

# OXNARD RECREATION & COMMUNITY SERVICES FESTIVALS



## 2022-23 EVENT RULES & REGULATIONS

### PLEASE READ OUR VENDOR RULES AND REGULATIONS

### BEFORE SUBMITTING YOUR APPLICATION

*We reserve the right to deny vendors, limit number of spaces rented to vendors, and limit the types of vendors.*

#### DEADLINE

Application deadlines apply for all **VENDORS, NO EXCEPTIONS.**

#### CANCELLATIONS

There are NO REFUNDS for any cancellations. This is a “rain or shine” event, so please be prepared for all possible weather conditions.

#### HOURS OF OPERATION

Vendors must be ready and open for business on the day of the event, at least one hour prior to event start time, and must not close up until the end of event hours.

#### CHECK-IN

Please check in at the Registration Booth upon arrival. Staff will guide you to your booth’s location. Inspections will commence prior to event start times.

#### BOOTH SPACES

Booth spaces are allotted on receipt of your application and payment. We will time-stamp your application as it is submitted to the Recreation Office. No partial payments will be accepted.

Vendors who sell out of product **MUST** stay at the event until close. Please make sure you have enough to last through the day. Please do not start taking down your booth until the close of the event and please make sure tear-down is completed in a timely manner. All vendors are required to keep their tent clean and remove their trash.

All booths must have a presentable appearance. Please bring your own canopies, tents, chairs, tables, and individual trash cans as needed.

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## VENDORS MERCHANDISE

All vendors are required to list all the items they are selling. No weapons may be sold at the event. We have the right to remove products that are not acceptable by city code.

## ELECTRICITY

Electricity is only available upon request (please indicate on your application). An additional fee of \$25 will be charged to vendor for every 20 amps needed. **We cannot make assumptions, so please arrange for your electricity needs accordingly.** Vendors will be responsible for providing their own heavy-duty, three (3) prong power cord for the distribution box. Be sure to consider the amps being used when selecting a cord gauge.

## CLEANING DEPOSIT (Food Vendors Only)

**Food vendors are required to provide a separate check payable to the City of Oxnard in the amount of \$100 for their cleaning deposit.** At the close of the event, food vendors must leave their space clean or they will forfeit the deposit. Please remove your trash periodically throughout the day of operation; the Festival will provide a trash dumpster for your use. Vendors are required to remove any oil or grease used for cooking at the event. DO NOT discard oil or grease in the trash enclosures.

## FOOD VENDORS

All food vendor booths **MUST BE ENCLOSED**, no exceptions! Booths must have professional signage identifying their company and their products (menu and prices). Handwritten signs will NOT be allowed. Decorations should be appropriately themed.

All items (such as extra products and supplies) must be stored inside the tent, on a shelf, table or platform that is at least six to twelve inches off the ground.

Vendors cannot assign, sub-lease or separate part of their assigned space without the explicit permission of the Oxnard Tamale Festival Staff.

Please complete the following food-vendor forms as required by the Ventura County Environmental Health Division (VCEHD) for Temporary Food Facilities at Community Events. Please refer to Forms and Instructions TFF Operator Type 1 or TFF Operator Type 2 applications. Mobile Food Facilities (MFF) require a license plate and a copy of the Ventura County Health Permit to operate. CFOs need a copy of their annual certificates. Please submit with your Tamale Festival Application.

Please review the VCEHD Community Event Operator Application and Temporary Food Facility Classroom Training Schedule.

Health Department Permits - All food vendors and prepackaged food sellers are required to hold a Permit to Operate a Temporary Food Facility (TFF) issued by the VCEHD.

Inspections & Permits - You and your workers must comply with all VCEHD requirements during the event.

- Food Vendors must be ready for VCEHD inspectors prior to event opening hours.
- You can start selling food before VCEHD arrive but, you will be inspected.
- For health and safety reasons, only food booth workers are permitted in the food prep area.
- No eating food or drinks in your tent.

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Temporary Food Facility TFF-1 - This application is for vendors selling open and/or potentially hazardous food, including open sampling. If you change the form, flavor, or consistency of the food, the TFF-1 application must be completed. Please make sure to indicate what type of food you will be making or providing.

Temporary Food Facility TFF-2 - This application is for prepackaged and non-potentially hazardous food only, i.e. food that has been prepackaged.

