



March 2009

Dear Potential Special Event Vendor,

On behalf of the California Dragon Boat Association (CDBA), I'd like to thank you for your interest in serving as one of our vendors at the 2009 Kaiser Permanente San Francisco International Dragon Boat Festival.

This will be our 14th championship, and we have teams from the East and West Coast and Canada participating in this event. Our goal is to provide a wide variety of foods, concessions, arts and crafts to those in attendance and to have at least 15 vendors participating. We will ensure that there will be no more than one vendor selling a particular style of cuisine (e.g. Chinese, Hawaiian, Italian, Cajun/Soul/Jambalaya, Hot Dogs/Hamburgers, etc.) or arts/crafts (e.g. hats, candles, soaps, Hawaiian gifts, etc.)

Forms and Booth Policies, Procedures and Requirements have changed. Please review ALL of the forms *carefully* paying close attention to deadlines and details. Return the completed application forms along with the \$25 non-refundable application fee to the CDBA office.

Completed application forms must be *received* in this office no later than 5:00pm, July 1, 2009. Applications received prior to July 1, 2009 will receive an early bird registration fee. Illegible or incomplete application packages will be returned.

If you have any questions, please e-mail our vendor coordinator at vendorcoordinator@cdba.org. We look forward to working with you.

Cordially,

Jeanie Lee
CDBA President

Enclosures:

Summary of Details

For Food/Concession Vendors:

- SFDPH Special Event Food Concessionaire Application for the City and County of San Francisco
- SFDPH Temporary Food Facility Operating Requirements
- SFDPH Temporary Event Booth Pre-Inspection/Self-Inspection Form
- SFFD Information Bulletin for Food Vendors
- SFFD Vendor Acknowledgement Receipt Form
- SFFD Fire Permit Application
- SFFD Supplemental Application for Special Events
- NCIDB Championship Vendor Application Form
- Additional Information Rules & Regulations

For Arts/Crafts Vendors:

- NCIDB Championship Vendor Application Form
- Additional Information Rules & Regulations



Kaiser Permanente San Francisco International Dragon Boat Festival – Summary of Details:

Event Name:	<ul style="list-style-type: none"> ▪ 14th Annual Kaiser Permanente San Francisco International Dragon Boat Festival
What:	<ul style="list-style-type: none"> ▪ This is a benefit for the Self-Help for the Elderly ▪ Hosted by the CDBA
When:	<ul style="list-style-type: none"> ▪ September 26-27, 2009
Hours:	<ul style="list-style-type: none"> ▪ Setup: 7:00 – 9:00am on Saturday and Sunday ▪ Event Time: Between 8:00am – 6:00pm on Saturday and 8:00am – 5:00pm Sunday
Where:	<ul style="list-style-type: none"> ▪ Treasure Island, San Francisco, CA ▪ Off the Bay Bridge
Expected Attendance:	<ul style="list-style-type: none"> ▪ Nearly 100 teams with 1,400 paddlers participating ▪ Expected non-participating traffic to be 3,000 – 5,000 per day
Booth Fees (covers permits costs):	<ul style="list-style-type: none"> ▪ Food/Concession Vendors: <ul style="list-style-type: none"> ○ \$300 for low hazard food facility (e.g. you're serving packaged/pre-made, pre-packed goods, or canned sodas) – includes registration & health permit costs ○ \$600 for high hazard food facility (e.g. you're serving food that's prepared/cooked at the site) – includes registration & fire/health permit costs ▪ Arts/Crafts Vendors: \$250 ▪ 10'x10' Tent Rentals: \$150 ▪ Refundable Cleaning Deposit: \$150
Registration Deadline:	<ul style="list-style-type: none"> ▪ July 1, 2009
Payment Information:	<ul style="list-style-type: none"> ▪ CASHIERS CHECK OR MONEY ORDER MADE PAYABLE TO "CDBA." PLEASE INCLUDE A SEPARATE CHECK FOR DEPOSITS, ALSO MADE PAYABLE TO CDBA. ▪ Sent in by August 1, 2009 to: CDBA, c/o CDBA Vendor Coordinator, 268 Bush Street #888, San Francisco, CA 94104
Vendor Coordinator:	<ul style="list-style-type: none"> ▪ vendorcoordinator@cdba.org



