



Friday, October 1st 4pm-10pm
Saturday, October 2nd 10am-10pm
Sunday, October 3rd Noon-8pm

Vendor Confirmation Packet and Load-In Sheet

Load-in is between 7 AM and 11 AM but will be staggered. You will receive your exact Load-in Time and final Vendor Load-in Packet by September 28, 2021.

Please be sure to read and familiarize yourself with the Fire Marshal restrictions and guidelines as they will be on site checking that all requirements are met.

Also, there is a reasonable chance that you will not be able to drive to your space and is therefore highly recommended to bring hand trucks or dollies and at least one extra person to park the car while the other carries to the booth.

EXTREMELY IMPORTANT – Per California State Law, ALL vendors are required to have a fire proof tent and be able to prove it to the fire marshal upon request. If your tent has a tag or marking that says something to the effect of "Made with Fire Retardant Material" or "Made in California," that will serve as proof. This includes nonfood vendors. However, if a nonfood vendor does not have a fire proof tent you are permitted to use a fire-retardant spray. You must save the receipt for the fire retardant to show the fire marshal upon request. This exception is for non food vendors only. All food vendors must have and prove they are using a fire proof tent. **The Heartland Fire and Rescue fire marshal WILL be checking for this and they will shut you down if not in compliance.**

In addition, all food vendors using cooking or heating implements in the cooking area outside of their tent will need to provide barriers or barricade around the perimeter of the cooking area to keep customers from getting to close.

LOAD-IN AND OPERATIONS RULES AND TERMS

- ❖ **All vendors must stay within the space provided. If you place items outside of your assigned space you will need to remove the items and you may not receive your deposit back.** The Fire Marshall is very strict about this.
- ❖ Each single **non-food** vendor space is 10' x 10'. You must bring your own canopy and other furnishings.
- ❖ Each **Non Cooking food** vendor space is 10' x 10' You must bring your own Fire Dept. approved canopy and walling.
- ❖ Each **Cooking food** vendor space is 10' x 10' with 5 extra feet for cooking. You must bring your own Fire Dept. approved canopy and walling.
- ❖ The Five feet of extra space is only provided for vendors who paid for a "Cooking Booth" – if you didn't select "Cooking Booth" and need to purchase five extra feet for cooking or storage you must contact ed@mcfarlanepromotions.com before Sept 1, 2021.
- ❖ The sale of alcoholic beverages of any kind is strictly prohibited. Any failure to comply with these beverage rules may result in expulsion from the event.
- ❖ Consumption of alcoholic beverages by vendors, volunteers or employees of vendors is prohibited.
- ❖ If you have any questions during the Friday event set up, please contact your vendor liaison Ed Decker at 619.261.5664. Text is preferred as the event set up tends to be loud and we cannot always hear our phones.
- ❖ Vendors must be set up and ready to go by 3:00 PM on Friday, 9:00 AM on Saturday, and 11am Sunday.
- ❖ You may enter the venue at 6:00 AM on Saturday and Sunday to set up/restock. All cars must be off site at 8:00 AM on Saturday and 10:00 AM on Sunday.
- ❖ **All Vendors need to post a "No Smoking" sign in their booth.** Smoking is not allowed in the event or vendor booths.
- ❖ If you purchased electricity you must bring at least 50 feet of extension cord to access.

- ❖ **All electric cords shall be secured to the ground or other fixed device so that trip/fall hazards are kept to a minimum. This may be accomplished with tape, covers or some other device that will reduce trip/fall hazards.**
- ❖ **Additional electrical outlets in each booth shall be provided by power taps with over-current protection or surge protectors, (circuit breaker reset). Multi-outlet adapters or small gauge home-style extension cords are prohibited. Two pronged extension and non-compliant extension cords are prohibited.**
- ❖ Vendors are required to be open from 4:00 PM – 10:00 PM on Friday, 10:00 AM – 10:00 PM on Saturday, and 12:00 PM - 8:00 PM on Sunday. ***CLOSING BEFORE THE END OF THE EVENT OR STAYING OPEN AFTER THE EVENT IS PROHIBITED AND IS GROUNDS FOR DEPOSIT FORFEITURE.***
- ❖ Vendors may begin breaking down when the event ends at 10pm, however vendors may only re-enter the venue with vehicles once the Fire Marshal allows vehicle entry. This can often take more than an hour as the entire area must be cleared of pedestrians. ****You might want to make plans to walk inventory out of the venue. All booths must be dismantled Sunday by 8:00 PM.***
- ❖ Street parking is available early in the day. You can also park at Spring Street or Grossmont Trolley Station and take the trolley back to the event. For More information on taking the trolley, please visit <https://www.sdmts.com/>.
- ❖ Power is not provided unless purchased in advance. Per City regulations, vendors are not permitted to supply their own power. All power must be ordered and purchased through ed@mcfarlanepromotions.com no later than Sept 1, 2021.
- ❖ Neither the La Mesa Village Association, La Mesa Oktoberfest, Inc., the City of La Mesa nor McFarlane Promotions, Inc. will be liable for any lost or stolen goods. It is advised that you take your items out each night.

