

# WELCOME!

## Food Vendors

July 18, 2006

Dear Street Scene 2006 Vendor:

We are pleased to accept your application. The enclosed vendor packet contains:

1. Street Scene 2006 Policies
2. Booth Requirements
3. Product Sponsors & Additional services available at the event
4. Employee list and form
5. Agreement of Additional Terms and Conditions

Health Permits are required for each food vendor, without exception. Admittance will be denied without the appropriate permit from the County of San Diego Environmental Health Department. Their contact information is 1255 Imperial Ave, San Diego, CA 92101, (619) 338-2222. Please contact the Health Department for a list of any new regulations that may effect your business.

Insurance certificates must be on file with us prior to **August 3, 2006**. Policies must be for a minimum of \$1,000,000 general liability. Your company, Rob Hagey Productions, Inc., the City of San Diego and the Festival Foundation must be listed as certificate holder.

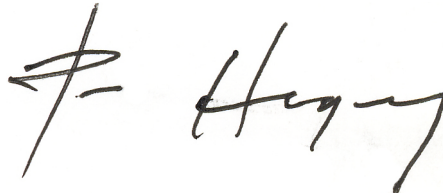
We assume that you are covering each member of your staff with workers compensation insurance. Rob Hagey Productions, Inc. does not carry Worker's Compensation Insurance for your crew.

Please note, confirmation of your booth placement is enclosed in this packet. We must receive both your signed copy of the Agreement of Additional Terms and Conditions and your completed Employees List form by 5:00 pm, Thursday, **August 3, 2006**. In addition, any outstanding monies, insurance, or Health Permits must be on file at the Street Scene Office by Thursday, **August 3, 2006** by 5:00 pm.

These pages are your guide to **Street Scene 2006**. Please become familiar with the information contained in this guidebook. After reading this information, if you still have questions, please contact Jon Hickey at the Street Scene office (619) 557-8490 or **(619) 843-7840** cell.

We look forward to working with all of you to make this event a memorable one!

Sincerely,



Rob Hagey  
President, Rob Hagey Productions, Inc.



P :: (619) 557-8490

F :: (619) 557-8496  
www.street-scene.com

# Street Scene Policies

1. All booths must be staffed one hour prior to and one hour after the event, and open during the posted hours of the event. Those hours are:

Friday	3:00 PM to 12:00 AM
Saturday	3:00 PM to 12:00 AM

**NOTE.** *Vehicle access to your booth is from 7am - 12:30pm; after 1pm vehicles still on-site will be towed at owners expense.*

2. The following rules apply inside the booths:
  - **No Smoking**
  - **No Drugs**
  - **No Alcohol**
  - **No Animals**
3. ***Street Scene has Arrowhead as Official Water Sponsor. You may use and sell any soda brand you wish.***

**NO CANS AND NO GLASS BOTTLES CAN BE SERVED TO THE PUBLIC!** Drinks can be served in cups or plastic bottles.

4. **NO VENDOR MAY SERVE ALCOHOL AT ANY TIME.**
5. Only employees listed on your employee sheet will be issued entrance wristbands.
6. Vendors are responsible for their employees under 21 years of age. It is the Vendor's responsibility to inform employees that they must wear the appropriate wristband and be in compliance with California alcohol laws.
7. Times listed for set up and restocking of your booth on the time table are the maximum windows of time available and are unfortunately **NOT** flexible.
8. ***Street Scene*** is not responsible for closure of your booth by San Diego City Officials, including inadequate health or fire equipment standards. **There are no refunds if you are shut down by the Police, Health or Fire Department.**

# Booth Requirements and Health & Fire Department Standards

## **Street Scene Provides:**

- 10' x 20' space & Health Dept Approved Booth
- Electricity (one 20 amp circuit)
- One Fluorescent Light
- Two 2'x10' banners

For additional power, please refer to page 4.

For additional party equipment, please refer to page 4.

