



APPLICANT INFORMATION

Full Name:	Event Contact Name:
Business Name:	Event Contact Phone:
Address:	City/State/Zip:
Phone:	Federal ID Number:
Fax:	Seller's Permit Number:
E-mail:	APPLICATION DEADLINE: FRIDAY, MARCH 30th, 2018

SELLER'S PERMIT INFORMATION

APPLICATIONS WITHOUT A VALID SELLER'S PERMIT NUMBER WILL NOT BE CONSIDERED.

If you do not have a Seller's Permit, call The State Board of Equalization or apply in person.

The State Board of Equalization: 1350 Front Street Room 5047, San Diego, CA 92101 | 619.525.4526

ALLOW AT LEAST FIVE (5) TO SIX (6) WEEKS FOR MAIL-IN APPLICATIONS; WALK-IN APPLICATIONS ARE PROCESSED SAME DAY. Driver's license and Social Security Card must be presented when applying.

There is NO CHARGE for a permit.

FEE INFORMATION

The Sun God Festival will take place on Saturday, April 28th from 12PM – 6PM. Vendors must provide their own canopy. No canopies will be provided. This fee includes the following:

<ul style="list-style-type: none"> One (1) 10' x 10' or 10' x 20' Space at the festival One (1) 110 volt basic electrical hook-up (20 amp) One (1) vendor parking permit Access to two (2) hand-washing sinks 	_____ 10' x 10' (\$600) _____ 10' x 20' (\$900)
<ul style="list-style-type: none"> Cleaning / Security Deposit Check <ul style="list-style-type: none"> To be returned upon inspection of space for damage and cleanliness. Vendors who do not follow the Terms and Conditions below will forfeit their deposit. 	_____ Deposit (\$150)

PLEASE SUBMIT SEPARATE CHECK FOR DEPOSIT

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Late applications will not be accepted. Checks may be mailed or delivered in person.



FOOD VENDOR RESPONSIBILITIES

Vendor must provide the following:

- Health Permit*
- Seller's Permit*
- Temporary Food Facility Permit* (link on page 5)

*Photocopies are to be sent with application

- Certificate of Insurance (see requirements on page 3)
- Employee List (working day of event)
- Menu List with Pricing

PRODUCT INFORMATION

To process your application we **MUST** receive a complete menu with prices of items you intend to serve. It is Sun God Festival policy **not to exceed \$8.00 for any item** (See attached Menu Sheet). Once the application is accepted, the menu may NOT change without written approval from the University.

Please Note: **THE SALE OF ALCOHOL, DISPOSABLE WATER BOTTLES, GLASS CONTAINERS, AND USE OF STYROFOAM SERVING PRODUCTS ARE STRICTLY PROHIBITED.** The festival will provide free drinking water for attendees with reusable water bottles. Energy drinks will most likely be given out to patrons throughout the event as well. Violation of any of these policies is grounds for forfeiture of deposit and immediate booth closure.

ADDITIONAL POWER AND EQUIPMENT RENTAL

Please describe **HOW** you will be preparing your food, which includes all the **NECESSARY** materials and equipment that you will use. Describe all equipment and appliances that will need power. A 110 Volt basic electrical hook-up (20 amp) will be provided. If you require additional power you must report it on this application. A charge for any additional power needs will be applied. **Additional equipment rental form available upon request.**



INSURANCE

Vendor must provide to the University, prior to the commencement of the Event, a certificate of insurance which evidences the following minimum policy limits:

A. Comprehensive or Commercial Form General Liability (Contractual Liability Included)

Each Occurrence: \$1,000,000

Products/ Completed Operations: \$2,000,000

Personal and Advertising Injury: \$1,000,000

Fire Damage: \$100,000 (any one fire)

Medical Expense: \$5,000 (any one person)

General Aggregate: \$2,000,000 (not applicable to comprehensive form)

- B. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit of not less than one million dollars (\$ 1,000,000) per occurrence.
- C. Professional Liability Insurance with a limit of two million dollars (\$ 2,000,000) per occurrence with an aggregate of not less than two million dollars (\$2,000,000). If this insurance is written on a claims-made form, it shall continue for three years following event date. The insurance shall have a retroactive date of placement prior to or coinciding with the event date.
- D. Workers' Compensation as required under California state law plus \$1 million/ \$1 million/ \$1 million minimum employer's liability limits.

It is understood that the coverage and limits referred to under A., B., and C. above shall not in any way limit the liability of the Vendor. The Vendor shall furnish the University with certificates of insurance evidencing compliance with all requirements prior to commencing work no later than forty-eight (48) hours prior to date of the Performance. Such certificates shall:

- i. Provide for thirty (30)-days advance written notice to the University of any modification, change, or cancellation of any of the above insurance coverages.
- ii. Indicate that The Regents of the University of California has been endorsed as an additional insured for the coverage referred to under A. and B. This provision shall only apply in proportion to and to the extent of the negligent acts or omissions of Vendor, its officers, agents, or employees.
- iii. Include a provision that the coverage will be primary and will not participate with nor be excess over any valid and collectible insurance or program of self-insurance carried or maintained by the University. The Certificate of Insurance needs to also provide a separate endorsement naming the agents of the University of California as an additional insured.

Proof of Insurance must be available at the event upon request



PAYMENT

Please make checks and/or money order payable to UC REGENTS

Submit completed application with fees, deposit and all required forms to:

Attn: Anthony Tran
Price Center East, Fourth Floor
9500 Gilman Drive, # 0077
La Jolla, CA 92093-0077

Please contact ascefestivals@ucsd.edu if you would like to turn in the application in person.

