



# 2016 OB OKTOBERFEST VENDOR APPLICATION

## INFORMATION AND RULES

### SATURDAY, OCTOBER 8, 2016 – 9am to 8pm

Ocean Beach MainStreet Association



P.O. Box 7990, San Diego, CA 92167 ♦ 619-224-4906 ♦ FAX (619) 224-4976 ♦ info@oceanbeachsandiego.com

**SCHEDULE: Grassy Area:** Merchandise & Food Vendors 9 am — 8 pm **BEER GARDEN:** 10 am — 11 pm

The OB Oktoberfest is a fun, colorful event celebrating Oktoberfest along the Pacific Ocean. All vendors will be located in the grassy area at the foot of Newport Avenue and Abbott Street. The vendor area includes a stage with family-friendly musical acts and a few contests. There will be plenty of tables and chairs for the public. The beer garden will be located in the adjacent Ocean Beach Pier parking lot, which will have the main stage and, of course, many kinds of beer to celebrate the occasion. We hope all of you will have a great time and great sales!

### **BOOTH SPACE FEES** *Deadline is August 20, 2016 — space is limited*

**Merchandise Vendor — 10' x 10'**  
\$200 + \$35 insurance (if needed)

**Food Vendor — 10'x10'**  
\$375 + \$75 sink fee (if needed)

**Food Vendor — 10'x15'**  
\$495 + \$75 sink fee (if needed)

*Please make cashier's check/money order payable to:* Ocean Beach MainStreet Association

*To pay by credit card call:* (619) 224-4906

**Mail to:** Ocean Beach MainStreet Association • Attn.: OB Oktoberfest Festival Vendor Coordinator • P.O. Box 7990 • San Diego, CA 92167

**Email to:** info@oceanbeachsandiego.com

**Also include:** \$50 separate check (can be personal/business check) or money order for refundable cleaning deposit. **Do not include in amount for booth payment.** This will be returned within 15 days after event if your area is left clean and trash free.

### **VENDOR SETUP**

- 6:30am-8:30am – Setup will be on the grassy area, Veterans Plaza, adjacent to the Pier Parking Lot (Abbott St. & Newport Ave.).
- Vendors provide all their own chairs, tables, canopies, booths, and trash receptacles.
- The Festival **DOES NOT** provide electricity or water. All trash and ice must be removed from the event by the vendor. **Fluids and ice must not be dumped or left anywhere.**

### **VENDOR PARKING**

- After 8:30am, all vendor vehicles must be moved away from the festival area. There are no designated vendor parking areas. There are various paid lots throughout downtown Ocean Beach where you can park.

### **VENDOR BOOTH MERCHANDISE**

OBMA/Oktoberfest Committee shall be the sole judge as to whether an item is suitable according to the general rules and regulations of the OB Oktoberfest. Please remember that the following items are not allowed: **NO** - merchandise with the words "OB Oktoberfest" or any other variation thereof; stolen merchandise, firearms, ammunition, alcoholic beverages, or drugs; material unsuitable for

festival attendees.

*Vendors offering such merchandise for sale will be removed from the event immediately.*

### **VENDOR BOOTH OPERATIONS**

- **Whisper-quiet generators** may be used if they can be located where they are safe for the public, cords are covered, and they do not bother other vendors.
- **Electrical cords** must be heavy-duty commercial grade and must be covered.
- **Tarps or signs** must be no more than **12 ft. high**. *The Committee reserves the right to have a tarp or sign removed if is deemed to be unsafe or a detriment to the Festival in any way.*
- **All safety and fire regulations must be observed.**

### **BREAKDOWN**

- **Breakdown begins at 7:30pm. No sales after 8pm. Please, no early departures.**
- All **trash** and **fluids** must be removed from the event by the vendor. **Fluids, including ice, must not be dumped or left anywhere.**
- Each vendor is **responsible for cleanup** of their space. If area is not left clean, the deposit will not be returned and the vendor

will not be allowed in the OB Oktoberfest in future years.

### **ACCEPTANCE / SPACE ASSIGNMENT**

- All vendor space locations will be first come, first served per the **postmark** on the application.
- Space assignments and package with directions, OB Oktoberfest rules and regulations, etc., will be mailed or emailed **by Sept. 21. Bring this packet;** you will need it on OB Oktoberfest day.
- **NO REFUNDS** once you have been accepted as a vendor.
- The committee reserves the right to change or substitute vendor spaces for the good of the fair and to allow for multiple vendors of the same or similar items.
- **OBMA** assumes no responsibility for any loss, damage, injury, or claim.
- Each vendor is responsible for their own **licenses** and **permits**. All vendors required to have **resale numbers** are responsible for collecting and reporting their own sales tax to the State Board of Equalization.
- If you have not been accepted into the OB Oktoberfest, your money order/cashier's check will be returned as soon as possible.

