



2017 VENDOR INFORMATION

SBOF Contact Information:

Phone: 831-537-7270
 E-mail: team@sanbenitoolivefestival.com
 Mail: 1760-F Airline Highway, Hollister, CA 95023
 Website: www.SanBenitoOliveFestival.com

Mission: The San Benito Olive Festival is a not-for-profit organization that exists to promote awareness and appreciation of the region's world-class culinary agriculture, premier artisans, and to help support community causes with festival proceeds.

DATE:	Saturday, October 14, 2017
LOCATION:	Brigantino Park • 2037 San Juan Road • Hollister, CA
EVENT HOURS:	10:00 AM – 5:00 PM
LOAD-IN TIMES:	Saturday, October 14, 2017, 7:00 AM - 9:00 AM
LOAD-OUT TIMES:	Saturday, October 14, 2017, 5:00 PM - 7:00 PM

Vendor/Participant Fee includes:

- City of Hollister Business License Tax Fee
- Covered white tent (10'x10') **NOTE:** Food vendors (food preparation) will have screened tents
- Festival General Admission Passes with Free Parking in designated vendor parking area
 - Food Vendors: 4 general admission festival passes per booth
 - Merchants/Arts/Craft/Non-Profits: 3 general admission festival passes per booth
- Company listing in event program and hyperlink on San Benito Olive Festival website
- One 8-foot table with table cover and 2 chairs
- Hand-painted booth sign with your company name

Participant Fee

- **\$210: Food Vendor**
- **\$185: Merchant/Artist/Craft**
- **\$165: Non-Profit**
- **No Fee: Winery/Craft Brewery – VIP Tasting Area– No Sales Allowed**
 - Samples must be poured by a winery/brewery representative. Bottles are not to be given to participants, attendees or volunteers at any time, under any circumstances.

Required Documentation: All vendors are required to provide the following by **September 15, 2017** – Mail or Email – see top of page

- **Certificate of Insurance** – Naming “San Benito Olive Festival” and “City of Hollister” as additional insured
- **Sellers Permit** issued from CA State Board of Equalization – required for any vendor selling products or services – **Due with Application**
- **San Benito County Health Dept TFP Health Permit** – required with any consumable food, beverage or ingredient, sold or given away for free, including samples
- **ABC License** required for wineries and breweries

Upgrade options:

- **10'x 20' Tent/space: \$325: Merchant/Artist/Craft, \$285: Non-Profit, \$375: Food Vendor**
Includes all other Participant benefits PLUS:
 - Two 8-foot tables (8') with table covers, and four (4) chairs
 - Five (5) Festival working passes
- **Electrical Fee: \$30.00** – limited outlets will be awarded on a first-come basis. Does not include additional extension cord(s) to service interior of booth space.



VENDOR GUIDELINES

Eligible Participants: Food, retail, artists, craftsmen, food-specialty companies, wineries, craft breweries, restaurants, and health/well-being organizations. All registrants are subject to the SBOF vendor approval process, and acceptance is at the sole determination of the San Benito Olive Festival Governing Board based on the vendor's ability to enhance the overall non-profit San Benito Olive Festival and its mission.

Booth Space: Space is limited and will be secured on a first-come, first served basis. All applicants will be subject to the SBOF review and approval process.

- Only one (1) company may be represented per application and booth space.

Payment: Payment must be submitted with your application to be considered for participation.

Make checks payable to: **San Benito Olive Festival,**

Mail to: 1760-F Airline Hwy, PMB #120 • Hollister, CA 95023

NOTE: Cancellations after July 31, 2017 will not receive a refund. Refund requests made prior to that date must be made in writing and a processing fee for 5% of booth fee will be deducted from refund.

"Day of" Timing: Set up begins at 7:00 am and must be completed by 9:00 am. Participant will be required to unload and immediately move their vehicle to the designated vendor parking area. Food booths are subject to onsite inspection by SBC Health Dept. and Temporary Food Permit will be granted at that time. All participants are required to operate their booth for the duration of the festival (10:00 am – 5:00 pm). Early departure is NOT permitted. Break down begins at the close of the festival and must be completed by 7:00 pm.

