



2018 Arts and Crafts Vendor Booth Application

19th Annual Summer Spectacular



Arts and Crafts vendors are needed for the 19th Annual Summer Spectacular to be held at Cameron Park Lake located at 2989 Cambridge Road in Cameron Park. The event will be held on Saturday June 30, 2018 from 2pm –10:30pm. The afternoon long event includes activities such as a craft faire, music, entertainment and food, with a fireworks display over the lake at dark.

EARLY BIRD APPLICATION RECEIVES A 25% DISCOUNT (\$25) AND MUST BE RECEIVED AT THE DISTRICT OFFICE NO LATER THAN THURSDAY, MARCH 1, 2018

All items must be non-commercially manufactured. Only hand crafted items will be accepted. The District will review your craft for approval. Please submit photos of your craft(s) with this application.

PRICE: 10' x 10' space - \$100, vendor to provide own table, chairs, and shade booth.

AFTER 5/18 all available spaces may be \$150.00 and location of booth may not be in the central area of the event. - Vendor to provide own table, chairs, and shade booth.

PLEASE NOTE:

- Vendors selling or providing food will need to meet the El Dorado County temporary food facility food handling and food booth requirements for special events, this information can be found on the second page of the application.
- There is limited space available near the central park location so vendors will be processed on a first-come-first-serve basis. There will be a few outlying areas that booths can be placed once the central area is filled.
- For non-canopied booths there is a limited amount of shade – please prepare accordingly.
- No electricity is provided to Arts and Crafts vendors.
- Commercial Vendors may be on the east side of the lake and sites are assigned by the District
- *All booths MUST be paid for at the time of registration.*

ARTS and CRAFTS VENDOR INFORMATION Summer Spectacular

CONTACT NAME: _____ BUSINESS NAME: _____

ADDRESS: _____ CITY/ZIP: _____

PHONE: () _____ SELLER'S PERMIT/ RESALE #: _____

EMAIL (required) _____

DESCRIPTION OF ITEMS FOR SALE OR DISPLAY _____

IS THE MERCHANDISE TO BE SOLD HAND MADE BY YOU? _____ YES _____ NO

HOW DID YOU HEAR ABOUT THE EVENT? _____

Full Payment is due with application – please make Checks payable to: Cameron Park CSD – if paying by credit card – please fax in form (530) 677-2201; then call 530-677-2231.

Amount \$ _____

_____ Date: _____

Signature (required)

Please read AND SIGN the attached Booth Policies. I have read the terms and conditions of this contract and the refund policy. I understand and agree to the conditions of this contract.

*This contract with full payment and a self-addressed, stamped envelope, must be signed and returned to the DISTRICT by, or prior to, **May 18, 2018**, to secure a space.*

Cameron Park Fire Department

Fire Station 89
3200 Club Country DR
(530)677-6190

Fire Station 88
2961 Alhambra DR
(530)672-7350



Inspection Checklist for Special Events

Must be completed Prior to public occupancy

Fire Official _____ Date _____

Event coordinator _____ Time _____

Periodic Fire and Life Safety inspections shall be conducted by the Cameron Park Fire Department and may include:

- Walk-through inspections with the "Show Manager" or authorized representative prior to move-in/set-up period.
- Walk-through for familiarization and pre-incident planning.
- On-going site and vendor inspections to insure compliance of fire and life safety requirements of Titles 19 and Title 24 of the California Code of Regulations and the California Fire Code.
- During closing and removal of exhibits to insure fire apparatus access and exiting.

Any problems or violations shall be corrected immediately. Non-compliance shall be grounds for possible citation and/or removal. The show or exhibit manager may be notified to assist in obtaining compliance. Fire and Life Safety shall be the basis for any alternative in conformity with applicable laws and ordinances. Question or comments may be directed to the Fire Prevention Bureau or the Administrative Office at 530-677-6190. Your cooperation is greatly appreciated in anticipation of a successful and fire safe event.

Flame-Retardant Certificate

This is to certify the attached material, described as _____

Has been tested and accepted as flame-retardant by: _____

Of the Cameron Park Fire Department (date) _____

I, _____, hereby affirm that only these tested and approved materials shall be used in our display. I also understand that any use of non-approved materials shall be cause for closure of my display.

Exhibit Requirements

GENERAL:

Waste material in and around tents, booths must maintain 30 feet perimeter and interior floor areas, kept in containers and removed daily.

Combustible decorative materials are to be flame resistant except table covers.

Event location, tents, trailers, stages, egress routes, etc shall maintain 30'-50' minimum clearances from flammable vegetation, per fire official.

Exits, aisles and passageways (12' min) shall not be blocked or width obstructed in any manner.

Roads for egress, ingress and emergency evacuation routes must be unobstructed.

BOOTHS (tent/canopies/trailer):

Sidewalls, drops, and tops of all such structures shall be made of a flame-resistant material or treated with a flame retardant approved by the California State Fire Marshal.

