



City of Firebaugh

ANNUAL CANTALOUPE ROUNDUP

INFORMATIONAL BOOTH APPLICATION July 27 – 30, 2017

The staff of the City of Firebaugh Cantaloupe Roundup are pleased that you have expressed an interest in being part of our festival. Enclosed you will find an application for the 2017 Cantaloupe Roundup. Please review these instructions carefully. Should you have any questions regarding this application, please call the office at (559) 659-5900 or e-mail to isaldivar@firebaugh.org

Completed applications can be mailed to:

City of Firebaugh, Attn: Isabel Saldivar, 1133 P Street, Firebaugh, CA 93622

INSTRUCTIONS FOR COMPLETING APPLICATION

1. Print and read the 2017 Cantaloupe Roundup Rules and Regulations handbook available on our website www.firebaugh.org. **Print and sign page #4.** Your application will be **INCOMPLETE** without this information!
2. All proposed informational items or services must be listed. The attending times and dates your organization will be participating in the event must also be noted in order to make the appropriate accommodations for your group.
3. Complimentary drink items are not allowed to be distributed to event attendees.
4. Organizations must provide their own tables, chairs, and canopies for shade.
5. Management will determine the location of your booth. Locations are subject to change from year to year.
6. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!

OTHER INFORMATION

Event Start Times:

Wednesday 7/26/2017:	10:00am – 11:00am	Assignment of booth spaces
Thursday 7/27/2017:	5:00pm – 12:00am	Booths Open & Close
Friday 7/28/2017:	5:00pm – 12:00am	Booths Open & Close
Saturday 7/29/2017:	4:00pm – 12:00am	Booths Open & Close
Sunday 7/30/2017:	4:00pm – 12:00am	Booths Open & Close
Monday 7/31/2017:	8:00am – 5:00pm	Remove booths & clean up space

CITY OF FIREBAUGH ANNUAL CANTALOUPE ROUNDUP

JULY 27 - 30, 2017

Informational Booth Application

Please submit the following pages with the requested information on the cover sheet. All COMPLETED informational booth applications are due in the office no later than Monday July 24, 2017 at 4:00pm.

Check one: New Organization 2016 Returning Organization

ORGANIZATION: _____

CONTACT PERSON: _____ EMAIL: _____

PHONE: _____ CELL PHONE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

ON-SITE CONTACT: _____ CELL PHONE: _____

SPACE FEES:

****FREE**

SELECT SPACE SIZE:

10 X 10 $\frac{1}{2}$ Space

10 x 20 Full Space

LIST SERVICES THAT WILL BE OFFERED:

LIST TIME AND DATE ORGANIZATION WILL BE ATTENDING:

IMPORTANT NOTES:

- **Park Restrictions: All vehicles must be off the selling areas by noon each day. Loud music will not be tolerated.**
- **Upon approval of your signed application and payment, you agree to abide by the City of Firebaugh rules and regulations regarding the Annual Cantaloupe Roundup.**



City of Firebaugh's Annual Cantaloupe Roundup Rules & Regulations

1. CITY OBLIGATIONS:

A. ENFORCE RULES AND REGULATIONS

The city shall enforce the following Rules and Regulations uniformly, consistently, fairly and without bias or favor. The City Manager or designee shall have the authority to interpret the Rules and Regulations and to apply them in an equitable manner in order to obtain generally acceptable conduct and business practices that are in keeping with the applicable State and local laws and regulations.

B. ISSUE ADMINISTRATIVE DIRECTIVES TO CLARIFY AND IMPLEMENT THE RULES AND REGULATIONS

The City Manager or designee shall have the authority to issue serially numbered and dated directives that may be needed to clarify these Rules and Regulations to assure their fair and equal application and to resolve any special situations or issues that may arise. Administrative Directives shall be maintained in an appropriate file for the use of Cantaloupe Roundup personnel and shall be publicly promulgated if applicable to the Cantaloupe Roundup and/or customers.