SBOF General Rules

1. Vendors must comply with all applicable Federal, State, County and Local laws, ordinances and regulations.
2. San Benito Olive Festival Management will implement and enforce all rules and regulations pertaining to the operation of the San Benito Olive Festival in a fair and equitable manner.
3. Vendors are *NOT* permitted to sell, sample or trade any alcoholic beverages. Wine and Craft beer tasting are solely managed by the SBOF and their ABC Licensed partners. Alcohol bottles are not to be given to participants, attendees or volunteers any time, under any circumstances.
4. Smoking: There is absolutely no smoking outside of the designated smoking area.
5. Children of participants must be accompanied by an adult at all times including set up, festival operations hours, and break down.



PERMIT & INSURANCE RESOURCES

Copies of each applicable certificate and permit must be submitted by the required date(s). Cancellations after July 31, 2017 will not receive a refund. If documents are not received by the required dates, participant could be dropped from the Festival and will not be eligible for refunds on any fees associated with the SBOF Festival.

Mail to : San Benito Olive Festival: 1760-F Airline Highway PMB #120 Hollister, CA 95023
Email to: team@sanbenitoolivefestival.com
Phone: 831-537-7270

San Benito County Environmental Health Services Temporary Food Permit - Due by September 15, 2017

NOTE: There is an additional fee for this permit. Please inquire if this \$117.00 permit is required for your booth.

Application must be submitted to:

San Benito County Health Department
 1111 San Felipe Road, Suite 102, Hollister, CA 95023
 (831) 636-4035
www.sanbenitoco.org

Copy of Seller's Permit: Due with application

California State Board of Equalization
 111 E. Navajo Drive, Suite 100, Salinas, CA 93906
www.boe.ca.gov

Two Certificates of Insurance on your policy are required - Due by September 15, 2017

- 1) naming San Benito Olive Festival as "Additional Insured"
- 2) naming the City of Hollister as "Additional Insured"

ABC License – Due by September 15, 2017

CA Alcohol and Beverage Control
 1137 Westridge Parkway, Salinas, CA 93907
 (831) 755-1990

San Benito Olive Festival Participant Agreement

I have read, understand and agree to conform to the rules, regulations and policies herein. I also agree to indemnify, waive, release, and hold the San Benito Olive Festival and the Bolado Park harmless from any and all liability, claims and cause of action for injuries to person or limitation, injury, or damages to booth and contents, merchandize, employees, contractors, guests, customers, invitees, and all other third parties.

☐ Yes, I understand that I need to provide the items listed below, as required.

Applicants Signature: _____ Date _____

Please verify that you have included the following:

<input type="checkbox"/> Vendor Application	<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Sellers Permit	<input type="checkbox"/> Health Dept. Permit	<input type="checkbox"/> ABC License
<input type="checkbox"/> Payment				



BRIGANTINO PARK
2037 SAN JUAN ROAD • HOLLISTER
SATURDAY, OCTOBER 14, 2017
10AM - 5PM

VENDOR APPLICATION

I have read and understand all rules and guidelines included with this application.
 Complete the application and mail along with payment to:

San Benito Olive Festival, 1760-F Airline Hwy, PMB #120, Hollister, CA 95023

Phone: 831-537-7270

Please make check for booth fee payable to ***San Benito Olive Festival***.

Vendor/Business/Non-Profit

Name: _____

Contact

Name _____

Phone _____ E-mail _____

Address _____

CATEGORY:

<input type="checkbox"/> Food Vendor \$210 (Fine Foods & Restaurant Fare)	<input type="checkbox"/> Electricity \$30.00
<input type="checkbox"/> Merchant/Artists/Crafts \$185 (Growers, packaged goods, Artists, Handcrafted Goods, Jewelry)	<input type="checkbox"/> Winery/Brewery/VIP Area No Fee/No Sales/Tasting only
<input type="checkbox"/> Non-Profit Organizations \$165	<input type="checkbox"/> Double Booth See <i>Upgrade Options</i> for specific fee Amount Added \$ _____

Merchandise Description: List specifically all products that you wish to sell, display, taste and/or sample at the San Benito Olive Festival. Please include additional information that will help to describe your products. Feel free to enclose a brochure, pictures and/or use an additional sheet if necessary:

Special Requests: We at the San Benito Olive Festival will do our best to accommodate reasonable requests; however, fulfillment is not guaranteed.



**SAN BENITO
OLIVE FESTIVAL**
a gourmet celebration

