



APF 2023 "Vendor Information"

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DATE/TIME: Sunday, October 15, 2023 – 9:00 am to 8:00 pm.

VENUE: San Francisco County Fair Building, 1199 9th Ave, San Francisco, California

RENT:

6' x 2' TABLE (NO extra SPACE around or off TABLE)

- \$100 – Retail Merchandise
- \$150 – Packaged Food/Drinks (includes Health permit)
- \$175 – Retail Merchandise WITH Packaged Food/Drinks (includes Health permit)

10' x 10' SPACE (NO extra room outside of SPACE)

- \$0 – Activity, Information, OR Service (NO Sales activity onsite)
- \$250 – Retail Merchandise
- \$300 – Packaged Food/Drinks (includes Health permit)
- \$350 – Retail Merchandise WITH Packaged Food/Drinks (includes Health permit)

10' x 20' SPACE (NO extra room outside of SPACE)

- \$0 – Activity, Information, OR Service (NO Sales activity onsite)
- \$400 – Retail Merchandise
- \$450 – Packaged Food/Drinks (includes Health permit)
- \$500 – Retail Merchandise WITH Packaged Food/Drinks (includes Health permit)

FOOD/DRINKS CART (10' x 10' SPACE)

- \$350 – Food/Drinks prepared onsite (includes Health permit)

FOOD TRUCK (Up to 10' x 30' SPACE)

- \$400 – Food/Drinks prepared onsite (includes Health permit)

Up until the night before the event OR upon check-in at the event you'll receive the space assigned to you, check-in details, and receipt of payment. **Sharing booths with another Vendor is not allowed unless pre-authorized by us. Absolutely no subleasing of any booth is allowed.**

DUE DATE: Applications and payments are accepted until September 30, 2023.

PAYMENT: All Checks and Money Orders are accepted, made payable to "Charles Hamer" with "Aloha Poly Fest 2023" on the Reference Memo line OR a debit or credit card to pay online at www.PayPal.com (sales@polynesiangifthut.com) OR [@PolyGiftHut](http://www.Venmo.com).

After your application and payment is received, you'll receive an email confirmation from us. If your application is not accepted, your payment will be returned before the event, along with the reason that we did not accept your application. **You'll be assessed a \$50 fee if your check is returned by any financial institution for any reason.**

CONTACT: Charles Hamer (aka Uncle Charlie) is the contact for Vendors. Call or text 415.374.3553 OR email admin@alohapolyfest.com.



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NUMBER OF ATTENDEES: We can't predict the amount of people that will come and go throughout the day.

NUMBER OF VENDORS: We can't predict how many Vendors will apply. Please check back close to the event date.

ADVERTISING: Announcements will be made in print, on local broadcasts, and on various social media platforms.

EQUIPMENT: Vendor Space include table(s) and chair(s). Extra tables are available for rent. Electricity is available in some locations. You may bring other things needed to operate your business such as canopy tent frame (without Top cover OR side walls), structure/grid walls, tables, and chairs. **DO NOT use nails, screws, glue or anything other than blue tape and rope to hang things from the walls or other property on the premises. Open flames, candles, sparklers, balloons, fog machines, smoke, and generators are NOT ALLOWED.**

SETUP & BREAKDOWN: Setup time on Sunday, October 15, 2023, is from 9:00 am to 11:00 am. Breakdown time is allowed at 4:30 pm to be completely vacated by 8:00 pm (NO EXCEPTIONS). We advise you to bring a handcart to move things to and from your vehicle. You may temporarily park in the Loading Lot in back of the Venue only to drop off things to move to your Vendor Space. Please move quickly and DO NOT leave your vehicle parked in the Loading Lot while setting up things at your Vendor Space. **Vehicles parked in the Loading Lot more than an hour may be ticket or towed at the owner's expense. Empty spaces are needed for Entertainers who will come and go throughout the day.**

PARKING: FREE street parking is available as well as paid parking nearby at Music Concourse Garage in Golden Gate Park.