C. PROVIDE AN ATTRACTIVE AND PLEASANT BUSINESS CLIMATE

The Cantaloupe Roundup shall be maintained in a clean and orderly manner so that honest and ethical business persons will be attracted to the Roundup to offer quality goods and services at fair and reasonable prices. The City however, assumes no responsibility for the actions or performances of Vendors, or for the quality or operation of goods offered for sale or which may be purchased.

D. MAINTAIN ACCURATE VENDOR LIST

The Cantaloupe Roundup shall maintain a current list of Vendors that have paid rent for a space at the Roundup. The list shall include name, address, phone number, primary goods offered, booth spaces rented, period for which rents are paid and all applicable licenses.

E. LAW ENFORCEMENT

Law enforcement shall be provided to the Cantaloupe Roundup by the Firebaugh Police Department.

2. GENERAL PROVISIONS:

A. “VENDOR” SHALL MEAN THE PERSONS IN WHOSE NAME THE CANTALOUPE ROUNDUP BOOTH SPACE IS RENTED

The Vendor is the person whose name is entered in the Cantaloupe Roundup’s records as the tenant of the space rented. All required licenses and permits must be provided at time of registration and must be in the Vendor’s name. Any changes in any information provided at the time of registration shall be promptly reported to the Roundup Coordinator. Vendors or the employee on record must be on the grounds of the Firebaugh Cantaloupe Roundup on all days and times that, the designed space(s) are occupied.

B. THE VENDOR IS FULLY RESPONSIBLE FOR THE ACTS AND CONDUCT OF ALL EMPLOYEES OR ASSOCIATES INVOLVED IN THE VENDOR’S CANTALOUPE ROUNDUP BUSINESS.

C. REIMBURSEMENT FOR DAMAGES TO CITY PROPERTY.

Reimbursement for damages to City property committed by Vendor, Vendor’s employee(s) or associate(s) involved in the Vendor’s Cantaloupe Roundup business shall be the responsibility of the Vendor.

D. BOOTHS AND SPACES SHALL BE LEFT CLEAN; WASTE SHALL BE REMOVED FROM THE CANTALOUPE ROUNDUP.

Vendors shall be responsible for leaving the rented booths and spaces clean and neat at the end of the day. All Vendors’ waste shall be removed from the Cantaloupe Roundup grounds.

E. LOST OR STOLEN PROPERTY

Vendors and customers, not the City, are responsible for the safekeeping of personal property and goods offered for sale. In the event of theft or loss of property, you can contact the Firebaugh Police Department for further assistance at (559) 659-3051.

F. RESERVED BOOTHS AND SPACES SHALL BE OPEN FOR BUSINESS ACCORDING TO THE SPECIFIED TIMES

Please refer to application for specific times that booths should be ready each day of the Cantaloupe Roundup. **Should booths not be ready by specified times, the vendor will not be invited to participated in next year’s Roundup.** No refunds will be made for unused reserved space(s).

G. SPACE RENTALS

No Vendor will be allowed to set up their booth if payment has not been received. Any food vendor who does not pay the space rent by **July 13, 2017** and any commercial vendor who does not pay by **July 21, 2017** will not be allowed to set up, sell merchandise or food. Payments are accepted at Firebaugh City Hall during normal business hours. There are no discounts, rain checks, or refunds, except that if action by the City results in a rented space not available for use, a credit shall be awarded.

H. SPACE LOCATION

Returning food and commercial vendors may submit a written request for a different location. Should space become available, we will be happy to consider your request. Occasionally we need to move a vendor to another location; sometimes this can happen during the Cantaloupe Roundup. Should this need arise you will move, at no cost to the Cantaloupe Roundup.

I. ELECTRICAL POWER NEEDS

Some electrical power needs will be provided by the City. All electrical wires and fixtures shall be appropriately grounded and protected from wear, scuffing and accidental contact. Vendors are responsible for damages caused to all of the City’s electrical equipment.