Storm Water Policy

Only rainwater is allowed in storm drains!

At no time is trash, debris, grease, ice, or any type of liquid to enter a storm drain. These drains are connected to the ocean, which means that any trash or liquid that goes down the storm drain automatically becomes pollution. It does not matter if it is "just water." If it is not rainwater, it is not allowed in the storm drain.

It is illegal to pollute storm drains. Vendors must dispose of all pollutants such as ice, trash, dirt, unfinished beverages and any other type of trash in the proper manner. Failure to comply with Storm Drain protection WILL result in forfeiture of deposit and/or citations by city officials.

Introduction to Pollution Prevention:

Many people think that when water flows into a storm drain it is treated, but the storm drain system and sewer system are not connected. Everything that enters storm drains flows untreated directly into our creeks, rivers, bays, beaches and ultimately the ocean. Storm water can contain harmful pollutants, including pesticides, pet waste, trash, and oil/grease. The Federal Clean Water Act prohibits disposal of waste and pollutants into creeks, rivers, bays, lakes and the ocean due to the harmful effects that pollutants have on recreational waterways and wildlife. Some of the area's most popular beaches have been temporarily closed because of storm water pollution. By preventing pollution from occurring in our neighborhoods and at our businesses, we can protect our environment and our families' health and safety.

- *Storm Drain Identification:*

The storm drain conveyance system includes curbs, gutters, alleys and drain inlets that are in the public right-of-way, which collect rainwater. The storm drain system is designed to convey rainwater (and ONLY rainwater) away from structures and property, and into drains, channels or nearby waterways (e.g. creek, channel, stream, river, ocean, bay, etc.)



HEARTLAND FIRE & RESCUE

SERVING THE CITIES OF EL CAJON, LA MESA AND LEMON GROVE

SPECIFIC FIRE CONDITIONS FOR LA MESA OKTOBERFEST

The following conditions shall apply to La Mesa Oktoberfest without exception. Any changes must be made with the approval of the Fire Marshall or designee.

- All Food Booths that use cooking or any heating implements shall follow the diagrams provided.
- Barriers shall be provided by either the event or the vendor that will keep pedestrian traffic out of the designated open space and cooking space.
- Vendor equipment shall reside completely inside the Vendors area and shall not be placed in any way as to impede pedestrian traffic.
- All Food Booths that use cooking or heating implements shall have the required certification for their canopy/tent on display at all times.
- All open flame or frying cooking and heating implements shall be placed outside the canopy/tent at all times while in use.
- Use of Portable BBQ's PROHIBITED within 20 feet of any permanent structure or on any sidewalk. This includes but is not limited to the following areas; in front of/around businesses; under overhangs; on sidewalks; streets; next to buildings, walls; windows or exit doors.
- Food Vendors using cooking appliances such as: deep fat fryers, griddles, stoves, or similar shall provide a Class "K" rated fire extinguisher. This requirement applies to Kettle Corn vendors also.
- There shall be a 2A-10BC rated fire extinguisher located near the cooking appliance (BBQ) at all times during operation. An adult shall be in attendance of the BBQ while it is in operation and shall be knowledgeable in the use of portable fire extinguishers.
- All Compressed Gas tanks shall be secured with heavy rope or chain and be stored in a safe manner away from open flame.
- Charcoal BBQ's and woks are PROHIBITED
- All vendor activities must be performed within the confines of their allotted space (in most cases 10x10 or 10x15 booth spaces).
- Smoking is prohibited at all times.
- All extension cords must be rated for OUTDOOR use.

TERMS AND CONDITIONS FOR FOOD VENDORS

1. All food Vendors must meet and follow all City of La Mesa Health Department and Fire Department Guidelines.
2. Vendors must obtain a County of San Diego Health Permit (call 858.505.6690).
3. All food items must be stored inside the allotted space, covered and off the ground.
4. San Diego County Health Department requires that Vendors provide appropriate cleaning materials as well as a handwashing setup. Running water is not provided on the grounds of the event.
5. Containers of butane or fuel must be affixed to a post or other secure item.
6. All food Vendor must observe all terms and conditions as listed elsewhere in this application.
7. All cooking oils MUST be removed from the premises and discarded legally and safely by the vendor or be fined.
8. **It is your responsibility to block off your grill with bike rack or picket fence to protect the public. If you cannot provide this barricade, it can be rented in advance for \$20.**
9. All food vendors must bring a spill kit and lay a tarp under the ENTIRE perimeter of your space. Vendors will be charged for cleaning any grease or oil spills or splatter which can often be in the hundreds of dollars.

SPILL KITS:

Spill kits are required by all vendors and must consist of: Cloth Towels, Paper Towels, Clean Water, and Kitty Litter or Sand (any type of absorbent).

SPILL KIT REQUIREMENTS

All food vendors are required to bring and use Spill Kits which should consist of the following.

