



HUENEME BEACH FESTIVAL

PORT HUENEME CALIFORNIA

August 28-29, 2021 11am-7pm

Vendor Rules and Procedures

The Hueneme Beach Festival (HBF) is committed to a quality event with an interesting assortment of food and merchandise vendors. Please read and understand these policies and procedures. If accepted as a vendor, you will be expected to comply with all of them. Failure to comply with these policies and procedures will result in your not being allowed to return as a vendor, and/or your participation will be terminated on the spot.

General Info

- **Vendor application deadline:** August 15, 2021
- **Operation Dates/Hours:** Booths must be operated both days of the Festival, from start to close (11:00am – 7:00pm).
- **Equipment:** Vendors must bring own equipment and supplies, including: ice, cash/change, cooking equipment, tables, chairs, paper goods, trash cans, fire extinguishers, flooring, and other supplies for the operation of an exhibitor booth.
- **Site access/set up:** Vendors will be pre-assigned site access and set-up times prior to the Festival.
- **Tear down:** No tear down prior to Festival closing at 7 pm. Exit times/instructions will be assigned.
- **Clean up:** Vendors are responsible for cleanup of their space and removal of their trash during and after the Festival.
- **Pets:** No pets are allowed on the premises, including inside vendor booths.
- **Festival logo:** Do not use the official Hueneme Beach Festival logo or artwork or incorporate the name Hueneme Beach Festival into your product line. The name and logo are protected by trademark and copyright laws and may only be used by special licensing agreements.
- **Application Process and Placement:**
 - Completion of the vendor application does not guarantee a space at the Festival. After completing the application, vendors will be notified as soon as possible if they have been accepted or not.
 - Festival sponsors will have top priority in placement in all spaces, including food booths.
 - The Festival reserves the right to limit the number of vendors selling similar items or services.
 - In cases of duplication, local vendors whose completed applications were received by the deadline will get priority acceptance.
- **Overnight Security:** Festival grounds will be locked down overnight and limited overnight security is contracted by the Festival. However, the Festival will not be held responsible for lost, stolen or damaged merchandise. Vendors who choose to leave items overnight do so at their own risk.

Booth Info

- **Canopies:** HBF will provide tenting for food vendors only. All other vendors are required to provide their own tenting. Pop-up tents/canopies must be secured in case of winds (no staking allowed).
- **Signage:** Professional quality signs ONLY may be posted; no hand-written signs permitted.
- **Electricity:** Electricity will be provided to all vendors at no additional cost.
- **Music:** If your booth involves music or sound, it must not reach beyond 20 feet of your booth. You must be pre-approved for sound.



Vendor Inquiries:

Please contact Sandy Montes-Cerna at 805-835-4910 or email cernamontes@yahoo.com.



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- **Products Sold:** Vendors may only sell what the Festival has approved in advance during the registration process (make sure to include a complete list on the vendor application form). Offensive materials (i.e., ethnically or racially offensive) may not be sold or displayed at the Festival. Failure to comply with this policy will result in termination from the Festival.
- **Booth Space**
 - No racks, tables, or any items are permitted OUTSIDE your 10' x 10 booth space. If you need more room for your display and storage, you must purchase a second booth. Staff will be going around to ensure all vendors are within their space.
 - To qualify as an Arts & Crafts vendor YOU must create your product, or decorate/adapt an existing product, and you must be the person selling at the Hueneme Beach Festival. Retailing of commercial items and wholesale products do not meet the handcrafted criteria.
 - If you are selling a craft item that you have purchased from others, you are a RETAIL vendor.
 - Retail vendors are limited to selling items valued at \$50 or less.

Cancellation Policy

- A vendor may request a refund (less a \$50 processing fee) through June 18, 2021.
- Vendors will receive a full refund if the event is cancelled by HBF management.
- Refunds will be made payable by check to the name provided on the vendor application.

Insurance Requirements

- All Festival exhibitors are required to carry a valid General Liability Insurance Policy naming the Hueneme Beach Festival, City of Port Hueneme and REACH as additionally insured for August 28-29, 2021
- A current Certificate of Insurance (COI) must be submitted with your registration.
- Name of insured on policy must match name and address on vendor registration.
- Type of Insurance must be General Liability Insurance.
- Policy effective dates must be through the Hueneme Beach Festival weekend (August 28-29, 2021)
- Policy limits must be at least:

General Aggregate:	\$1,000,000
Each Occurrence:	\$1,000,000
Products – comp/op agg:	\$1,000,000
Personal & Adv. Injury:	\$1,000,000
Damage to Rented Premises	\$100,000

- Description of Operations/Locations/Vehicles/Restrictions/Special Items must include:
Certificate holder is named as additional insured for the Hueneme Beach Festival, August 28-29, 2021 at Hueneme Beach and on surrounding streets in Port Hueneme.
- Certificate Holder must be listed as follows:

**Hueneme Beach Festival, City of Port Hueneme, and REACH,
their officers, contractors, and volunteers**
250 N Ventura Road
Port Hueneme, CA 93041



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Food Vendor Info

- **Health Department Permits:** Once approved for participation by HBF, all food vendors are required to obtain a Permit to Operate a Temporary Food Facility (TFF) issued by the Ventura County Environmental Health Division (EHD). This form, to be provided by HBF, must be filled out and returned to the Festival with a separate check made out to the EHD.
- **Temporary Food Facility (TFF-1)** – this permit is required for open and/or potentially hazardous food preparation, including open sampling. When completing the TFF-1 form please make sure to be specific with what type of food you will be making and providing.
- **Temporary Food Facility (TFF-2)** – this permit is required for prepackaged and non-potentially hazardous food. Food that has been prepackaged or cottage prepackaged food (made at home with proper certification) must be labeled with the location where it was packaged at (all packaged items must contain a label).
- **Inspections & Permits:** You and your workers must comply with all EHD requirements during the event.
 - Food vendors must be ready for EHD inspectors at times assigned by HBF.
 - No food can be sold until you have been issued a permit by EHD.
 - For health and safety reasons, only food booth workers are allowed in the food prep area.
 - Family and friends must remain outside the vendor booth space.
- **Cleaning & Damage Deposit:** All food vendors preparing and cooking food on-site are required to submit a \$100 refundable cleaning and damage deposit with the registration. This deposit will be returned after the Festival if your space is left clean and undamaged. Food vendors must check out with Festival staff in order to qualify for a returned deposit.

Important food vendor items to cover:

- Ice is considered like food. If you have an ice chest, please use food-grade bags in the ice chest (bags are available at Smart & Final).
- When cooking please make sure to use lids and covers for your pots and pans.
- Stored food must be six feet off the ground or floor.
- Outdoor customer self-service condiments must be in individual packets.
- Hot foods must be held at >135 Fahrenheit and cold foods held at <45 Fahrenheit.
- Glove use is required for all workers inside vendor spaces; no exceptions.
- No eating or drinking inside the vendor spaces.
- Staff drinks, food, and all personal items must be stored separately from food you are selling.

Beverage Policy

The Hueneme Beach Festival maintains the exclusive right to ALL beverage sales and distribution at the Hueneme Beach Festival. Unless previously authorized, no vendor or sponsor may sell or provide samples of alcohol, carbonated soft drinks, bottled water, iced tea, or bottled fruit juices. This policy will be enforced.



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