2009 KAISER PERMANENTE SAN FRANCISCO INTERNATIONAL DRAGON BOAT FESTIVAL - VENDOR APPLICATION

INSTRUCTIONS:

1. **Please complete this application and submit to Festival Vendor Coordinator. Please Print Clearly, Completely & Sign**
 - o After July 1, 2009 a \$100 late filing fee will be charged. **CASHIERS CHECK OR MONEY ORDER WILL ONLY ACCEPTED. Incomplete applications will be delayed in processing.**
2. **Once your application is accepted, payments must be sent by August 1 to secure your spot:**
 - Please make Cashier's Checks or Money Orders payable to CDBA
 - Deposits can be made using personal checks made payable to CDBA. If there is no damage, your personal check will be returned back to you after the festival.
 - With your payments and application form, please include:
 1. A separate personal check for deposits. The deposit payment will not be cashed and will be returned to you unless the CBDA finds damages or your booth area needs cleaning.
 2. A stamped, self-addressed business size envelope with your application.
3. **Food vendors:**
 - o Prior to the festival, you must complete and submit all applicable SF Fire Dept (SFFD) & SF Dept of Public Health (SFDPH) Vendor Applications along with applicable permits fees.
 - o Attach full menu and proofs of insurance (CDBA requires a certificate of \$1million dollar general liability insurance with CDBA and Kaiser Permanente named as additional parties insured)
4. **Mail payments to CDBA, c/o Vendor Coordinator, 268 Bush Street #888 San Francisco, CA 94104**

Business/Organization _____

Applicant's Name _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ Fax: (____) _____ Email: _____

Calif. State Franchise Tax Resale # _____ (MUST INCLUDE)

Describe merchandise or information to be sold or distributed.



BOOTH SPACE FEES- 2 DAYS - Please place a check next to booth choices

You may wish to bring LPG cooking equipment and your own electric generators. Refer to Rules & Regulations for more information.

MERCHANDISE BOOTHS			FOOD & BEVERAGE BOOTHS		
	RATE			RATE	
General Merchandise – 10 ft. x 10 ft. Tent not included.	\$250	<input type="checkbox"/>	Non-Packaged Food Booth – Will be serving food that’s cooked/prepared on site. Tent not included.	\$600	<input type="checkbox"/>
			SF Public Health High Risk Food Permit	\$106	<input type="checkbox"/>
			SF Fire Dept - Fire Permit - Open Flame Cooking (Propane/ Charcoal)	\$90	<input type="checkbox"/>
			SF Fire Dept - Fire Permit - Sterno	\$90	<input type="checkbox"/>
			SF Fire Dept - Fire Permit - Electric Generator (using 10G of gas or higher)	\$90	<input type="checkbox"/>
			Pre-Packaged Food Booth – Will be serving food/beverages that are pre-made, pre-packaged, or already canned. Tent not included.	\$300	<input type="checkbox"/>
			SF Public Health Pre-Packaged Food Permit	\$55	<input type="checkbox"/>
10x’10’ Canopy Tent	\$150	<input type="checkbox"/>	10x’10’ Canopy Tent	\$150	<input type="checkbox"/>
Refundable Cleaning Deposit	\$150	<input type="checkbox"/>	Refundable Cleaning Deposit	\$150	<input type="checkbox"/>
MERCHANDISE BOOTH GRAND TOTAL:			FOOD & BEVERATE BOOTH GRAND TOTAL:		

California Dragon Boat Association (CDBA) assumes no responsibility for any loss, damage, injury or claim arising out of the participant’s acts or omissions at the Kaiser Permanente International Dragon Boat Festival. Further participant (indemnitor) shall defend and indemnify California Dragon Boat Association and the Kaiser Permanente International Dragon Boat Festival (indemnitees) for the negligence, fault, misconduct and liabilities caused by the participant (indemnitor) should said negligence, fault and/or misconduct lead to the filing of a claim or legal action.

Participants Signature _____



INFORMATION, RULES & REGULATIONS

BOOTH SPACE - Booth space is 10 ft. X 10 ft for Pre-Packaged Food & Merchandise vendors and 10 ft. x 20 ft. for Non-Packaged Food vendors. Only one booth space is provided for each registered booth space. Canopies, 1 table and 2 chairs are provided to merchandise vendors. 1 table and 2 chairs will be provided to food vendors. All merchandise must stay within the allocated space and no projections are allowed. Please contact us if you need a larger booth space.