Phone: 858.246.0370
Fax: 858.534.7665 (preferred)
Email: ascefestivals@ucsd.edu

TERMS AND CONDITIONS

1. Vendors **MUST** submit the required booth fee and deposit with application. **Incomplete applications will not be accepted.**
2. Load in: Setup will take place Saturday, April 28th, 2018, 7AM-10:30AM. No vehicles are allowed in the venue after this time. All vehicles within the venue must be removed by 10:30AM or they will be towed at owner's expense. Booths must be ready for EH&S inspection by 10:30AM and ready to sell at 11AM. No pre-event security will be provided; event staff is not responsible for lost or stolen property.
3. Vendors must stop the sale of any product by 5:45PM. Vendors may not load out prior to 6:30PM, April 28th, 2018. No vehicles are permitted on field until cleared by the University Facility Manager.
4. Event will happen rain or shine.
5. Due to increased security measures: Never leave your vehicle unattended at any time while within the venue. Unattended vehicles within the venue "footprint" within 2 hours of the opening of the event are subject to citation and tow at the owner's expense. Do not leave backpacks, packages, boxes or bags unattended outside your booth at any time.
6. Vendors are required to be open Saturday, April 28th, 2018, 12PM-6PM. CLOSING BEFORE END OF EVENT OR STAYING OPEN AFTER END OF EVENT IS GROUNDS FOR DEPOSIT FORFEITURE AND/OR EXCLUSION FROM PARTICIPATION AT FUTURE EVENTS.
7. All business or other activity, for which the vendors have rented space, must be conducted within the designated booth space only. No distribution, canvassing, flyers, or vending of any kind are allowed outside of booth space or outside the festival grounds.
8. Food vendors must post prices in a legible manner and in a visible space inside the booth only.
9. The sale of alcoholic beverages, of any kind, is STRICTLY PROHIBITED.
10. Consumption of alcoholic beverages by vendors or employees at their booth is prohibited.
11. Vendors must provide trash receptacles for waste generated by their booth. IMPROPER TRASH DISPOSAL IS GROUNDS FOR DEPOSIT FORFEITURE AND/OR EXCLUSION FROM PARTICIPATION AT FUTURE EVENTS. TRASH MUST BE DEPOSITED AT INDICATED DUMPSTERS.
12. Vendors must provide a floor covering within their booth space.



13. **ELECTRICAL REQUIREMENTS:** Vendors will receive one 110 volt 20 amp electrical service (20 amps=2000 watts). If you require additional or other electrical hookup, please request in advance (additional fees may apply). Requests and approval must be approved at least one week in advance of the festival.
14. **PERMITS:** You are required to obtain and display all necessary permits and/or licenses in order to operate on the festival grounds. If you are forced to close by any university or government agency for failure to obtain your necessary permits and/or licenses, the Sun God Festival is not liable and will not refund fees or deposits.
Link to Temporary Food Facility Permit: <http://blink.ucsd.edu/safety/general/food/off-campus-form.html>
15. **PARKING:** Vendors will receive ONE reserved parking spot for your transport vehicle only. Oversized vehicles MUST be approved in advance.
16. **INSURANCE:** Upon submission of this application, proof of insurance must be available at event upon request. See Insurance section.
17. **REFUNDS:** Booth fees are NON-REFUNDABLE unless cancellation, IN WRITING, is received before 5 PM on April 28th, 2018. University may terminate this Agreement at any time.
18. **DEPOSIT REFUND:** At the end of the event, a Sun God Festival representative will inspect your space and if it has been cleaned to satisfaction of Sun God Festival standards, and rentals have been properly returned, you are entitled to a cleanup/ security deposit refund, provided you have complied with all TERMS AND CONDITIONS. You must have a representative present at the time of inspection.

ADDITIONAL TERMS AND CONDITIONS

1. All food items must be stored inside the allotted space, covered and off the ground.
2. San Diego Health Department and the University of California, San Diego's Environmental Health and Safety require that you provide appropriate cleaning materials and follow all applicable health regulations.
3. All food vendors using heat or open flames must NOT use charcoal and must provide: a) fans for smoke control; b) fireproof containers for discarding ashes (no charcoal); c) one visibly mounted fire extinguisher rated A, B or K (as appropriate)
4. Containers of butane or fuel must be affixed to a post or other secure item.
5. Standard festival trash containers MAY NOT BE UTILIZED for food waste. Improper trash disposal is grounds for deposit forfeiture.
6. All food vendors must adhere to all terms and conditions as listed elsewhere in this application.



ACKNOWLEDGEMENT OF TERMS

I hereby warrant and confirm that the above information is, to the best of my knowledge, true and correct, and further certify that I have read all of the information provided in this application and agree with the Terms & Conditions provided. Submission of this application and the cashing of my deposit do not guarantee a space. It is agreed and understood that the completion of this application shall not be binding either to the proposed vendor or to the University, until accepted in writing by the University.

Signature

Title

Date

APPLICATION DEADLINE: FRIDAY, MARCH 30TH, 2018



Please list menu items and prices that are to be sold at the festival:

Menu Item

Price

[illegible]

Please provide the following information by Friday, March 30th, 2018



Employee Names

Vehicle Information

Make & Model	Year	Color	License Plate