



Heber Public Utility District

Fall Fiesta Vendor Application

October 29, 2022- Tito Huerta Park, Heber, CA



Dear Vendor/Supporter,

The Heber Public Utility District is celebrating fall with an evening of fun at our Annual Fall Fiesta. **Our Fall Fiesta theme “Day of the Dead” is planned for Saturday, October 29, 2022, starting at 4pm at Margarito “Tito” Huerta Park located at 1165 North Palm Avenue in Heber.** Last year, the Heber Fall Fiesta had over 3,500 people attend to enjoy the great food, live music, free carnival games, car show, haunted maze and “Dia de los Muertos” alter.

We are looking for vendors who want to participate in a community event to further their fund-raising efforts. We anticipate over 3,500 people at Tito Park where the Fiesta will be held. The Heber Public Utility District is partnering with Proyecto Heber, a non-profit organization supporting the community of Heber, to organize the Fall Fiesta. Proyecto Heber will manage the sign ups and health permits for the vendor booths, and car show.

Booth Details

- Each vendor booth space is 15' x 15' - if you require additional booth space it must be purchased. Event space is limited so the booth space requirement will be strictly enforced.
- **There is no electricity available at the site** - vendors must provide their own electrical power. Quiet or silent generators and propane heaters are permitted for heating purposed but will be used at the discretion and responsibility of the vendor using them.
- No equipment will be provided - vendors must provide their own equipment (tents, tables, chairs, grills, stoves, cooking equipment, utensils, etc.)
- Vendors are responsible for all costs, labor, materials, equipment, tenting, supplies and any other items necessary for participation in the event.
- It is recommended that each vendor bring a trash receptacle and garbage bags as well as ample cash change for sales.
- Food vendors must submit a completed Imperial County Health Department Food Permit application to Proyecto Heber or Heber Public Utility District prior to October 9, 2022. Proyecto Heber will submit the completed Health Department Food Permit Applications to the County.
- The Food Permit must be displayed on the booth and be visible to the public during the event.
- We encourage you to decorate your booth! Be creative! Our Theme is Day of the Dead!
- No outside entertainment within booths (Bands, Karaoke, Singers, Radio, etc.)
- The Heber Public Utility District reserves the right to assign vendor spaces and will do our best to meet any special needs or requirements.

Set-Up and Take-Down

- Vendor can setup anytime after 8:00am on Saturday the 29th. Vehicles may be brought into the event space during setup, but must be removed by 2:00pm. **VEHICLES MUST BE REMOVED BY 2:00PM**
- No vehicle parking will be allowed on Hawk and Palm Avenues. Check with HPUD representatives for parking locations and assistance. HPUD booth will be labeled and close to the stage.
- Vendors must be open and be ready for Health Department inspection by 3:00 PM.
- Vendors may be open and ready to sell food/products or distribute information by 4:00 PM.
- You can close your booth after 10pm. You can carry your supplies out, but **ABSOLUTELY NO VEHICLES** in the park until after Midnight.
- Vendors will be responsible for cleanup within their assigned space and will be expected to do so immediately.
- We anticipate a good crowd as early as 4:00 PM and encourage vendors to be set up and ready for these potential customers.

Costs & Application Information

Fees vary depending on your organization and the purpose of hosting the booth. The fees are generally:

- \$150 – For Food Vendors. You **MUST** have enough food or product to last the entire event time (7 hours!) This fee includes the \$15 for the County Health Permit.
- \$200- For Food Trucks/ Trailers. (read statement above)
- \$75 – For Non-Food Vendors. Anyone selling items that are not food or drinks.
- \$100 – For Individuals and Organizations providing information only (no selling).
- \$40 – For Non-Profit Organizations providing information only (no selling). Must show proof of Non-Profit status.

Entry fee must be received at the time of application. No credit can be extended. All checks must be made payable to Proyecto Heber. No refunds will be made to those vendors who cancel.

