



Dear Potential Vendor:

On behalf of the California Dragon Boat Association (CDBA), we'd like to thank you for your interest in serving as one of our vendors at the 2010 Kaiser Permanente San Francisco International Dragon Boat Festival. This year will mark the 15th anniversary of our event, and we expect it to be larger and more successful than ever. Our goal is to provide a wide variety of foods, fitness related merchandise, arts and crafts, and other products to those in attendance. Our general policy for food vendors is to make sure that there is only one type of each type of food sold. For merchandise, we may allow more than one type depending on the item and expected demand.

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 your payment to the CDBA address shown in this packet.

Completed application forms must be *postmarked* no later than **Wednesday, July 28**. If you have any questions, please contact Dave or Melanie at the contact information below. We look forward to working with you.

Sincerely,

Dave Chen
Vendor Coordinator
vendorcoordinator@cdba.org

Melanie Hupe
Vendor Coordinator

San Francisco International Dragon Boat Festival Basic Information

Event Name:	15th Annual Kaiser Permanente San Francisco International Dragon Boat Festival
Description:	<ul style="list-style-type: none"> ▪ Largest dragon boat festival in the United States, with dragon boat racing, cultural performances, and activities for children. ▪ Organized by the California Dragon Boat Association, a 501(c)3 nonprofit organization ▪ Festival benefits the Self-Help for the Elderly and the CDBA Youth Program
Dates:	September 25-26, 2010
Hours:	Setup: 7:00 – 9:00am on Saturday and Sunday Event Time: Between 8:00am – 5:00pm on Saturday and Sunday Note: Vendors MUST be present both days
Where:	Treasure Island, San Francisco, CA Building 180 Parking Lot, Intersection of California Avenue and Avenue D
Expected Attendance:	Over 120 teams with nearly 3,000 paddlers participating Large spectator audience as well with free parking and frequent shuttles to BART/MUNI stations
Deadline:	Wednesday, July 28, 2010 (postmarked)
Payment Information:	Check or Money Order Made Payable to “CDBA.” Please include a separate check for cleaning deposit (food vendors only), also made payable to CDBA. Send to: CDBA, c/o Vendor Coordinator, 268 Bush Street #888, San Francisco, CA 94104

Summary of Booth Fees

Vendor Type	Description	Fee and Fee Structure
Food – Low Hazard	Packaged / pre-made, pre-packed goods, canned or bottled drinks, etc.	<ul style="list-style-type: none"> ▪ \$400 (includes registration and health permit costs) ▪ \$150 refundable cleaning deposit
Food – High Hazard	Food that is prepared / cooked at the site	<ul style="list-style-type: none"> ▪ \$750 (includes registration, health, and fire permit costs) ▪ \$150 refundable cleaning deposit
Merchandise – Paddling or Fitness Themed	Merchandise geared towards dragon boat paddlers or fitness, such as dragon boat paddles, paddling clothes or gear, or related fitness clothing and accessories	<ul style="list-style-type: none"> ▪ \$150 booth fee ▪ Includes registration only, does not include tent rental
Merchandise – All Other	All other merchandise, including arts and crafts, clothing, etc. Does not include product sampling or	<ul style="list-style-type: none"> ▪ \$300 booth fee ▪ Includes registration only, does not include tent rental
Non Profit Organization	CDDBA offers a special rate to nonprofit organizations through its Community Booth Program. We maintain the right to accept organizations based on the alignment of their mission with Dragon Boat Festival and our youth program, as well as booth plans. Spaces are limited.	<ul style="list-style-type: none"> ▪ \$50 booth fee ▪ Includes registration only, does not include tent rental ▪ All booths are required to include an interactive element that engages the public in order to qualify. Booths should not simply hand out brochures, etc., but should contribute to the energy of the festival.
Corporate Booth	Due to limited space, corporate booths are only available as part of a sponsorship. Please contact Linda Cheu @ linda.cheu@gmail.com or 415-378-8858 or Jeanie Lee at jeaniemlee@aol.com or 415-740-4338 to discuss.	Customized fee depending on space required, vendor activity, etc.
Equipment Rental	The CDDBA is able to provide a variety of equipment for vendors as necessary. Food vendors MUST provide their own generators and gas.	<ul style="list-style-type: none"> ▪ Tent rental only - \$125 ▪ Tent plus table and 2 chairs - \$150 ▪ Extra tables - \$20 each ▪ Extra chairs - \$5 each

