



April 4, 2017

To: Prospective Vendors

The City of Oakley will be hosting our annual Cityhood Celebration on Saturday, July 1st, 2017. We invite you to join us to sell your wares, market your business and share your message.

We are inviting the following type of vendors to participate: food vendors, arts & crafts, service, retail and non-profit organizations. Vendor space is limited and applications are taken on a first-come, first-serve basis.

The event information, rules and vendor application are attached here. Please note that a current California Sellers Permit number is required. Non-profit organizations will need to supply their 501C3 tax ID # to qualify for the non-profit rate.

Please mail or return your completed application and fee to:

City of Oakley
3231 Main Street
Oakley, CA 94561
Attn: Cindy Coelho

Submission of an application does not guarantee a spot. You will be notified by email or phone if a spot has been reserved for you. For any questions, please contact Cindy Coelho at (925) 625-7044 or email: Coelho@ci.oakley.ca.us.



Cityhood Celebration, 2017 Event Information

Date: Saturday, July 1, 2017

Location: Freedom High School Soccer Field, 1050 Neroly Road, Oakley

Event Hours: 6:00pm – 10:00pm

Set-up Time: 1:00pm – 5:00pm

Projected Attendance: 8000+

Population, City of Oakley: 40,000+

Total Vendor space: Approximately 35 spaces

Space size & information: 10' X 10' Electricity is not available. Water is only available at the stadium restroom area.

Vendor Categories: Retail, arts & crafts, non-profit organizations and food vendors.

Vendor Fees: Fees are for space only. Tables, tents & generators are not included.

- Retail, Services, Arts & Crafts - \$75
- Non-profit service organizations - \$45
- Food booths - \$124 (health permit) + \$120 booth fee = \$244 (Please send 1 check for \$244) *Additional forms for health and fire required

Please make checks payable to: City of Oakley

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Non-Food Vendor Application

Applications will be reviewed on a first-come, first-serve basis. Submission of this application does not guarantee a space at the event. Vendors will be notified by phone or e-mail of acceptance. Full payment is required to reserve a space. Space is limited – applications will be accepted up until June 1st or until all spaces are full.

Name of Business: _____

Name of Owner: _____

Address: _____

Phone: _____ Cell Phone: _____ Fax: _____

Email address: _____

Name and phone # of Representative(s) if Owner will not be present:

Required - valid, current California sellers permit # _____
OR completed BOE-410 if applicable

Non-profit organizations require - 501C3 Tax ID # _____

Number of spaces requested: _____ (Spaces 10' x 10')

Please list the following: Goods to be sold, informational hand-outs, booth activities or games planned. The Event coordinator reserves the right to prohibit any non-approved items/activities from the event.

_____	_____	_____
_____	_____	_____
_____	_____	_____

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Food Vendor Application

Applications will be reviewed on a first-come, first-serve basis. Submission of this application does not guarantee a space at the event. Food vendors need to complete a Health Dept. and Fire Dept. form. Vendors will be notified by phone or e-mail of acceptance. Full payment is required to reserve space. Space is limited – applications will be accepted up until June 1st or until all spaces are full.

Name of Business: _____

Name of Owner: _____ Email: _____

Address: _____

Phone: _____ Cell Phone: _____ Fax: _____

Email address: _____

Name and phone # of Representative(s) if Owner will not be present:

Required - valid, current California sellers permit # _____

Non-profit organizations require - 501C3 Tax ID # _____

Number of spaces requested: _____ (Spaces are 10' x 10', if additional space is required, applicable fees will apply)

Please list all the items on the menu to be sold at your booth.

Please check if you are using one of the following:

Propane () Butane () Other ()

New food vendors must include a photo of your booth. (Photo will not be returned)

All Food Vendors must complete and return the attached Fire District permit application and the CCC Health Dept. Temporary Food Facility Operator forms along with their application

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Rules and Regulations

1. The event will take place RAIN OR SHINE.
2. NO ALCOHOL is permitted at the event.
3. Vendors must list all items to be sold on the application. Sales of pornographic material, weapons, drugs, alcohol and fireworks are prohibited. The vendor coordinator has final approval on all items for sale or distribution.
4. Booth space may not be shared or assigned to any other party.
5. The event organizer (City of Oakley staff) will assign spaces for all vendors.
6. The City of Oakley is not responsible for a vendor's financial success at the event.
7. Tables, chairs, tents, canopies or generators are not provided by the City of Oakley. Vendors are solely responsible for these items.
8. Food booth structures must comply with CCC Health Department and Fire Department regulations.
9. Electricity is not available on site.
10. Set up time is 1:00 – 5:00pm. All booths must be set up by 5:00pm. All vehicles used for unloading supplies must be off the field by 5:00pm.
11. Vendors will not be permitted to leave the event until after the completion of the Fireworks Show, approximately 10:00pm. For safety reasons, No vehicles will be permitted on the field until all the attendees have left the area. NO EXCEPTIONS.
12. Vendor Booth cancellations must be made by June 1, 2017 in order to receive a refund. No refunds will be granted after this date.

NOTE: ALL booths will be subject to inspection by the East Contra Costa Fire Protection District. ALL FOOD booths will also be inspected by the Contra Costa Health Services.

If you have any questions regarding regulations, you may contact the Fire Department at (925) 634-3400 or the Contra Costa Health Services at (925) 692-2500.



Cityhood Celebration Event Waiver

This Waiver, Release and Indemnity Agreement is intended to discharge in advance the City of Oakley, the Liberty Union High School District, its officers, employees, volunteers and agents from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is further agreed that this Waiver, Release and indemnity Agreement is to be binding on my heirs and assignees. I agree to assume the full risk of any injuries, damages or loss that I may sustain as a result of participating in any and all activities connected with or associated with each activity. I additionally agree to indemnify the City against any claims or rights of action for damages which I may incur. I further agree that certain marketable information may be used in accordance with State Laws and regulations. Such items include: e-mail addresses, photos and press releases that include statements made by me in publication of said activities. In the event of any emergency, I authorize City Officials to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed necessary for my emergency care if it be deemed to sustain life. I also agree that I will be responsible for payment of any and all medical services rendered.

I have read, understand and agree with the above conditions and guidelines.

Vendor Signature: _____