailed description of items to be sold.
- Food Vendors shall comply with the Alameda County Department of Environmental Health regulations and licensing requirements. Verification of the filed health forms must be received in order to reserve/confirm your space at the festival.
- All coverings must be made of a fire retardant material, as ordered by the fire department.
- All food vendors that are using cooking equipment (grills, burners, stoves, warmer, etc.) must provide their own fire extinguisher and tie-downs for any propane tanks, and must comply with the fire codes and related regulations adopted by Alameda County and the City of Hayward. The City of Hayward Fire Department requires a completed application submitted prior to the event and will be inspecting all vendor booths. Failure to comply with applicable health and safety or fire code will be shut down immediately for the remainder of the event without refunds.
- Food vendors are required to dispose of all grease, waste or "grey" water in appropriate containers provided by the festival. This type of waste is deemed hazardous, and we require that you DO NOT dump any of it in the regular trash containers. Vendors found dumping waste on the ground will be shut down immediately for the remainder of the event. Vendors are responsible for disposing of this waste themselves in an appropriate manner. Dumpsters will be on site for disposal of ordinary, non-hazardous trash.
- Food vendors must provide ground coverings to prevent any type of spillage.
- Overnight security is provided, however, leaving you good in your booth at your own risk. Hayward Russell City Blues Festival, City of Hayward, and West Coast Blues Society will not be responsible for theft.

Deadline for application submission is 6/28/19. Vendors hereby request permission to display and sell the products and/or services listed on application. Further, the Hayward Russell City Blues Festival, the West Coast Blues Society and the City of Hayward reserves the right to approve and product/item a vendor may wish to sell or dispense as well as limit the number of concessions selling the same product/item. DO NOT bring items to the festival unless previously approved. On the day of the festival, our vendor coordinator will be monitoring compliance.

By signing this application, I acknowledge that the festival is subject to various weather conditions as well as state and federal safety and health regulations. All fees are non-refundable. I have read and understand and will abide with the HRCBF general rules and guidelines. Failure to adhere to any and all guidelines will result in vendor removal from the festival without refund. Your signature confirms that vendor has read and agrees to the guidelines listed above.

Please Print Name

Vendor Signature

Date

**HAYWARD RUSSELL CITY BLUES FESTIVAL
AFFIRMATION & LIABILITY RELEASE**

I, _____, hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the Hayward Russell City Blues Festival on July 13 & 14, 2019 that I am exposing myself to certain known and unknown liabilities in my direct and in- direct actions with the public and invitees of this event. I also understand that if I choose to hire help for this event, that I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury or damage that may befall me or any employee or temporary help, as a result of my participation, whether foreseen or unforeseen.

I understand and agree that The West Coast Blues Society, The City of Hayward and Hayward Russell City Blues Festival, located in Alameda County in the state of California, their members and/or directors and officers may not be held liable in any way for any occurrence in connection with my participation in the Hayward Russell City Blues Festival that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event.

I further state that I am of lawful age and legally competent to sign this affirmation and release and that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will.

It is my intention by this instrument affirmed by my signature below to exempt and release The City of Hayward, West Coast Blues Society and Hayward Russell City Blues Festival, their members, directors and officers from all liability whatsoever for personal injury, employer's liability and workers' compensation, property damage or wrongful death arising out of or in the course of my participation in this event.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AFFIRMATION AND RELEASE BY READING IT BEFORE I SIGN IT.

Company Name

Signature of Participant

Date

Print Name