GARBAGE: Trash and Recycle bins will be onsite. **DO NOT throw away any large items or packaging (such as boxes, paper...) in these bins.** These are mainly for trash from food and drinks. **Violators will be pay \$50.**

SECURITY: Recreation & Parks Patrol will monitor the event.

INSURANCE, LICENSES & PERMITS: We have event insurance that covers property damage and bodily injury only. We recommend, but don't require that you have your own event insurance.

All Vendors MUST possess a valid California Business Seller's Permit or Non-Profit certificate to rent a Vendor space at ALOHA POLY FEST. Vendors who sell only one time per year in California may obtain a "Temporary Business Seller's Permit" by visiting www.taxes.ca.gov. You are solely responsible for collecting and filing your own taxes.

All Food/Drinks Vendors are required to have a Health permit from the City and County of San Francisco. Check here to review the guidelines from City & County of San Francisco Department of Public Health (<https://www.sfdph.org/dph/eh/food/permits/permitspevents.asp>). Permit Fees are included on the "Vendor Application".

CANCELLATION: Full refund is available if the event is cancelled for any reason before the scheduled event date. Full refund if cancelled by request up to five days before the event. No refund will be issued for "No-Show" with no request to cancel.



APF 2023 "Vendor Application"

Name: _____ Onsite Representative: _____

Business or Entity Name (dba): _____

California Business Seller Tax Identification OR Non-Profit License Number: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Physical Address (if different from Mailing Address): _____

Contact Phone: _____ Business Phone (if different from Contact Phone): _____

Text: _____ Email: _____

Website: _____ Facebook: _____ Instagram: _____

List all things you will offer: _____

	Activity, Info, OR Services (NO Sales)	Retail Merchandise	Packaged Food/Drinks	Retail Merchandise & Packaged Food/Drinks
6' x 2' Table	N/A	<input type="radio"/> \$100	<input type="radio"/> \$150	<input type="radio"/> \$175
10' x 10' Space	<input type="radio"/> \$0	<input type="radio"/> \$250	<input type="radio"/> \$300	<input type="radio"/> \$350
10' x 20' Space	<input type="radio"/> \$0	<input type="radio"/> \$450	<input type="radio"/> \$450	<input type="radio"/> \$450

Food/Drinks Prepared onsite	
Food Cart	<input type="radio"/> \$350
Food Truck	<input type="radio"/> \$400

Extras		
Electricity	<input type="radio"/> \$0	
Tables	<input type="radio"/> NONE needed	<input type="radio"/> \$20 (one Extra) <input type="radio"/> \$35 (two Extra)

DATE: _____

SIGNED: _____

FOR OFFICE USE ONLY	
Date Received:	_____
Amount:	_____
Payment Method:	_____
Booth #:	_____



APF 2023 "Vendor Agreement"

The authorized undersigned, at least 18 years of age as of October 14, 2023, as a participant at ALOHA POLY FEST on October 15, 2023, agrees to all the terms and conditions listed below:

1. The undersigned, herein known as the representative and sole-decision maker of the Business/Organization listed on the "Vendor Application", has read, and understands, and agrees to educate and inform his/her staff and employees everything outlined in the "Vendor Application".
YES NO
2. The undersigned agrees to hold harmless in case of damage or loss to their own property, and injury or death arising from their attendance at ALOHA POLY FEST all participants, associates, and others closely associated with ALOHA POLY FEST, and assume all risk and injuries arising out of or resulting from the use of the Venue facilities and property. **YES NO**
3. The undersigned agrees to be responsible, on behalf of the business, for any damages sustained to park grounds, buildings, or rented equipment during participation at ALOHA POLY FEST caused by the undersigned, their employees, or representatives. **YES NO**
4. The undersigned agrees not to sell any drinks (such as canned or bottled juice, soda, water, coffee, fruit blends or shave ice) or other merchandise at ALOHA POLY FEST unless approved by us. **YES NO**
5. The undersigned agrees to represent ALOHA POLY FEST in a positive and helpful manner, to act responsibly, and to avoid conflict with anyone at the event. **YES NO**
6. The undersigned agrees to be photographed and filmed by our representative for the use on any souvenir, website and other promotional material only produced for and used in conjunction with ALOHA POLY FEST. **YES NO**
7. The undersigned agrees to allow us to publish their name, business name, description and contact info on any souvenir, website and other promotional material only produced for and used in conjunction with ALOHA POLY FEST. **YES NO**
8. The undersigned agrees to abide by and enforce the rules, regulations and policies as stated in this "Vendor Agreement". **YES NO**