VENDOR APPLICATION – MUST BE SUBMITTED BY OCTOBER 9, 2022.

Food Vendor applications are subject to approval. Entries will be processed on a first-come first-served basis and no space will be held without application and entry fees being submitted by **October 9, 2022.**

Food / Drink Vendor - Fee \$150 Food Trucks/Trailer- Fee \$200

Non-Food / Drink Vendor – Fee \$75 Information Only – Fee \$100

Non-Profit Information Only – Fee \$40

Vendor Information

Business/Organization Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Please provide a description of the exact item(s) to be sold or distributed: _____

- Food Vendors must complete the Imperial County Health Department Food Permit application (attached) with the complete fee and submit it to Proyecto Heber at P.O. Box D, Heber, CA 92249 ~ (760) 455-1790 or to Heber Public Utility District 1078 Dogwood Rd, Suite 103. Heber, CA 92249. All applications must be submitted no later than October 9, 2022.
- Food Vendor applications are subject to approval. Entries will be processed on a first-come first-served basis and no space will be held without application and entry fee being submitted by October 9, 2022.
- If you are selling items you MUST have enough food or product to last the entire event time (7 hours!)

The vendor signing this application hereby acknowledges they have read, understand and agree to all of the Heber Public Utility District Fall Fiesta Vendor Procedures and Rules, including the Health Department rules and regulations, and agrees to abide by the procedures and rules if space is assigned to participate. The Vendor certifies that all information contained in this application is true and correct.

My team members and I agree to be photographed and/or filmed/videoed by Heber Public Utility District and other media which may be used for publicity and/or publications. The below named company, individual or organization and all related individuals shall indemnify and hold harmless the Heber Public Utility District, and all related persons and entities including owners, directors, management personnel, employees, contractors, volunteers, agents, representatives, and attorney from and against any and all claims, demands, actions, liabilities, damages, losses, costs, and expenses (including attorney fees, court costs, and any other professional fees), or judgments arising out of, or in connection with any claim, demand or action made by any third party, if such are sustained as a direct or indirect consequences of participation in the Heber Public Utility District Fall Fiesta held in Heber, California.

Signature: _____ Date: _____

OFFICE USE: PAID CHECK NUMBER DATE BY

Heber Public Utility District
 1078 Dogwood Road, Suite 103, Heber, CA 92249
 Phone (760) 482-2440 / Fax (760) 353-9951
 Email: heber@heber.ca.gov
 Website: www.heberfallfiesta.com or www.heber.ca.gov

Proyecto Heber
 PO Box 1, Heber, CA 92249
 Phone (760) 455-1790
 Email: proyectoheber@yahoo.com

Facebook: @HeberPublicUtilityDistrict Instagram: @Heberpud Twitter: @ProyectoHeber

Application for a Temporary Food Facility Permit

Temporary Food Facility Operator Information

Name of temporary food facility: _____			
Mailing Address: _____	City: _____	State: _____	Zip Code: _____
Name of temporary food facility operator (person-in-charge): _____			Contact Number: _____
E-mail address of temporary food facility operator: _____			Fax Number: _____

Temporary Food Facility Classification, Please Check One:

<input type="checkbox"/> 1-4 consecutive day permit, \$10.00 (For-profit and Non-profit)
<input type="checkbox"/> 5-15 consecutive day permit, \$116.00 (For-profit) <input type="checkbox"/> 5-15 consecutive permit, \$58.00 (Non-profit - 501 (c)(3) or equivalent)
<input type="checkbox"/> 16-25 consecutive day permit, \$154.00 (For-profit) <input type="checkbox"/> 16-25 consecutive day permit, \$77.00 (Non-profit - 501(c)(3) or equivalent)

Event Information For Above Consecutive Day Permits

Name of event: _____	Date(s) of the event: _____
Site address of event: _____	
Event organizer: _____	
Event organizer contact person: _____	
Contact Number: _____	
List the date(s) intended to operate at the event: _____	
Have you participated in events within the current calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many times? _____	

