

The following information is for your reference and should be reviewed prior to submitting the application to be a 2016 AirFest Food Vendor.

IMPORTANT NOTES

- **Vendor Fee** - 20% of gross sales net of sales tax will be payable to Hangar 24 Craft Charities at the conclusion of the event, less the deposit paid on approval of application. The deposit can range from \$300-\$600 depending on size of your footprint and is the minimum vendor fee regardless of the vendor's gross sales.
Example: Total sales net of sales tax: \$5000 x 0.20 = \$1000 - \$300 deposit = \$700 owed prior to exiting airport grounds
- **Health Department** - It is the responsibility of all food vendors to be in compliance with all regulations as they pertain to food production and sale. Based on past experience, the health inspector will be out examining all booths. Booths not in compliance will be shut down. In the situation a booth is shut down, the booth will be closed, but not permitted to leave the grounds until vendor teardown after 10pm.
- **Water** – Hangar 24 Craft Charities will be selling bottled water to attendees. All food vendors are welcome to sell water in addition.

APPLICATION PROCESS

- To participate in the Hangar 24 AirFest, an application must be submitted according to the instructions listed at the end of this packet for the committee to review. **Applications are not based on a first come first serve basis. The selection of applications received, and approved will be based on the uniqueness of product, appearance of booth display, and duplication and similarity to other vendor products.**
- Vendors must list all product(s) to be sold, promoted, displayed or given away. Hangar 24 Craft Charities reserves the right to select the items a vendor is allowed to sell based on the product, similarity to other vendor products and/or objectionable items.
- Once the application process begins, accepted applicants will be posted to the [Hangar 24 AirFest website](#). All applications are reviewed prior to the selection process. If application is not received by the due date of **11/30/2015** the vendor shall not be considered.
- Hangar 24 Craft Charities reserves the right to deny an applicant or limit products sold which are in conflict with other agreements, contracts or deemed unsuitable for the event.

SAN BERNARDINO COUNTY REQUIREMENTS

It is the responsibility of all food vendors to be in compliance with all San Bernardino County regulations as they pertain to food production and sale. Based on past experience, the health inspector will be out examining all booths and those not in compliance will be shut down. **If a booth is shut down, the booth will be closed but not permitted to leave the grounds until vendor teardown.**

County Operating Requirements: [http://www.sbcounty.gov/uploads/dph/dehs/Depts/EnvironmentalHealth/EHSDocuments/TemporaryFoodFacility\(TFF\)VendorRequirements.pdf](http://www.sbcounty.gov/uploads/dph/dehs/Depts/EnvironmentalHealth/EHSDocuments/TemporaryFoodFacility(TFF)VendorRequirements.pdf)

The County of San Bernardino requires that all food vendors have a Temporary Food Facilities (TFF) permit. We will be filing an Event Organizer Permit, under the name "Hangar 24 AirFest". All one time permits filed with the county for this event will need to list this on theirs, to ensure proper filing. If you have an annual TFF, please send us a copy so we may include it in with our records.

This is general information, and is not a complete list of requirements. It is the responsibility of the Food Vendor to be in full accordance with County Requirements

Application Packets can be obtained digitally at:

<http://www.sbcounty.gov/uploads/dph/dehs/Depts/EnvironmentalHealth/EHSDocuments/ApplicationTemporaryEventHealthPermit.pdf>

CITY OF REDLANDS FIRE DEPARTMENT REQUIREMENTS

The Redlands Fire Department (909.798.7601) has Food Concessionaire requirements and will conduct fire safety inspections and enforce fire protection standards for this event. Inspections will verify that all participating concessionaires have met the required fire safety standards.

The following regulations are where most violations are found:

1. All vendors will be required to have a single ABC portable dry chemical fire extinguisher with a rating of 2A:10 B/C that has been inspected within one (1) year. A service tag is required to be on the extinguisher.
2. Food concessionaires utilizing a deep fryer will be required to have a type "K" fire extinguisher that has been inspected within one

(1) year. A service tag is required to be on the extinguisher. This requirement is in addition to the required ABC dry chemical fire extinguisher.

3. Food concessionaires that produce grease laden vapors shall have a commercial kitchen suppression system (i.e. Ansul systems) in order to protect the cooking area. The suppression system shall have been inspected within the previous six (6) months and shall have a service tag attached at or near the manual discharge handle.
4. Extension cords shall be of appropriate size for the electrical circuit load, the use of cube blocks, multi-tap adaptors, and un-fused plug strips are not permitted.
5. All trash and rubbish shall be kept in approved containers and provided with tight fitting lids. Ensure good housekeeping is maintained in and around the concession area.
6. Portable LP-gas containers, piping, valves and fittings used to fuel cooking shall be adequately protected and secured from falling.
7. All tents, temporary membrane structures, canopies and side walls shall be non-combustible flame retardant materials, or treated with a fire proofing solution and maintained in a manner to protect the material.

Tents, Awnings, and Canopies

Cooking operations that involve the production of grease laden vapors, such as frying, grilling, and char-broiling (vertical and/or horizontal) shall not be performed under a tent, canopy, or awning (herein referred to as tent). Cooking within these structures is prohibited as it creates an increased fire and life safety hazard to the public, as well as individuals working in and around the tent.

In cooperation with the San Bernardino County Health Department, the Redlands Fire Department requires that all cooking operations involving frying, grilling, and char-broiling (vertical and horizontal) are conducted outside of the tent. Outside cooking operations shall be protected from above with the use of a non-combustible screen or solid surface material that will protect the cooking surface from potential contaminants.