- Tarp or other grease resistant ground cover*
- 1 gallon bucket with lid
- 5 lbs cat litter bag
- 4 Terry Cloth Towels
- 1 Roll Paper Towels
- 2 Black Trash Bags
- 2 pairs of gloves

COVID-19 HEALTH AND SANITATION REQUIREMENTS

- We will require that all booth vendors implement their own business specific covid practices which must include:
 - That all employees to be trained on best hygiene practices including washing their hands often with soap and water for at least 20 seconds. Vendors will be required to train their staff on the same topics.
 - All employees be reminded to stay home if they are feeling sick or exhibiting symptoms of COVID-19.
 - All employees be screened at the start of shift.
 - Frequent sanitation of commonly touched surfaces.
 - Employees of the vendors who are not vaccinated will be asked to wear a face mask
- Each vendor will be required to provide their own hand sanitizer or a hand-washing option.
- Separate employees should be accepting payment and handling produce/restock at tables. If this cannot be accomplished, then handwashing or use of a sanitizer should happen between each transaction.

Additionally, The State of California Health and Human Services Agency has instituted the following:

NOTICE: Information recommended for our Vendor's Responsibilities:

- If you are sick, have a fever and not feeling well, please stay home
- Do not enter the event if you are not feeling well
- Please follow current CDPH Guidance for face coverings
- Wash your hands often with soap and water or with alcohol-based sanitizer. Provided sanitizer for customers
- You may use cashless means to sell products
- Be mindful of your booth being too crowded and queue up customers as necessary
- All vendors will be responsible to screen yourselves and your employees for wellness
- Food Vendors should insure customer lines are controlled

IMPORTANT NOTICE FOR FOOD VENDORS Please read and comply

It is your responsibility as a food vendor to insure your booth spaces is kept clean during the Carlsbad Village Faire. If you have products that will spill onto the pavement, curb, sidewalk, brick pavers or any other surface on site, you MUST insure that to cover (protect) those surfaces to prevent staining of the surface. If your booth is left unclean, you will be financially responsible for the cleanup and you may not be renewed as a vendor for future events.

POLYSTYRENE AND FOAM RESTRICTIONS

IMPORTANT: There is now a restriction on the types of food packaging and accessories that are permitted for this event

- Plastic and bioplastic straws & utensils may only be distributed upon the request of customers.
- All polystyrene food service ware products, coolers, ice chests, and pool or beach toys are prohibited from special events. Food service ware includes bowls, plates, trays, cups, lids, hinged containers, and other similar items designed for one-time use.

There are exemptions to this ordinance, so please review [our FAQs here](#).

The recycling ordinance states you must have a ratio of 1:1 containers, i.e., **pair a recycling container with every trash container**. Never have a recycling container standing alone or it will be used for trash! Signage for the recycling containers (**mandatory**) is available below for your convenience. We recommend using clear bags for recycling and black bags for trash. This helps prevent crews from mixing the two bags in the same dumpster.

Please make sure *all* recyclables (not just bottles and cans for redemption value) are being collected and put into the recycling dumpster. **Make sure all vendors are aware of this requirement.** This includes but is not limited to:

plastic cups - i.e., drinking cups like solo-style cups for water, juice, beer

cardboard

plastic tubs and containers

glass jars and bottles

aluminum/tin cans and containers

mixed paper

Special Event Recycling Signage:

- [Trash, recycling, and composting signs](#)
- [Recycling container sign](#)

Companies that rent or sell recycling containers and boxes are listed [here](#).

We have a great [three-minute video](#) on our website to quickly walk you through what is required in the way of recycling at your event.

SAFETY FIRST!

The Safety of all participants is our main priority. Here is an overview of our procedures and policies based on current regulations and recommendations. We will be monitoring the situation closely and will ensure our plan complies with the regulations at the time of Fiesta.

ADVANCE PROCEDURES:

- Health and safety reminders will be sent out in advance of the event to all participants and attendees.
- All participants will sign a COVID waiver in advance of the event.
- Staff/volunteers to be trained in advance of all on-site health procedures.



DAY OF PROCEDURES:

- All staff/volunteers will be screened at the start of shift. Vendors will be instructed to do the same of their staff.
- Staff/volunteers to wear gloves and masks and practice safe social distancing at all times.
- Signage will be designed to direct flow of traffic and outline spacing to aid in social distancing.
- Signage with health and safety reminders will be on prominent display.
- Hand sanitizer and handwashing sinks will be available in common locations.
- All high touch surfaces to be sanitized regularly.
- There will be entry/exit points that serve as crowd control.
- Entry and exit points are key as well as max signage to manage pedestrian traffic - flow and gatherings
- We will provide signage/cues indicating which way to walk inside of the market and place marks to stand in line ensuring physical distancing is adhered to.
- We will ensure that physical distancing of 6 feet per person for non-family members is maintained. Family members can participate together (stand in line together, etc.), but best practices encouraged families to limit the number of members who conduct essential activities, like shopping for groceries, away from the home.
- We will limit the number of patrons in the market at any given time as necessary to reduce outdoor/indoor crowding and long lines that do not meet physical distancing guidance.



- The event will coordinate a hot shot Clean Team to continually wipe high contact surfaces on a frequency schedule.
- Restroom attendants will frequently clean and sanitize restrooms every hour.