Multi-Event Permits (Please Check One)

<input type="checkbox"/> 6-month permit, \$217.00 (For-profit - unpackaged foods and/or food processing)	<input type="checkbox"/> 6-month permit, \$130.00 (For-profit - commercially prepackaged foods and/or whole produce)
<input type="checkbox"/> 6-month permit, \$108.00 (Non-profit - 501(c)(3) or equivalent - unpackaged foods and/or processing)	<input type="checkbox"/> 6-month permit, \$65.00 (Non-profit - 501(c)(3) or equivalent - commercially prepackaged foods and/or whole produce)
<input type="checkbox"/> 12-month permit, \$434.00 (For-profit - unpackaged foods and/or food processing)	<input type="checkbox"/> 12-month permit, \$261.00 (For-profit - commercially prepackaged foods and/or whole produce)
<input type="checkbox"/> 12-month permit, \$165.00 (Non-profit - 501(c)(3) or equivalent - unpackaged foods and/or food processing)	<input type="checkbox"/> 12-month permit, \$130.00 (Non-profit - 501(c)(3) or equivalent - commercially prepackaged foods and/or whole produce)

<input type="checkbox"/> Veteran's Fee Exemption Attach copy of honorable discharge form or other evidence of honorable release from US Armed Services
<input type="checkbox"/> Non-profit Charitable Organization (*If Nonprofit, provide IRS Exempt Registration # _____) Name and address of non-profit organization: _____ A copy of the 501(c)(3) letter must be included with application. Is the letter included? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> All proceeds will be donated to a non-profit organization Name of non-profit organization: _____ Name of person-in-charge of non-profit organization: _____ Contact number: _____
*Late Fee - Submittal processing fee of \$75.00 plus permit fee if submitted less than 2 weeks prior to event start date.
Are you submitting your application less than 14 days prior to event start date? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please include a \$75.00 late fee to the total amount due. Total Amount Due _____

Temporary Food Facility Proposed Operation

List all foods to be provided to the public (sold or given away) including beverages, condiments, ice, alcohol, and prepackaged foods.

Where are foods including beverages, condiments, ice, alcohol, and prepackaged foods going to be purchased (food must be purchased from an approved source)?

** Please retain receipts of purchase during the event.

Where are foods going to be prepared, handled, or served? Check applicable box(s):

- Foods and/or beverages will be prepared/served within the temporary food facility.
- Foods will be prepared/served/handled at an approved, permitted commercial kitchen facility.

Name of commercial facility: _____

Complete form titled **Food Facility Authorization to Use an Approved Kitchen for a Temporary Food Event or Commissary Letter of Agreement and submit it with application if temporary food facility operators will prepare/server/handle-foods at a permitted commercial kitchen.

- Baked goods, such as cookies, cakes, cupcakes will be prepared at home (only non-profit organizations)
- No food preparation will be done, temporary food facility will handle prepackaged food and/or beverages.

If nonprepackaged foods will be handled, please check the type of hand-washing facility to be provided:

- A permanently installed hand-washing sink, with warm running water, liquid hand soap, and single use paper towels.
- A portable hand-washing station with warm running water, liquid hand-washing soap, and single use paper towels.
- A five (5) gallon gravity flow container with a valve that remains open, liquid hand soap, single use paper towels, and a container for waste -water holding

If food preparation or serving will be done within the temporary food facility, please check the method to be provided for the handling of dirty utensils:

- A stainless steel, three-compartment sink with two (2) drainboards.
- Three (3) water tight containers. First container providing clean water and soap, second container providing clean rinse water, and third container providing water and sanitizer (1 tablespoon of bleach per 1 gallon of water).
- Extra clean utensils to be provided in a water tight container (with a lid) and a second water-tight container (with a lid) for the storage of dirty utensils.