## **As a Food Vendor YOU MUST provide:**

- A HEALTH PERMIT
- HANDWASHING SET-UP ( see diagram)
  - a) An igloo container (MUST HAVE A SPIGOT) or a 3 gallon jug of purified water
  - b) soap
  - c) paper towels and a bucket to catch the waste water
- FIRE EXTINGUISHER

## **REQUIREMENTS FOR COOKING AT SPECIAL EVENTS**

1. NO open flame under tents or canopies. Mesh covering as required by The Health Department may be approved for this.
2. PROPANE TANKS must be OUTSIDE the booth however the BURNER can be INSIDE.
3. Propane shall be secured outside of the booth area, away from public access.
4. Propane shall be limited to supply needed on site for that day.
5. A minimum of 5 feet clearance MUST be maintained between the public and cooking devices. It is your responsibility to maintain this. The barrier can be a rope.
6. The minimum amount of personnel needed for cooking shall be in the covered cooking area.
7. Food must be stored 6 inches above the ground.
8. A minimum classification 2A10BC fire extinguisher is to be provided at each booth.

## **IMPORTANT NOTE!!**

As a professional food vendor, it is YOUR responsibility to adhere to Health and Fire Department safety guidelines. *Street Scene* is NOT responsible for closure due to inadequate health or fire equipment standards. As stated in *Street Scene* policies, there are NO REFUNDS if you are shut down.

*FIRE DEPARTMENT Questions Contact - (619) 533-4458*

*HEALTH DEPARTMENT Questions Contact - Maria Rodgers (619) 338-2363*

# Product Sponsors & Additional Services

## IMPORTANT NOTE

Read the following information carefully. Ordering prior to the event means **ORDER NOW**. This will help insure you will receive all the supplies you need on time.

### A. ARROWHEAD WATER

Arrowhead water is the Official Water of Street Scene 2006. You can purchase 0.5 L bottles of Arrowhead before the event anywhere you choose. If you wish or need to purchase water on-site, it will be available for \$1.00 per bottle (\$24 per case). All Arrowhead water must be sold for \$2.00 per bottle.

### B. ROCKSTAR ENERGY DRINK

If you wish to sell an energy drink, Rockstar is the official Street Scene 2006 Energy Drink. You can purchase Rockstar before the event anywhere you choose. You may purchase 8 oz Rockstar cans on-site for \$2.00. 8 oz. Rockstar Energy drinks must be sold for \$3.00.

### C. ICE - Anytime Ice Company

A representative of Anytime Ice will contact you Friday onsite to order ice and water. To contact Carlos with Anytime Ice after Friday, call (619) 787-1002. Anytime Ice Company is our on site service.

- Bag of ice, 40 lbs. \$ 9.00
- Dry ice, 50 lbs. (minimum) \$1.00 per lb.

### D. PARTY RENTAL COMPANY - Raphael's Party Rental

Raphael's Party Rental is our on site equipment rental company. This is the only party rental company that will be allowed to deliver to the event. Tables, chairs, and any pre-ordered additional equipment can be picked up inside the venue beginning Friday morning. To order, contact Charlene 858-689-7368 prior to Tuesday, August 1st.

Be sure to pre-order your equipment. Street Scene 2006 is not responsible for loss or damage to party rentals. Party rentals are your responsibility and there will be a cash deposit on all rentals. The cost of the missing items will be deducted from your cleaning deposit.

### E. ELECTRICAL & LIGHTING

As previously stated, your booth comes with one twenty (20) amp circuit and one (1) fluorescent light. To order additional power and/or lighting contact the Street Scene Vendor Coordinator at (619) 557-8490.

Please check on the amps needed to run all of your electrical equipment. Additional 20-amp circuits are available but must be ordered in advance. Your lighting fixtures and equipment will be marked with your business name and booth number. You are responsible for returning these items Saturday night. The cost of the missing items will be deducted from your cleaning deposit.

### F. EMPLOYEE PASSES

The Vendor Affairs Gate, for check-in and re-entry is located off Friars Rd. west of Qualcomm Parking Lot. Access only from east-bound Friars. Gate located under the Trolley Tracks. (PLEASE SEE ATTACHED MAP). Vendor Check-In will be available throughout the event at the main entrance (south gate).

Employees are required to provide their company name and a valid picture ID when they check in each day. Each employee will receive a wristband at the time they enter the venue. Please wear your wristband at all times, only one wristband will be issued per person, per day, without exception.

# Product Sponsors & Additional Services

(continued)

## **G. SECURITY**

Security will be on site. Street Scene 2006 is not responsible for any lost, stolen or damaged items. Be sure that you take all valuables with you each night.

## **H. VEHICLE PASS**

The VEHICLE PASS is valid for vehicular entry to the event for the use as set-up, restocking or breakdown vehicles. No parking of vendor vehicles is permitted on the premises during hours of operation. Vehicles remaining inside the venue within two (2) hours of opening will be towed at owners expense.