A 10-foot wide separation shall be provided for every 200 lineal feet of vendor booths.

A fire access of 20 feet between rows of booths shall be maintained at all times.

Sale or display items shall not be allowed within the fire access.

Booths or rows of booths shall be located more than 20 feet from property lines, buildings, parking areas or internal combustible engines.

Booths shall have at least one exit.

All structures shall be adequately braced and anchored to prevent collapse.

Exit doors must remain open or be covered with flame resistant material and swing outward.

COOKING AREA LAYOUT:

Cooking operations must be 20 feet from other combustible booths, structures, tents AND 10 feet from exits.

A minimum of 2-foot side clear space shall be provided between the cooking space area and the back of the tent.

A minimum of 18-inch wide clear space shall be provided between the cooking space and the side and rear of the cooking area.

Cooking and barbecues shall be a minimum of 10 feet from any booth and shall be protected from access by the public.

PORTABLE FIRE EXTINGUISHERS:

Portable fire extinguishers shall be installed throughout the premises, every 75 feet of travel minimum rating of 2A:10B:C.

Cooking facility booths and booths adjacent to them shall have a fire extinguisher rating of a minimum 3A:40B:C, unless the cooking involves deep fat frying or WOKS then the additional extinguisher must be a K type extinguisher.

Permanent businesses shall have a portable fire extinguisher with a minimum rating of 2A: 10B:C.

IGNITION SOURCES:

Smoking, fireworks, open flame or hot objects capable of igniting combustible materials shall not be allowed inside the booths.

'No Smoking' signs shall be posted.

Cooking and BBQs shall be a minimum of 10 feet from any booth and shall be protected from access by the public.

ELECTRICAL & GENERATORS:

Extension cords shall be of a grounded type and listed for exterior use.

Extension cords shall be unplugged after each daily use.

Extension cords shall not be used in lieu of hardwiring.

Generators and other internal combustion engines will be 20 feet from tents, isolated from public contact with fencing or enclosures.

COMPRESSED GAS TANKS:

LPG and other compressed gas tanks shall be secured in an upright position.

All tanks shall be protected from public access.

Empty tanks shall be removed on a daily basis.

USE OF LIQUID PETROLEUM GAS:

Vendors may use Liquefied Petroleum Gas (LPG) in booths as defined above, when the booth is separated from other booths, tents and canopies by at least 20 feet and approved by the Fire Department.

LPG cylinders shall be located outside tents and canopies with a minimum of 10 feet of clearance and a maximum capacity of 100 gallons.

Flammable and combustible liquids must be stored outside in approved containers and no less than 50 feet from tents/membranes/stages.

BARBECUES:

Trailer, charcoal, and/or LPG BBQ's shall not be located inside or within 20 feet of combustible walls, roofs, or other combustible material.

Small barbecues and hibachis may be placed on tables in the cooking space if a thermal barrier is provided between the barbecue and table. This may be a concrete block underneath the barbecue, as long as the entire area of the barbecue is provided with protection underneath.

Luau in ground cooking must maintain clearances of 30 feet and be isolated from public contact.

SPECIAL APPLIANCES:

Warming appliances/steaming trays, both electric and solid fuel types, shall be located inside tents. They will be monitored by the event organizers, the County Health Department and the CAL FIRE/Cameron Park Fire Department. The intent is that food preparation will occur within the tent.

Deep-fat fryers and other unique appliances for the cooking and holding of food until served will be reviewed by CAL FIRE/Cameron Park Fire Department and are only approved on a case-by-case basis. If approved, a Class K portable fire extinguisher shall be located within 30 feet of the fryer.

If the appliances used would require food preparation to occur outside, the Fire Marshal may evaluate the heat potential of the appliance and approve its' use within the tent.

Authority

FEE: There is a minimum \$130.00 inspection and permit fee which covers two hours, additional time will be charged \$65.00 an hour.

Permits, approvals and inspections shall be in accordance with the California Code of Regulations-Title 19 (Chapter 2), 2010 California Fire Code (Section 906 & Chapter 24), 2010 California Building Code (Chapter 31E), California Health & Safety Code (Division 104, Part 7, Chapter 4), CAL FIRE/Cameron Park Fire Department, and the El Dorado County Health Department.

Special Note: the Fire Chief(or his authorized representative) upon finding any overcrowded conditions or obstruction in aisles, passageways or other means of egress (excitingO; or upon finding any condition which constitutes a serious threat to life, shall cause the peiformance, presentation, spectacle or entertainment to be stopped until such conditions or obstruction is corrected.

Special note: Any automobile, truck, motorcycle, or other motorized vehicle displayed, shall have its batteries removed or battery cables removed or disconnected and it's fuel supply reduced to not more than tank full. All motor vehicles tank which have ever contained fuel, shall be furnished with a locking type cap or sealed with tape. Garden tractors, chain saws, power plants and other gasoline powered equipment shall be safe-guarded in a similar manner.