SUMMARY OF REQUIRED PAPERWORK AND FEES

Vendor Type	Paperwork Required and Deadline
Food – High Hazard	July 28 (postmarked): <ul style="list-style-type: none"> ▪ Completed food vendor application ▪ Check for booth fee ▪ Check for refundable cleaning deposit August 6 (postmarked and upon acceptance into festival) <ul style="list-style-type: none"> ▪ Completed fire and health permit paperwork ▪ Proof of insurance
Food – Low Hazard	July 28 (postmarked): <ul style="list-style-type: none"> ▪ Completed food vendor application ▪ Check for booth fee ▪ Check for refundable cleaning deposit August 6 (postmarked and upon acceptance into festival) <ul style="list-style-type: none"> ▪ Completed Health Department paperwork
Merchandise – Paddling or Fitness Themed	July 28 (postmarked): <ul style="list-style-type: none"> ▪ Completed merchandise vendor application ▪ Check for booth fee
Merchandise – All Other	July 28 (postmarked): <ul style="list-style-type: none"> ▪ Completed merchandise vendor application ▪ Check for booth fee plus any equipment rental
Non Profit Organization	July 28 (postmarked): <ul style="list-style-type: none"> ▪ Completed Community Booth Application ▪ Check for non-profit booth program
Corporate Booth	Due to limited space, corporate booths are only available as part of a sponsorship. Please contact Linda Cheu @ linda.cheu@gmail.com or 415-378-8858 or Jeanie Lee at jeaniemlee@aol.com or 415-740-4338 to discuss.
Equipment Rental	Please order all equipment when you submit your application and fee. Any changes to equipment rentals must be made no later than August 15, 2010 via email.

2010 Kaiser Permanente San Francisco International Dragon Boat Festival FOOD AND MERCHANDISE VENDOR APPLICATION

Please complete this application and submit along with your deposit and fees to the Festival Vendor Coordinator. **Applications postmarked after July 28, 2010 will be assessed a \$100 late filing fee. Incomplete applications will be delayed in processing.**

Name of Business: _____

Applicant's Name: _____

Street Address: _____

City, State Zip: _____

Phone (day) _____ Phone (cell) _____

Email Address: _____

California State Franchise Tax Resale # (MUST INCLUDE): _____

Specific items proposing to be sold and description of cooking method, if applicable:

Indemnification and Understanding of Rules and Regulations

The 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 San Francisco International Dragon Boat Festival. Participant (indemnitor) shall defend and indemnify California Dragon Boat Association and the Kaiser Permanente San Francisco 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.

I have read the Rules and Regulations for the Kaiser Permanente San Francisco International Dragon Boat Festival and agree to comply with all of them. I understand that non-compliance with any of the regulations could affect my participation in the event.

Participant Signature _____

**2010 Kaiser Permanente San Francisco International Dragon Boat Festival
NON PROFIT COMMUNITY BOOTH APPLICATION**

Please complete this application and submit along with your deposit and fees to the Festival Vendor Coordinator. **Applications postmarked after July 28, 2010 will be assessed a \$100 late filing fee. Incomplete applications will be delayed in processing.**

Name of Organization: _____

Contact Name: _____

Street Address: _____

City, State Zip: _____

Phone (day) _____ Phone (cell) _____

Email Address: _____

What is the mission of your organization?

Describe what type of activity you will have at your booth (please be as specific as possible):

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Participant Signature _____

**2010 Kaiser Permanente San Francisco International Dragon Boat Festival
Booth Space Fees**

Merchandise / Non Profit Booths - Category	Cost	✓		Food Booths - Category	Cost	✓
Merchandise – Paddling or Fitness Themed	\$150	<input type="checkbox"/>		Food – High Hazard (cooking on site)	\$750	<input type="checkbox"/>
Merchandise – All Other	\$300	<input type="checkbox"/>		Food – Low Hazard (pre-packaged foods)	\$400	<input type="checkbox"/>
Non Profit Booth Fee	\$50	<input type="checkbox"/>		10'x10' cooking tent, table, 2 chairs	\$150	<input type="checkbox"/>
10'x10' tent, table, 2 chairs	\$150	<input type="checkbox"/>		10'x10' cooking tent only	\$125	<input type="checkbox"/>
10'x10' tent only	\$125	<input type="checkbox"/>		Other equipment: Table (#____) Chairs (#____)	\$20 each \$5 each	<input type="checkbox"/>
Other equipment: Table (#____) Chairs (#____)	\$20 each \$5 each	<input type="checkbox"/>		Refundable Cleaning Deposit (separate check)	\$150	<input type="checkbox"/>
Merchandise Booth Total				Food Booth Total		

Information, Rules, and 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. 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 public hours for the festival will run from 10:00 a.m. until 5:00 p.m. on Saturday and Sunday, September 25-26, 2010. Please note that paddlers arrive around 7 am (or earlier) both days, with racing starting at 8 am. Booths must be staffed and operational from 10am - 5pm both days.

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.

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. The California Dragon Boat Association (CDBA) assumes no liability for any lost, stolen or damaged property.

Electrical – CDBA will NOT be providing power generators. Use of a generator is permitted, but you must let the CDBA know and also use a quiet generator.

Cooking Methods – We prefer that you use propane grills rather than charcoal to help reduce the amount of smoke.

Vendor Selection - The CDBA reserves the right to determine those businesses, organizations or activities most suitable for the Festival. Official Festival Merchandise is only to be sold by the CDBA or its designated vendors.

Health and Fire Permits – All food vendors must fill out the appropriate health and fire permit applications and send it to the CDBA to submit. We will submit all vendor paperwork together for the entire festival. **Please do not send paperwork directly to the SFFD or SFDPH.** Vendors are responsible for complying with all Health and Fire regulations – **inspectors will be present on site and have the ability to shut down booths if there is non-compliance.**

Insurance – Food vendors are required to provide proof of insurance. Upon registration we will need a certificate of \$1 million dollar general liability insurance. The insurance must list the California Dragon Boat Association, the City & County of San Francisco, and Kaiser Permanente as additional 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.**

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.**