Please note, the "Vehicle Pass" is **NOT A PARKING PASS**. 1 Parking Pass per vendor will be issued to park on site. Any additional parking passes may be purchased, in advance, for \$15 from the vendor coordinator.

We suggest you unload your booth items and equipment and park immediately.

Parking options include:

- On street parking - check meter & parking signs
- Paid parking lots - check their daily prices
- Park & take the Trolley

## **I. BOOTH APPEARANCE**

Street Scene 2006 has selected the food and merchandise vendors carefully for the quality and uniqueness of your goods and their suitability to the overall ambiance of the event. The image of Street Scene 2006 is urban, cosmopolitan, international, funky and very original. We encourage you to decorate and organize your booths with lots of imagination and creativity so that it adds pizzazz to the event.

Please insure that booth signage **MUST** be confined to and attached to the booth only. Signage may not extend beyond the booth in any direction over two (2) feet. Street Scene 2006 will enforce strict compliance with the signage regulations.

## **J. REFUSE COLLECTIONS**

Street Scene 2006 recommends that you bring your own trash cans for the inside of your booth. Please use large bin liners, and do not overfill. Tied off trash bags can be placed to the side of your booth for scheduled collection during the event and at the end of each day. YOU are responsible for the trash in and around your area. Street Scene 2006 trash cans are for the use of the people in the street NOT for your booth!

## **K. RESTOCKING BOOTHS**

Your booth should be totally self-contained for each day. **PLAN AHEAD**. Since vehicle access is limited to the times posted in the timetable of this guidebook, it is important to estimate the number of food items you will be serving.

## **L. BREAKDOWN & CLEAN-UP**

You are responsible for leaving your booth and area **CLEAN**. Bag all trash and leave it by the curb for collection. Return all additional rental equipment on Saturday night. If your area is clean and your equipment is checked back in, your deposit will be refunded within 30 days of the end of the event.

# Employee List

*There is a maximum of 4 staff allowed per booth at any one time. There is a maximum of 4 staff per day.*

Employees UNDER 21 years of age will receive a special wristband. After their shift is over, if they remain at The Event, they MUST keep wristband on. To be in compliance with the State of California laws, no minor can consume alcohol. Under age employees that break this law, subject your booth to closure.

**Complete the list and mail or fax by THURSDAY, August 3 before 5:00 PM. Entrance fees will be charged for each person if we do not receive employee list by the date above.**

FAX or MAIL to:                   VENDING / Street Scene  
  Po Box 2671  
  La Jolla, Ca 92038  
  FAX (619) 557-8496

**BUSINESS NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_                   **FAX:** \_\_\_\_\_

*Check Boxes below for all employees UNDER 21 years of age.*

**FRIDAY 8/4/06**

**SATURDAY 8/5/06**

- 1.
- 2.
- 3.
- 4.

- 1.
- 2.
- 3.
- 4.

Please check here if you will be using our refrigeration unit.

# Timetable 2006

**Check-in and set-up: Entry to the event only from east bound Friars Rd. at the northwest corner of the venue.**

**All employees working your booth must check in at the booth, with photo ID, to receive that day's wristbands & verify your booth assignment and area manager's name.**

**Gates will open at 7:00am on Friday August 4 and 10:00am on August 5. Plan to arrive early and set-up with plenty of time to find parking outside the event. Before entering the event site, you will receive a vehicle pass. Place vehicle pass clearly in windshield.**

**(1) Please note: At 12:00 midnight, the end of each day, sales MUST cease. Your area managers will be enforcing this rigorously each day. Violators will not be allowed back, and no refunds will be given.**

**(2) Please wait for the streets to be cleared of all event goers by security before going for your vehicle.**

**(3) Vehicle access will be denied at the Vendor Check-in Gate until the Police OK is given. DO NOT have staff go for your vehicle to wait at the Vendor Gate, (or any other gate). San Diego Police Dept. inform us that they will issue citations to any waiting vehicles clogging exit points.**

**(4) Clean-up. Please use large trash bags. Do not overfill. Tie off and put on curb after event for collection. Do not use any event trash containers.**

**(5) To ensure you qualify for your refund, keep your booth and surrounding area clean at all time. Your area manager will be inspecting your booth at the end of each day to assess its and its' surroundings condition and liasing with you regarding your day's experience. They will require you to sign off against the daily report.**