Military Veteran Food Vendors - The VCEHD does not charge TFF fees for military veterans. To apply for this waiver, please provide a copy of DD form 214. *Certificate of Release or Discharge from Active Duty, generally referred to as a "DD 214", is a document of the United States Department of Defense, issued upon a military service member's retirement, separation, or discharge from active duty in the Armed Forces of the United States, e.g., U.S. Airforce.*

**Please black out your social security number before submitting your copy.**

Annual TFF-1 or TFF -2

Cottage prepackaged food (made at home) must be labeled with the location where it was packaged (all packaged items must contain a label). Only permitted from approved Ventura County Vendors.

Extremely Spicy Food Policy - In order to ensure the health and safety of its attendees, the Oxnard Tamale Festival is not allowing vendors to sample or sell food, condiment, or edible that is considered extremely hot or spicy. Foods that cause your customers extreme burning, pain, vomiting, or stomach illness are not allowed at the Festival.

Food Vendor Rules -

- Ice and water are considered food. If you have an ice chest, please use food-grade bags in the ice chest.
- Gloves are required when handling or preparing ready-to-eat food such as salads or cold dishes that will not be cooked. Bare hand contact is prohibited.
- When cooking, please make sure to use lids and covers for your pots and pans.
- Stored food must be 6" off the ground or floor.
- Outdoor customer self-service condiments must be in pump-style dispensers or individual packets.
- Hot foods must be held at above 135° Fahrenheit, and cold foods must be held below 45° Fahrenheit.
- Glove use is required if you have cuts, long nails, or artificial nails.
- No eating or drinking inside your booth.
- Personal items must be stored separately from consumer items.
- Do not put personal drinks or items in the ice chest.
- Per Fire Department regulations **PLEASE KEEP PROPANE CONTAINERS SECURED** in such a way that they can't be knocked over.
- Steam pots and propane grills need to be covered by fire retardant canopy.

## **NON-PROFITS (Food vendors only)**

A copy of your Entity Status Letter from the State of California Franchise Tax Board, and a copy of your IRS letter will be required for the Ventura County Environmental Health Department (VCEHD). You will also need a recent TFF Certificate of Training in order to obtain a fee waiver. Training certification from the VCEHD is **REQUIRED**. ServSafe training from outside the county or training by others will not be accepted by the VCEHD. Please contact VCEHD for any questions (805) 654-2431 regarding VCEHD.

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## TAMALES (Tamale Festival)

Tamale vendors need to be prepared to sell large amounts of tamales. We suggest the size for traditional tamales be 1” thick, 2” inch wide and 4” in length. **NO HOME FOOD PREPARATION is allowed per Ventura County Environmental Health codes.**

## ALCOHOLIC BEVERAGES

**NO ALCOHOLIC BEVERAGES may be sold or given away by the vendor.**

## COMPLIANCE WITH THE LAW

Food vendors must comply with all health laws, ordinances, and regulations of the State of California, City of Oxnard, and Ventura County Environmental Health Department (805.654.2813). Additional fees may apply. The VCEHD lists requirements for the event. The City of Oxnard Fire Department (805.385.7722) requires compliance with safety codes for cooking and they require a fire-retardant tent.

All vendors must comply with all necessary and applicable, local, state, and federal laws, as well as all ordinances and applicable fees. Vendors do not have to buy a City of Oxnard Business License Tax Certificate; it is included in the booth fee.

Animals are not permitted within the Festival area, except for registered service dogs.

California Seller’s Permit should be directed to the State Board of Equalization, located at 4820 McGrath Street, # 260, Ventura, CA 93003. To contact them via phone, call 805.677.2700.

## VEHICLES

For safety reasons, please offload all your supplies, products, and equipment two hours prior to the event start time. All vehicles need to be out of the Festival area once supplies are unloaded. Vendors will receive one parking pass for the parking lot located at “B” & 6th Streets.

## MAIL OR HAND-DELIVER APPLICATIONS TO:

City of Oxnard, Recreation and Community Services  
c/o Recreation Festivals  
305 West Third Street, West Wing, 1st Floor  
Oxnard, CA 93030

## MAKE CHECKS PAYABLE TO:

\*For registration fee and cleaning deposit - payable to *City of Oxnard* (two separate checks).

\*For Ventura County Environmental Health fees - *Ventura County Environmental Health*.

## ADDITIONAL INFO:

If you have any additional questions or concerns, please contact Yolanda Piña at (805) 385-7995 or email [yolanda.pina@oxnard.org](mailto:yolanda.pina@oxnard.org).