Please retain a copy for your records, and return this signed "Vendor Agreement" with your "Vendor Application".

Date: _____

_____ Business Name

_____ Authorized Representative's Name

_____ Authorized Representative's Signature

CHECK or MONEY ORDER PAYABLE TO: Charles Hamer

RETURN BEFORE SEPTEMBER 30, 2023:
Aloha Poly Fest c/o Charles Hamer • 499 Vienna St. • San Francisco, CA • 94112



Temporary Food Facility (TFF) Concessionaire Application

RETURN TO THE EVENT COORDINATOR with applicable fees and documentation.

Application and fees must be submitted to the event coordinator at least 14 days prior to the event.

1. Name of Event	
Event Name:	Date(s):
Event Location:	Number of Booth(s):
Food Preparation or Set Up Start Time at Event:	

2. TFF Applicant	
Business Name:	Business Phone #:
Address:	City, Zip Code:
On-site Representative:	Cell/Alternate Phone #:
Email:	
Vendor Type: <input type="checkbox"/> For-profit <input type="checkbox"/> Veteran Exempt <input type="checkbox"/> Non-Profit	

3. Commissary Agreement (Where food is prepared, stored, or purchased)	
All food prepared prior to the event and cleaning and sanitizing of equipment/utensils shall be conducted and stored in a facility with a valid health permit. NO HOME FOOD PREPARATION OR STORAGE IS ALLOWED. ALL FOOD MUST BE FROM APPROVED SOURCES.	
Commissary Name or Food Facility:	Date(s) and Time(s) of Use:
Address, City, State, Zip Code:	Phone #:
The Applicant submitting this application has permission to use the facility for the specified date(s) and time(s). If this permission is rescinded, I will immediately notify the City and County of San Francisco, Department of Environmental Health (415-252-3971).	
Name of Permit Holder or Authorized Kitchen Representative (Signature required for food preparation and food/equipment storage):	
Print Name: _____	Signature: _____ Date: _____

4A. Non Pre-packaged Menu Item(s)			
(If needed, attach separate page to include all menu items)			
Food/Beverage Item	Prepared Off-site	Cooking Procedures	How will you hold food cold at 45 °f or below or hot at 135 °f or above?
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

4B. Pre-packaged Menu Item(s)			
Food/Beverage Item	Sampling?*	Food Storage Location Prior to Event?	How will you hold food cold at 45 °f or below or hot at 135 °f or above? N/A if shelf stable
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

*Sneeze guard required for sampling non-prepackaged food on front table of TFF.