If highly perishable foods are to be handled, please check the type of temperature holding equipment to be provided:

Cold Holding Equipment:

- Ice chests Freezers Refrigerated trucks Other approved equipment: _____

Hot Holding Equipment:

- Grills/Barbecues Portable electrical stoves Gas propane operated equipment
- Chafing dishes Electric slow cookers Steaming table
- Heat lights Other approved equipment: _____

How will wastewater generated from food operation be collected and disposed?

- Wastewater will be collected in water-tight receptacles and disposed at the event through a sanitary sewer system.
- Wastewater will be collected in water-tight receptacles and disposed through a sanitary sewer system outside event premises.

**Disposing wastewater on the ground is prohibited.

How will garbage generated from food handling be collected and disposed?

What will be the source of potable water utilized for hand-washing, utensil washing, and general cleaning purposes?

Temporary Food Facility Set Up Description

If nonprepackaged food will be handled or if a non-profit organization that has operated more than four (4) times within the current calendar year is selling nonprepackaged food, a fully enclosed booth shall be required. A fully enclosed booth consists of four (4) walls, approved flooring, ceiling, and minimum of one (1) service window to dispense food from of approximately 1ft x 1ft.

Check the materials to be utilized to construct the food booth:

- Canvas Fine mesh screening Plastic Wood Other approved material: _____

Check the materials to be utilized for food booth flooring:

- Concrete Smooth wood Asphalt
 Clean tarps Foam floors Other approved flooring: _____

Sketch a floor plan below or attach a floor plan indicating the proposed layout of the cold/hot holding equipment, food preparation tables, food/potable water storage, utensil washing/extra clean utensil storage, trash receptacles, wastewater holding containers, and hand-washing facilities. An example of a floor plan is located on page 5.

Please read the following statement and then sign and date below.

I am familiar with the operational requirements for temporary food facilities and will comply with all legal requirements. I understand that any person who operates a food facility shall obtain all necessary permits to conduct business, including but not limited to this permit issued by Imperial County Division of Environmental Health.