The outdoor cooking area shall be protected from the public by use of a protective barrier such as fencing, screening, or other material that will reduce the likelihood of injury to the public. Food preparation and serving directly from the outside equipment is not permitted, food is required to be taken or passed into the tent utilizing a pan and cover technique.

A single ABC dry chemical fire extinguisher with a rating of 2A:10B/C is required for each tent that is performing cooking operations; in addition, cooking operations that involve deep frying are also required to have a class 'K' extinguisher. All extinguishers shall be readily visible and accessible for immediate use in the event of a fire.

Food Trucks and Trailers

Food trucks and food trailers must comply with the requirements within the California Fire Code. This includes the inspection, testing, and maintenance of a commercial kitchen suppression system (i.e. Ansul system) and portable fire extinguishers. While some jurisdictions allow cooking operation without a suppression system, the City of Redlands has adopted the California Fire Code, which includes this requirement. Those vendors that arrive and do not have a commercial kitchen suppression system that has been inspected within the previous six (6) months will not be permitted to participate in the event. In addition, those utilizing a deep fryer will be required to have a type "K" fire extinguisher that has been inspected within one (1) year. All vendors will be required to have a single 2A:10 B/C fire extinguisher that has been inspected within one (1) year.

PENTALTIES:

Hangar 24 Craft Charities, its employees, staff and volunteers assume no liability for any citations and/or penalties issued in accordance with the County Health Codes and/or Municipal Fire Codes. Vendors hold sole responsibility for their participation in this event. The vendor understands that there is no warranty of acceptance that results from the vendor accepting the use of a space, and further agrees that they are responsible for the control and operation of their assigned space.

***This is general information, and is not a complete list of requirements. It is the responsibility of the Food Vendor to be in full accordance with Fire Department Requirements**

***NOTICE FOR TRUCKS & TRAILERS: A copy of the receipt/certification showing that the commercial kitchen suppression system has been serviced within a six (6) month period is required at the time of event application.**

INSURANCE REQUIREMENTS

You will need to provide the following for this event:

Certificate of Insurance with the following

- General Commercial Liability with
 - \$1,000,000 per Occurrence
 - \$1,000,000 Aggregate
 - \$1,000,000 Products and Completed Operations Aggregate
 - Additional Insured Endorsement
- Automobile Liability
 - \$1,000,000 Combined Single Limit
 - Must cover all Owned, Non-owned & Hired autos
- Workers' Compensation
 - \$1,000,000
 - Must include a waiver of subrogation

Please list the following as additional insured on your insurance policy:

Hangar 24 Craft Charities, Hangar 24 Craft Brewery,
and Hangar 24 Craft Distribution and their officers,
employees, agents, and volunteers
1939 W. Park Ave.
Redlands, CA 92373

and

City of Redlands and its officers,
employees, agents, and volunteers
35 Cajon Street
Redlands, CA 92373

You will need to have a 30 Day Notice of Cancellation endorsement or noted on the certificate.

General Rules

1. Hangar 24 Craft Charities bears no responsibility for any theft or damages to property belonging to any participants in the Hangar 24 AirFest and 8th Anniversary Celebration. Hangar 24 Craft Charities assumes no responsibility for any items left unattended during Hangar 24 AirFest and 8th Anniversary Celebration.
2. No person participating in the Hangar 24 AirFest and 8th Anniversary Celebration shall state, imply, or otherwise suggest that Hangar 24 Craft Charities, Hangar 24 Craft Brewery, and/or Hangar 24 AirFest and 8th Anniversary Celebration sponsors or supports the views of his/her organization.
3. Participants in the Hangar 24 AirFest and 8th Anniversary Celebration shall be appropriately dressed and conduct themselves professionally and appropriately.
4. Participants may not sell merchandise of an adult nature, alcohol, or drug paraphernalia; nor may any merchandise be sold which may imply, suggest, or support this type of activity.
5. Participants may not sell any weapons of any type (i.e. toy guns, knives, swords, including collectible weapons, etc.) No poppers, silly string, or fire crackers of any type are permitted.
6. No person shall deface or otherwise alter the Redlands Municipal Airport, plants, or any other facilities.
7. All participants shall reimburse Hangar 24 Craft Charities for any costs incurred relating directly to their activity before, during, and after the event. This includes damages to airport grounds (including marking or staining of tarmac), landscaping, light fixtures, electrical outlets, fencing, etc.
8. All participants shall keep their area clean during the event, and leave the space and surrounding area clean afterward. Vendors are required to take all waste caused by or relating to their activity with them. If additional garbage collection, lot sweeping, or other cleanup is required, vendor fees will be increased to cover cost.
9. Animals of any kind are not allowed in the Redlands Municipal Airport area. Service animals are acceptable.
10. Excessive noise from sound systems, musical performances, and other audio equipment is prohibited. Sound-producing or sound amplification devices may not be used by Vendor without the prior written approval of Hangar 24 Craft Charities.
11. Vendors shall not interfere, verbally or physically, with the activities of other participants. All questions and/or complaints should be directed to the AirFest staff. AirFest staff shall respond appropriately.
12. There will be no selling out of storage boxes. All storage boxes are to be covered by the required table drapes; No flashing, blinking, laser, or strobe lights may be used or sold.
13. Any vehicle outside of the designated parking area or without proper vendor booth parking pass will be towed at owner's expense.
14. All participants shall comply with all of the above rules. Noncompliance, including offensive conduct, may result in immediate revocation of Hangar 24 AirFest and 8th Anniversary Celebration privileges and forfeiture of fees. Hangar 24 Craft Charities reserves the right to modify the Hangar 24 AirFest and 8th Anniversary Celebration General Rules without notice.