



West Berkeley Foundation **BERKELEY INTERNATIONAL FOOD FESTIVAL**

BOOTHS: After receiving your application and fees, and other required documents, WBNDC will assign your booth space. All spaces are 10' deep. You provide all that you will need: chairs, booth, and garbage can. Decorate festively. It is your responsibility to make your booth safe. The Health Department requires you to have an enclosed, screened food for any open food products. Detailed information is attached. ADA requires all booths to be countered 35" from the ground for accessibility.

BOOTH RENTALS: You are welcome to use your own equipment, however, you can arrange with a rental company to provide equipment for you. Please be in your site by 10 a.m. to accept your rental delivery. By signing this application, you agree to hold the WBNDC harmless for any loss or damage to the equipment you rent in connection with this Festival. If you like, Event organizer Pam Weatherford can provide you with the name of a company with booth rentals.

FEES: All fees must be received by May 15th. All persons will be notified of booth locations by June 15. No money will be refunded in the event of a cancellation.

SELLERS PERMIT: Submit a copy of a valid CA seller's permit or an exemption with this application if you are selling anything. It may be obtained by calling the State Board of Equalization 510/622-4100.

SET UP: 9 a.m.-11 a.m. **You will be contacted and given your booth location by June 15.** Your vehicle must be off Booth/activity areas by 11 a.m.

PARKING: Parking instructions/passes will be issued along with your booth location by June 15.

EVENT DURATION: Booths open at noon, close at 5. Please stay open entire length of event.

CLOSE DOWN: All sales must stop by 5 p.m. Pack up 5-6p.m. Please do not block the traffic lanes.

EVENT STAFF: Each 2-block area is assigned two persons, who will work as a team to help with any problems. They will wear armbands. They and the police are in communication with the event headquarters, **location to be announced.**

MISC.: Please keep literature distribution behind your table. No amplified music in booths. Please do your best to recycle your waste. No sales of alcohol. No Styrofoam allowed in Berkeley. No sales of any goods other than food or drink.

EVENT CANCELLATION: In case of extremely bad weather or a natural disaster the show may be canceled at the discretion of the promoter. No refunds or payments will be made if show is cancelled.

In addition to the application form you must also return a Health Department form for commercial food vendors with this application. Please call Pam Weatherford at 415-564-7321 for the form and detailed information about Health Department requirements, i.e., any open food products must be sold from an enclosed, screened food booth. After completion of the Health Department form, please include \$139 Health Department fee in a separate Check payable to City of Berkeley. If you are selling prepackaged food, the fee to be included with the Health Department application is \$35.00 and an enclosed screened booth is not required. Food establishments must abide by requirements for commercial food vendors.

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