Sampling Procedure: _____

TEMPORARY EVENTS PROGRAM

5. Food Operation Checklist

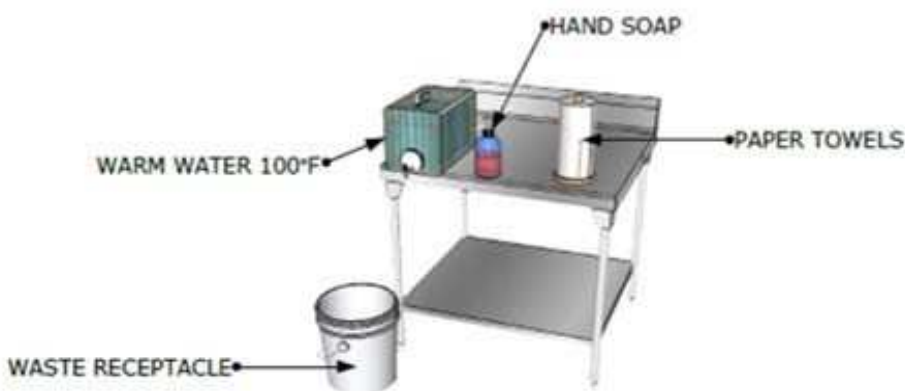
1. I understand I cannot prepare food/beverage at home. 2. I will provide a calibrated probe thermometer to measure the hot and cold potentially hazardous foods throughout the event. 3. I am transporting and maintaining potentially hazardous food cold at 45° F or below or hot at 135° F or above. 4. I will not sell or give away packaged or bottled water 1 liter or less.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
5. HANDWASHING: I am providing a hand wash station (Any booth with open food, sampling, bars or food preparation will be required to set up hand wash station.) I will set up a Gravity Flow Handwashing Station which includes all of the below: <ul style="list-style-type: none"> • Insulated 5 gallon Water Dispenser with hands free spigot • Warm water between 100° F - 108° F • One separate bucket or basin for the collection of waste water • Liquid pump soap • Paper towels and compost bin 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
6. I am a booth serving only pre-packaged food or beverage and am not opening the product for distribution or sampling.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. UTENSIL WASHING: I am providing the following items within my booth for the sanitary cleaning of food preparation and serving utensils: (See example set up below) Three (3) deep tubs (basin 6-8 inches minimum): <ul style="list-style-type: none"> • Detergent & Water • Clean Rinse Water • Sanitizing Solution (100ppm Chlorine solution or 200ppm Quat solution). 	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. BOOTH SET UP: I am protecting the <u>unpacked</u> food and food preparation areas from insects, dust, and the public by complying with the following methods: <ul style="list-style-type: none"> • A booth with walls and ceiling constructed either of wood, canvas, plastic, or similar material with fine mesh fly screening. • A booth with cleanable flooring - concrete, asphalt, clean tarps and smooth wood are acceptable. • Overhead protection for food/beverage storage only and pre-packaged food or beverage sales/service. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

I have read & understood the TFF Concessionaire Operating Requirements & Checklist attached to this form.

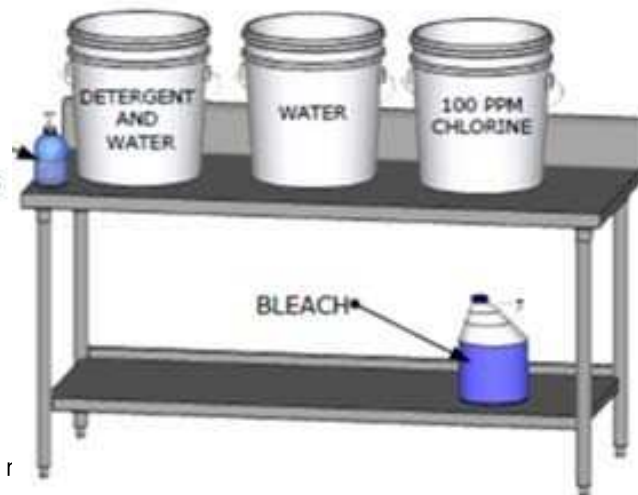
Applicant Signature: _____ Date: _____

Print Name: _____

HandWashing



UtensilWash





Mobile Food Facility (MFF) Temporary Event Application

Return to the Event Coordinator at least 14 days prior to the event.