SET UP/ BREAKDOWN/ EVENT HOURS - The Festival will run from 10:00 a.m. until 5:00 p.m. on Saturday and 10:00 a.m. until 4:00 p.m. on Sunday, September 26-27, 2009. The Championship Race will run from 8:00 a.m. until 6:00 p.m. on Saturday and Sunday. Booths must be staffed and operational from 10am - 5pm on Saturday and 10am - 4pm on Sunday.

Vehicles are allowed in the staging area from 7:00- 9:30 a.m. and after 6:00 p.m. on Saturday and Sunday. You may not begin assembling your booth and display until after your vehicle is removed from the staging area. We ask for your cooperation during these congested hours. No vehicles are allowed in the staging area during event hours. If you wish to remove your merchandise from the staging area before ending times, you will have to walk or hand-truck your merchandise off.

Vendors are encouraged to take down their booths Saturday night. CDBA will provide security from closing Saturday night until 8:00 a.m. Sunday morning. The staging area will also be well lit. Most vendors choose to leave their canopies set up over-night and some also secure their merchandise within their booths as well. It's your choice. The California Dragon Boat Association (CDBA) assumes no liability for any lost, stolen or damaged property.

ELECTRICAL – CDBA will be renting power generators. Use of the generator can be provided for a nominal fee.

SALES INFORMATION - The CDBA reserves the right to determine those businesses, organizations or activities most suitable for the NCIDB Championship. The official NCIDB Championship T-Shirt is produced by the CDBA. No other NCIDB T-Shirts will be allowed for sale.

HEALTH AND FIRE PERMITS - **All food vendors are responsible for appropriate health and fire permits and applications.** Food vendors must provide the NCIDB with a complete list of all food to be sold.

All questions about this packet should be referred to:

- San Francisco Department Of Health:
[Ajamu Stewart](#), Special Events Coordinator
Environmental Health Section,
1390 Market St., San Francisco, CA 94102.
Voice: (415) 252-3860
Fax: (415) 252-3854
Web: <http://www.dph.sf.ca.us/eh/food/specialevents/Index.htm>
- San Francisco Fire Department:
Voice: (415) 558-3348 or (415)558-3300.
E-mail: Fire.Permits@sfgov.org



INSURANCE – Food vendors are required to provide proof of insurance. Upon registration we will need a certificate of \$1million dollar general liability insurance. CDBA and Kaiser Permanente must be named as additional parties insured.

BOOTH DECOR - The CDBA asks that all vendors use tables, sandwich boards, easels, etc. to display all goods for sale. No item will be displayed on the ground or on carpeting. Signage and decorations of booths is encouraged as long as it is in good taste and doesn't interfere with neighboring vendors. The CDBA reserves the right to remove any decor deemed inappropriate for the event.

SPACE ASSIGNMENTS - Booth space assignment and notification will made by the vendor selection committee according to the date upon receipt of the Booth Space Application, proofs of SF FIRE (SFFD) & SF PUBLIC HEALTH (SFDPH) permit registrations/permits, and insurance. We strongly urge you to reserve your space ASAP. **BOOTH SPACE FEES ARE NON-REFUNDABLE**. For additional information regarding booth applications contact the Vendor Coordinator at vendorcoordinator@cdba.org. Booth confirmations and space assignments will be mailed prior to the event. **Application forms are accepted before JULY 1, 2009.**

PAYMENTS - **Upon being selected as a vendor, payment must be sent by AUGUST 1, 2009 to secure your spot.** Only cashiers checks or money orders are accepted from vendors waiting to reserve space up to the date of the festival. Personal checks can be submitted for the clean-up & cleaning deposit.

CLEAN UP & CLEANING DEPOSIT - The clean up of the booth area is the responsibility of the vendor. Area must be cleaned immediately upon closing. All vendors must pay a cleaning deposit that is refundable at the end of the event if the booth space is cleaned. A block captain must check the booth space and refund the deposit prior to a vendor leaving the event area. Please provide the deposit in a separate check along with your vendor registration payment. The check will be returned to you provided there are no damages and the booth space is clean. Next day refunds will not be possible.