### **APPLICATION INFORMATION** — *Applications will not be considered unless the following are included:*

- Completely filled-out application.** Be as specific as possible on description of booth and merchandise.
- Payment in full.** MONEY ORDERS/CASHIER'S CHECKS/CREDIT CARDS ONLY. No personal or business checks will be accepted for your booth space or other fees.
- Separate cleaning deposit check for \$50.00.** Do not include this amount in booth space payment. Cleaning deposits can be personal/business checks and will be returned within 15 days after the event if your area is left trash free.
- Food vendors** must provide a copy of their ACORD Certificate for their own **insurance policy** and must provide us with their **current** Health Department permit before being accepted as a vendor. A three-compartment sink is required by the San Diego Health Department. If you do not bring your own, you must include an additional \$75 with the booth payment for the sink fee.
- Liability insurance.** Each merchandise vendor must either carry their own policy and provide proof by sending a copy of their ACORD Certificate with their application or include a \$35 payment to be included on our policy for the event.
- Two self-addressed, stamped envelopes** for festival confirmation and cleaning deposit return.
- Photos of booth and merchandise/food** to be sold if you are a new vendor at our event. *Photos will not be returned.*

Business Name/  
Organization: \_\_\_\_\_  
Booth Number(s) \_\_\_\_\_ Date Received \_\_\_\_\_  
# of Booth Spaces \_\_\_\_\_ Date Notified \_\_\_\_\_  
Amount received \$ \_\_\_\_\_ MO# \_\_\_\_\_  
Category \_\_\_\_\_  
*(ex.: food, non-food merchandise, information only)*  
Liability Insurance Policy # \_\_\_\_\_ OR \$35 rec'd \_\_\_\_\_  
Name of Insurance Carrier \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Food Vendor Health Permit: \_\_\_\_\_

FOR OFFICE USE ONLY

**CHECK LIST FOR OFFICE USE**  
 Cleaning Deposit Rec'd \_\_\_\_\_  
 Health Permit Rec'd \_\_\_\_\_  
 Liability Insurance Policy Rec'd \_\_\_\_\_  
 3-Comp Sink Fee Rec'd \_\_\_\_\_  
 Application Complete \_\_\_\_\_  
 Confirmation Sent \_\_\_\_\_  
 Cleaning Deposit Returned \_\_\_\_\_  
 Notes: \_\_\_\_\_

**OB OKTOBERFEST VENDOR SPACE APPLICATION FORM — Saturday, October 8, 2016 — Please Print Clearly!**

**Dear Applicant:**

Your application will be considered ONLY after you have completed this form, paid and signed below. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** Once a Vendor has been accepted, there will be absolutely NO REFUNDS of vendor fees. The No-Refund Policy includes situations in which the event is canceled as a result of factors beyond the control of the Event organizers, including but not limited to rain, war, terrorist act, natural disaster, or order of any Civil or Military Authority. Such situations are beyond the control of the Event organizers, and Vendors accept the risk of loss in such a situation.

The applicant agrees that herein stated is an accurate description of materials and literature to be displayed and sold, and that the Ocean Beach MainStreet Association (OBMA)/OB Oktoberfest Committee shall be the sole judge as to whether or not those materials are suitable for the event, or in keeping with the general rules and regulations of the Event.

The applicant agrees that it is his/her responsibility to carry appropriate insurance. He/she agrees that the OBMA/OB Oktoberfest Committee will not be held liable for legal damages. Merchandise vendors have the option to purchase liability insurance from OB MainStreet Association.

The Ocean Beach MainStreet Association, a nonprofit corporation, assumes no responsibility for any loss, damage, injury, or claim arising out of the participants acts or omissions in the OB Oktoberfest. The applicant hereby agrees to hold the Association/Committee, Directors, and Members harmless from any claim arising out of the applicants entry, acts, or omissions in said OB Oktoberfest or any accident, injury, or damage involved therein, including but not limited to attorney fees and court costs.