**Help is always available from your Area Vending Supervisor during set-up, the event and afterwards. The check in booth will also be open throughout the event for any questions you may have.**

**Street Scene 2006**  
**Agreement between Rob Hagey Productions, Inc. and Vendors**

**Additional Terms and Conditions:**

The undersigned Vendor and Rob Hagey Productions, Inc. hereby agree as follows:

1. **DATE**

Street Scene ("the Event") will be a two (2) day event this year. The dates and times are as follows:

Friday	August 4, 2006	3pm to 12 midnight
Saturday	August 5, 2006	3pm to 12 midnight

2. **PRODUCT:**

The Vendor's products and equipment are to be in place within the festival site on or before 1:00pm, Friday, August 4, 2006 prior to the event and to be picked up immediately after vehicular access is granted to the festival site upon the close of the final night of the event.

The Vendor hereby agrees to the condition of non-exclusivity of their products within the event. Rob Hagey Productions retains the right to include any and all vendors it selects into the Event regardless of the products offered by individual vendors. Rob Hagey Productions in no way guarantees the success of the Vendor in the Event.

The Vendor agrees that the Vendor Fee charged by Rob Hagey Productions is non-refundable and checks issued with insufficient funds are subject to a \$25 (twenty five dollar) charge.

The Vendor hereby agrees to sell only such items as listed on their menu included in their application and agreed to by Rob Hagey Productions. No provision of this menu shall be modified unless in writing signed by an authorized representative of Rob Hagey Productions.

The Vendor hereby acknowledges that menu transgressions and sale of prohibited products and containers, including but not limited to, non menu items, alcoholic beverages, bottles, glass, metal and aluminum containers will terminate their right to be included in the Event and that officers and agents of Rob Hagey Productions will have the right to shut down the vendor's operations and evict said vendor, staff and products and equipment from the event site with no refunds or remuneration's of any kind.

3. **INDEPENDENT CONTRACTING:**

It is understood that the Vendor is an independent contractor, not an employee of Rob Hagey Productions, Inc. Nothing herein shall be construed to make a partnership, agency or joint venture between the Vendor and Rob Hagey Productions, Inc.

4. **INSURANCE REQUIREMENTS:**

The Vendor shall, at his sole cost and expense, obtain and keep in force until completion of the Event, including clean up, a commercial general liability insurance contract. The insurance required shall cover, without limitation, all claims for personal injury (including death) as well as claims for property or other damage which may arise from or relate to the Vendor's work or activities.



The Vendor shall be responsible for any and all damages caused by his work. The Vendor shall be fully liable for any damages to person or property resulting from his work. The Vendor hereby indemnifies Rob Hagey Productions, Inc., its agents, employees and offices against and agrees to defend and hold them harmless from any and all liability, loss, expense, damage, claims and causes of action arising out of or resulting from or in connection with the Vendor's work or activities. The liability insurance to be obtained by the Vendor shall expressly insure the indemnification of Rob Hagey Productions, Inc., the City of San Diego, and the Festival Foundation.

These coverage's shall be evidenced by a certificate of insurance naming Rob Hagey Productions, Inc. as additional insured. A certificate of insurance must be received before any transactions can proceed with Rob Hagey Productions Inc. No exceptions to these requirements are to be granted without prior written approval.

5. **STAFFING:**

The Vendor acknowledges that their actions throughout the load-in, the event and load-out are reflective of Rob Hagey Productions Inc., and agree to treat all merchants, residents, employees, vendors and sponsors within the venue with respect and to comply with rules attached hereto.

6. **INCORPORATION OF APPLICATION AND EVENT DESCRIPTION TERMS**

The Vendor hereby agrees to be bound by the terms and conditions of the Vending Application and the Event Description which are incorporated by referenced herein and to comply to the rules set forth therein.

7. **ENTIRE AGREEMENT**

This instrument constitutes the entire agreement between Rob Hagey Productions, Inc. and the Vendor. No provisions of this agreement shall be modified unless in writing signed by an authorized representative of Rob Hagey Productions, Inc.

**ROB HAGEY PRODUCTIONS, INC.**

Please sign and return via fax to 619-557-8496 by August 3rd, 2006.

VENDOR

DATED: \_\_\_\_\_, 2006

Please print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

**DIRECTIONS TO**

# Street Scene 06

**LOST? CALL (619) 557-8490  
(619) 843-7840**