 Print Name of Applicant for Temporary Food Facility Permit

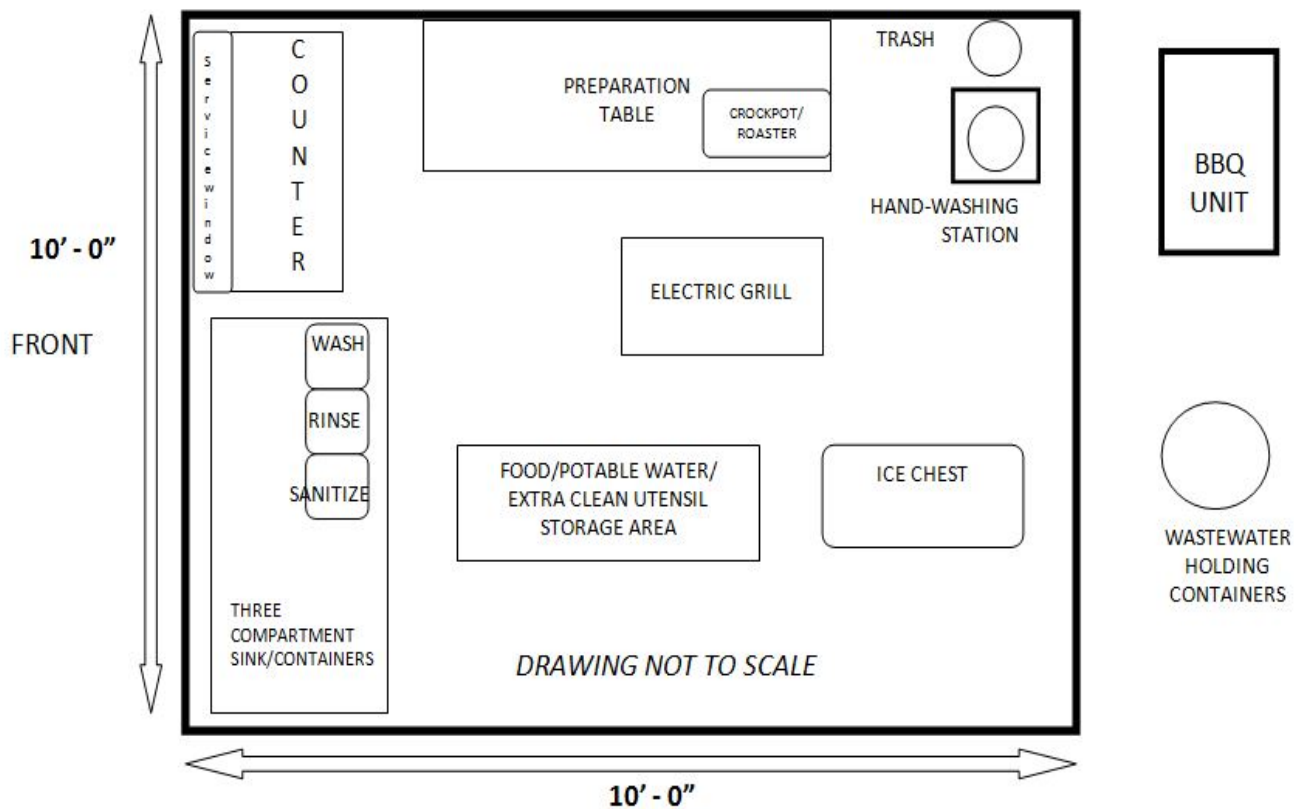
 Date

 Signature of Applicant for Temporary Food Facility Permit

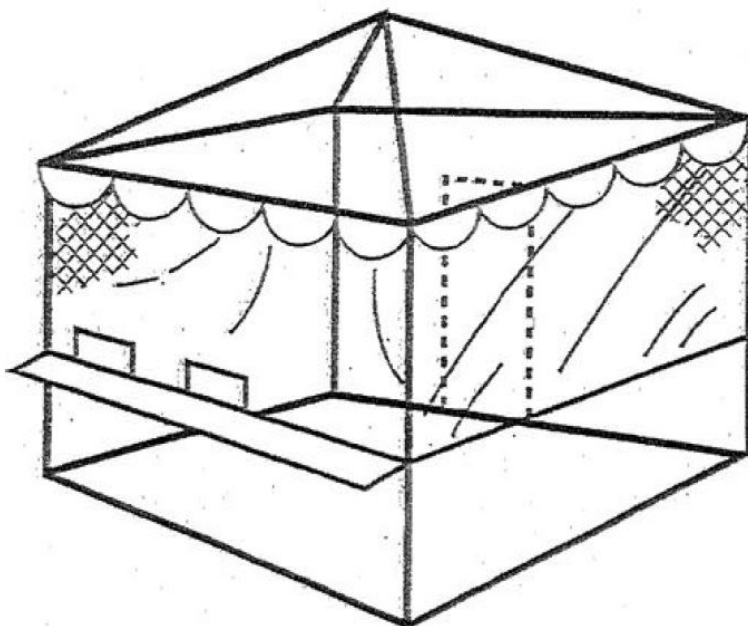
 Title

For Office Use	Application: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected By: Date: _____	FA# _____	Invoice #: _____
Date _____	Amount _____ Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	Check/Trans# _____	Received By: _____

Temporary Food Facility Floor Plan Example



If nonprepackaged food will be handled or if a non-profit organization that has operated more than four (4) times within the current calendar year is selling nonprepackaged food, a fully enclosed booth shall be required. A fully enclosed booth will be required for multi-event permit vendors who are selling or giving away nonprepackaged food and/or processing food. A fully enclosed booth consists of four (4) walls, approved flooring, ceiling, and a minimum of one (1) service window used to dispense food from must not be greater than 1ft x 1 ft.



To obtain detailed information about existing requirements and standards for temporary food facilities, please refer to the Operators Guide.