I have read the above and agree to the terms and agree to abide by the rules & regulations stated on the information sheet:

Company / Booth Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**Please initial that you have read and agree to the following:**

\_\_\_\_\_ Absolutely no vendor refunds. \_\_\_\_\_ Food vendor sink charge is non-refundable. \_\_\_\_\_ No tarp or sign will be more than 12ft. tall.

Phone ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number of Spaces Requested: \_\_\_\_\_ Non-Food 10'x10' \_\_\_\_\_ Food 10'x10' \_\_\_\_\_ Food 10'x15' Same booth(s) as last year? \_\_\_\_\_

**Specific description of booth and all product lines** to be sold. Food vendors, please list all food items to be sold. If you are a new vendor to our event, please include photos. *Items not listed will be prohibited. Please be thorough (attach additional page if needed).*

**Your Liability Insurance Policy #:**

\_\_\_\_\_

Carrier: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

*In addition to including your policy info. here, you must also send a copy of your current ACORD Certificate showing the current dates of your policy coverage. Merchandise vendors who are purchasing the one day insurance policy must fill out the enclosed application and include \$35 with application.*

**Checklist — Make sure to enclose:**

\_\_\_ application completely filled out

\_\_\_ payment in full

\_\_\_ \$50 separate deposit check

**Food Vendors:**

\_\_\_ ACORD Certificate for Liability Insurance

\_\_\_ Current copy of SD Health Department Permit/  
Temporary Food Facility Permit

**Merchandise Vendors:**

\_\_\_ ACORD Certificate for Liability Insurance or \$35 and  
One-Day Insurance Coverage Application

\_\_\_ 2 stamped, self-addressed #10 envelopes

\_\_\_ Photos (not returned) of your booth and merchandise/food to  
be sold (if you are a new vendor at our event)

	TOTAL
Merchandise Booth(s) _____ Booths @ \$200 ea.	_____
Food Booth(s) 10'x10' _____ Booths @ \$375 ea.	_____
Food Booth(s) 10'x15' _____ Booths @ \$495 ea.	_____
Food Vendor Sink <i>(if you don't have your own)</i>	\$75 _____
Liability Insurance: <i>(one day policy, not available for food vendors)</i>	\$35 _____
<b>AMOUNT ENCLOSED</b>	<b>\$ _____</b>
<b>Money Order / Cashiers Check / Credit Card (call in) only</b>	
<b>Make sure to also include a separate, refundable cleaning deposit check for \$50.</b>	
<b>MAIL TO:</b> Ocean Beach MainStreet Association, Attn: OB Oktoberfest Festival Vendor Coordinator, P.O. Box 7990, San Diego, CA 92167	
<b>EMAIL:</b> info@oceanbeachsandiego.com	

# Merchandise Vendors (non-food only) One-Day Insurance Coverage Application

OB Oktoberfest  
Saturday, October 8, 2016

## IMPORTANT INFORMATION:

***This Is Not A Binder.*** You must complete and return this form if you are purchasing liability coverage through the OBMA. (If you have your own insurance, please provide us with the information requested on page 2 of this packet along with your ACORD certificate)

## APPLICANT INFORMATION:

Name: \_\_\_\_\_

Doing business as: \_\_\_\_\_

Applicant is:  Sole Proprietor  Corporation  Partnership  
 Joint Venture  Other \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone (        ) \_\_\_\_\_ Fax number (        ) \_\_\_\_\_

## UNDERWRITING INFORMATION:

Type of Product Sold/Handled/Displayed: *(Please be thorough)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\***Please attach any pamphlets and brochures if available.**\*\*\*\*\*

***ELIGIBILITY IS NOT GUARANTEED:*** Flowers, Artwork, Clothing, Jewelry, Novelties, and Souvenirs are usually acceptable. ***ANYTHING OUT OF THESE CATEGORIES MUST BE SUBMITTED FOR REVIEW.***  
*Food vendors must supply their own liability insurance and submit it with their application.*

**Cost: \$35 in addition to your Booth Space Fee.**

Please include \$35 when you send in your Booth Space Application and your payment by money order, cashier's check, or credit card. If you are not approved for insurance coverage, your \$35 will be refunded to you.

**Please return the One-Day Insurance Coverage Application and any other documents by mail to:**



Ocean Beach MainStreet Association  
Attn: OB Oktoberfest Festival Vendor Coordinator  
PO Box 7990 San Diego, CA 92167  
E-MAIL to: info@oceanbeachsandiego.com

**For Questions:**  
Call: 619-224-4906  
Email:  
info@oceanbeachsandiego.com