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SUMMER SPECTACULAR ARTS & CRAFTS BOOTH POLICIES

Limited shade so please prepare accordingly. Each space will be clearly identified by the vendor's name or business. There will be a map to show booth locations available at the front gate/ or side gate when arriving the day of the event, as well as one mailed to you once the space has been determined. One parking pass and 2 wrist bands will also be included – **ALL VENDORS NEED TO WEAR WRISTBAND PROVIDED – IF VENDORS DO NOT THEY WILL BE ASKED TO PAY FOR A WRISTBAND AT THE EVENT.** Please arrange with the District for any special parking requirements.

VENDORS will be allowed to enter the park at **10:00am**. The VENDOR agrees to have their booth set-up by **1:30pm**. The vendor's vehicle needs to be parked in the vendor parking lot. The VENDOR also agrees to keep his/her display set up until the end of the scheduled event day **10:30pm** at which time booths will need to be taken down/clean-up, vehicles will **not be** allowed in upper parking lot till **10:30pm**. There will be additional lighting in the evening – the lights will be turned off during the fireworks display and then turned back on for take-down.

RENTAL CHARGE - The VENDOR agrees to pay the DISTRICT the prescribed amount indicated in the registration form of this agreement. Those charges will be applied upon the execution of this agreement. In the event the VENDOR must cancel his/her appearance for any reason less than 30 days prior to the scheduled date of the event all monies pursuant to the contract will be retained by the DISTRICT. Cancellation fee is \$20.

ETHICS - The DISTRICT seeks to operate an ethical event that will inspire confidence of all involved; customer and Vendor alike. The DISTRICT reserves the right to approve all installations, exhibits, and merchandise, and further reserves the right to require removal from the event any and all items deemed to be in poor taste, unsuitable or of inferior quality.

LIABILITY - The VENDOR does hereby release the CAMERON PARK COMMUNITY SERVICES DISTRICT its Vendors, volunteers and outside contractors, of liability in connection with any damage to VENDORS person and/or anyone operating VENDORS space, merchandise and/or personal property due to fire, theft, breakage, acts of God, or any kind of public disorder or disturbance during the day of the event.

Please Initial _____

SPACE MAINTENANCE - At all times the VENDOR will confine his/her display of items - be it merchandise, food, pamphlets, etc. within the area of his/her space marked. At all time the VENDOR is responsible for proper disposal of trash or waste. At the end of the event hours all trash, cartons, paper, etc. will be placed in designated dumpsters. No dogs/pets are allowed in the VENDORS space or in the park grounds.

SELLER'S PERMIT – All Vendors must have a valid California Seller's Permit or resale number. This needs to be posted at the booth. The Seller's Permit is easy to get, and it's free. Temporary one-day or regular permit is accepted. Please direct all Seller's Permit questions to your nearest Board of Equalization (800-432-2829). **All application not listing a Seller's Permit number will be returned. All licenses are the responsibility of the vendors.**

FIRE DEPARTMENT CHECKLIST - please see attached special event checklist – be familiar with the requirements for your booth – Non compliance shall be grounds for possible citation and/or removal from the event.

PHOTOGRAPHY RELEASE: By signing this waiver, I understand that the CSD staff or agents may photograph me and/or my booth and that the CSD may use such photographs to promote facilities and programs now and in the future. I expressly allow, and hereby waive any objection to the CSD or its agents photographing me and/or my booth when I am participating in CSD programs and activities. I understand that the photos shall remain the property of the Cameron Park Community Services District.

Cameron Park Community Services District
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FOOD - Vendors selling or providing food will need to meet the El Dorado County temporary food facility food handling and food booth requirements for special events. Please download a form from the website:
www.edcgov.us/Government/EMD/Administration/Forms.aspx - special event form – this needs to be completed with appropriate payment (payable to El Dorado Environmental Management Department) and be included with this application – **if this is not a part of the application for the event your name will not be placed on the Special Event coordinators application and you will not be allowed in the show.**

FOOD HANDLERS PERMIT: – **All vendors selling or providing food must have a valid special event food facility permit** issued from the **County of El Dorado**. Name, address and phone numbers of all accepted food vendors and the types of food proposed to be sold will be sent to the Cameron Park CSD with the correct paperwork downloaded from the EDCEMD website – **fees paid to EDCEMD will need to be included with documents with this application. If this information is not submitted with the application then you will not be allowed into the event.** The Health Department will answer any questions regarding the Special Event Food Handlers Permit and requirements necessary to participate as a food vendor in the Summer Spectacular Show. Phone calls should be directed to the El Dorado County Environmental Management Department at (530) 621-5300.

_____ **Initials required**

I have read the terms and conditions of this Booth Policy. I understand and agree to the conditions of this contract.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____