1. Name of Event	
Event Name:	Date(s):
Location:	Number of MFFs:
Food Preparation Start Time at Event:	

2. TFF Applicant	
Business Name:	Business Phone #:
Address:	City, Zip Code:
On-site Representative:	Cell/Alternate Phone #:
Email:	
TYPE: <input type="checkbox"/> SF Permitted Food Truck - Health Permit #: _____ <input type="checkbox"/> Out of County CA Permitted Food Truck - Health Permit #: _____	

3. Commissary Agreement (Where food is prepared, stored, or purchased)	
All food prepared prior to the event and cleaning and sanitizing of equipment/utensils shall be conducted and stored in a facility with a valid health permit. NO HOME FOOD PREPARATION OR STORAGE IS ALLOWED. ALL FOOD MUST BE FROM APPROVED SOURCES.	
Commissary Name or Food Facility:	Date(s) and Time(s) of Use:
Address, City, State, Zip Code:	Phone #:
The Applicant submitting this application has permission to use the facility for the specified date(s) and time(s). If this permission is rescinded, I will immediately notify the City and County of San Francisco, Department of Environmental Health (415-252-3800).	
Name of Permit Holder or Authorized Kitchen Representative (Signature required for food preparation and food/equipment storage):	
Print Name: _____	Signature: _____ Date: _____

4A. Non Pre-packaged Menu Item(s)			
(If needed, attach separate page to include all menu items)			
Food/Beverage Item	Prepared Off-site	Cooking Procedures	How will you hold food cold at 45 °f or below or hot at 135 °f or above?
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

4B. Pre-packaged Menu Item(s)			
Food/Beverage Item	Sampling?*	Food Storage Location Prior to Event?	How will you hold food cold at 45 °f or below or hot at 135 °f or above? N/A if shelf stable
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

*Sneeze guard required for sampling non-prepackaged food.

Sampling Procedure: _____

TEMPORARY EVENTS PROGRAM

Phone (415) 252-3800

49 South Van Ness Ave, Suite 600, San Francisco, CA 94103

Fax (415) 252-3842 (5.7.21)

5. MFF Operation Checklist

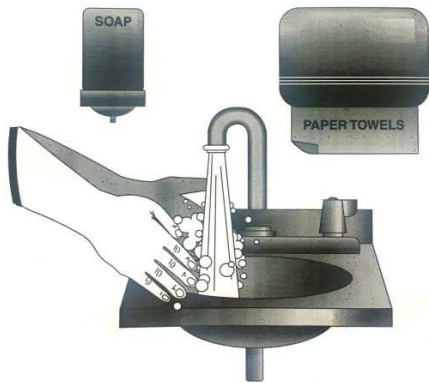
1. I understand I cannot prepare food/beverage at home.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. I will have a calibrated probe thermometer to measure the hot and cold potentially hazardous foods throughout the event.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. I am transporting and maintaining potentially hazardous food cold at 45° F or below or hot at 135° F or above.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. I will not sell or give away packaged or bottled water 1 liter or less.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. I will conduct all food preparation and storage inside the MFF.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. HANDWASHING: The permanent MFF handwashing station will be equipped and maintained with the following prior to food handling: <ul style="list-style-type: none"> Hot Water at a minimum of 100° F Liquid pump soap in dispenser Paper towels in dispenser Accessible hand wash sink, clear of any obstructions 	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. UTENSIL WASHING: I will setup the permanent 3-compartment sink prior to food preparation. The utensil wash station will have the following for the sanitary cleaning of food preparation and serving utensils: <ul style="list-style-type: none"> Detergent and hot water Clear hot rinse water Sanitizer solution (100ppm Chlorine solution or 200ppm Quat solution) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Hot Water: I will provide hot water at a minimum of 120° F prior to any food handling.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Potable Water Tank: A. I will fill the potable water tank prior to the event. B. The waste water tank will be empty prior to the event. C. The waste tank is not leaking.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. I understand that my permit will be suspended and I may be issued a citation to the Health Department Abatement Conference if I fail to provide hot water at my initial event health inspection.	<input type="checkbox"/> Yes <input type="checkbox"/> No

I have read & understood the MFF Concessionaire Operating Requirements & Checklist attached to this form.

Applicant Signature: _____ Date: _____

Print Name: _____

Hand Washing Station



California Health and Safety Code section 114099 Procedures for MANUAL DISHWASHING