J. OFFENSIVE ITEMS

We reserve the right to prohibit the sale, rental or display of any item that we deem reasonably objectionable from the standpoint of taste, quality, or compatibility with the Firebaugh Cantaloupe Roundup. Some items that will not be considered for sale, giveaway or rental include, but are not limited to: weapons of any kind, pornographic or drug –related items.

K. VENDOR’S VEHICLES ON CANTALOUPE ROUNDUP GROUNDS ARE LIMITED.

Vehicles shall be parked in assigned designated parking spaces. No vehicles will be allowed on the Cantaloupe Roundup grounds except for the specified time allowed for unloading.

L. NO “USED ITEMS” OF ANY KIND WILL BE ALLOWED FOR SALE

Under no circumstances will used items be allowed for display with the intention of sale. Vendors are responsible for only selling new packaged items.

M. ALCOHOL

Unless you have a current license authorizing the sale of alcohol and have been approved by the Cantaloupe Roundup to conduct limited sales, you cannot sell any alcoholic beverages of any kind any time.

3. VIOLATIONS AND PENALTIES

A. VIOLATIONS AND PENALTIES

This Handout is part of your Agreement, so non-compliance with any part of this book is considered a breach of your Agreement. Violations of laws and/or Rules and Regulations may result in temporary or permanent suspension, not being allowed in future community events or an order to cease operation immediately and vacate the premises.

4. FOOD PROVISIONS

A. FOOD VENDORS SHALL COMPLY WITH LOCAL HEALTH LAWS

Local health laws are enforced by the Fresno County Health Department.

B. UNLAWFUL FOODS OFFERED FOR SALE ARE SUBJECT TO DESTRUCTION

In accordance with laws and regulations, State inspectors may inspect all foods offered for sale and destroy any which fail to meet State standards and regulations.

C. PERMITS AND BOOTH/SPACE RENTAL RECEIPTS READILY AVAILABLE

All Vendors must have readily available, upon entry into the Cantaloupe Roundup, current receipt, sellers permit, and any other permits required by law or the Cantaloupe Roundup. Such items shall also be displayed within the booth or space in a conspicuous place.

- Food Handlers Permit: (559) 600-3357
- Board of Equalization Sellers Permit: (800) 400-7115

D. THE CITY RESERVES THE RIGHT TO LIMIT RENTALS OF, FOOD BOOTHS AND MERCHANDISE BOOTHS

The City reserves the right to limit the number of Commercial Vendors, Food Booths and merchandise to limit the number of booths and/or spaces rented by any one Vendor.

E. SEWER CONNECTIONS

All sewer lines have been cleaned and prepared for your connection in advance of your arrival. If your line backs-up we will work with you to assist in the repair. Repeated back-ups may be considered a violation of your Agreement to operate properly and safely.

F. GREASE BINS – GRAY WATER

Use grease containers for all cooking oil. If the grease bin is full, find the next closest grease bin. Do not place grease in cardboard boxes near dumpsites. Do not pour grease into drains. Notify the Cantaloupe Roundup Coordinator if a grease bin is full. Gray water cannot be dumped in storm drains, flower planters or restrooms. Only dump gray water into sewer drains. Violators will be fined and charged for cleanup.

G. PROHIBITION OF STYROFOAM PRODUCTS:

As per FMC Section 19-4.2 of ORDINANCE NO. 11-02 states no Styrofoam products will be allowed at any city facility during a special event or community function. Any vendor not following this rule will be revoked of selling privileges for the remainder of the event, will not be reimbursed or welcomed to future city events.

I have read and I agree to abide by the terms of the City of Firebaugh’s Annual Cantaloupe Roundup Rules and Regulations. I have received a copy of these Rules and Regulations.

Date: _____

Vendor Signature: _____

Printed Name: _____

Note: The City of Firebaugh reserves the right to extend, end and/or terminate the Annual Cantaloupe Roundup for safe and/or health issues.