

CSULB 42nd Annual Pow Wow Non-Cooking Food Vendor Application and Regulations

The CSULB Pow Wow is on **March 10 and 11, 2012**. The Pow Wow will be held at the upper campus Central Quad.

VENDING COSTS:

1. Vendor spaces are \$450.00 for one day and \$500.00 for two days for each space. A refundable deposit of \$100 has been included in the vendor fee on the condition that all regulations are complied with and there are no damages. This refund will be mailed approximately one month after powwow because the committee must wait for the university to evaluate the site.
2. **Full payment and complete forms must be received before 5:00 pm on Monday, February 27, 2012, REGARDLESS OF POSTMARK DATE.**
3. This Non-Cooking Food Vendor invitation is null and void if the application and payment is not received before 5:00 pm Monday, February 27, 2012.

SPACE LIMITATIONS:

1. Non-Cooking Food Vendors at the Pow Wow are limited to a total of three (3). Priority is given to nonprofit organizations.

PARKING:

1. Only one Parking Pass will be given per Vendor to park in Parking Lot 8. Additional vehicles must park in Parking Lot 9 or Spectator Lots. *All larger vehicles such as RV's or trailers must park in Lot 9 or 11.*
2. There is no overnight camping.
3. The Executive Pow Wow Committee cannot "fix" any tickets received on campus. Please pay attention to all posted parking regulations. All tickets or fines are your sole responsibility.

CONFIRMATION, ASSIGNMENT, REGISTRATION & SET UP:

1. Vendors will receive an emailed confirmation letter once accepted as a vendor. This will be followed by a phone call sometime after Monday, March 5, 2012 to schedule an appointment for registration and set up.
2. Registration and set up will begin Friday, March 9, 2012.
3. Vendors unable to set up Friday may begin setting up on Saturday, March 12 after the Morning Prayer around 7:00 am. **These vendors must register at Parking Lot #8 on Saturday morning. Vendor Registration ends at 9:30 am.** After 9:30 am you must check in at the MC Booth at the Pow Wow.
4. **On Saturday, all vehicles must leave the Pow Wow area by 9:00 am.** However, you may continue to setup after 9:00 am by walking your items from your vehicle in the parking lot to your booth.
5. Spaces are 10 feet by 10 feet with 2 feet between each space. Vendors may not extend their space. Double space is double the price.
6. Vendors must provide their own canopies, tables, chairs, lighting, and power.
7. Non-Cooking Food Vendors must display their Food Permit as well as their Seller's Permit at their booth for the duration of the Pow Wow for verification, as per the Long Beach Health Department and State Franchise Board. You can download a Seller's Permit application from: <http://www.boe.ca.gov/info/reg.htm> and a Food Permit from: <http://www.longbeach.gov/health/eh/food/tff.asp>

ELECTRICITY/LIGHTS:

1. Using CSULB electricity and/or power supply cancels your vending privileges and your money, along with the deposit of \$100.00, will not be refunded.

SECURITY & OWNED PROPERTY:

1. There is no security overnight. By signing this vendor application you are holding the State of California, California State Trustees, California State University Long Beach, California State University Long Beach Associated Students, Inc., California State University Long Beach American Indian Student Council/ Pow Wow Committee, and its officers, agents, employees, and volunteers of each of them harmless for any and all theft, vandalism, damage to property or goods, or bodily injuries that may occur to you or your assistants, property, equipment, and goods during the Pow Wow including set-up and take-down of vendor booth.

RULES AND REGULATIONS:

1. The rules and regulations are set to insure the safety and enjoyment of all participating members of the Pow Wow. *Vendors who fail to comply with any of the following rules will not be refunded their deposit(s).*
2. **NO REFUNDS RAIN OR SHINE**
3. **DO NOT DRIVE ON GRASS!**
4. **GENERATORS MUST BE PLACED ON PLYWOOD, NO EXCEPTIONS.**
5. **DO NOT STAKE DOWN YOUR CANOPY as you may damage water and electrical lines underground!**
Vendors will be financially responsible for any damages caused to California State University, Long Beach property.
6. **USE PLYWOOD OR TARPS UNDERNEATH YOUR BOOTH** to prevent spills from damaging the ground.
7. No dumping of grease, frying oil, and/or charcoal on campus grass, sidewalk, trashcans, gutters or storm drains. Damage to the area will result in the forfeiture of your \$100 deposit and may also result in a heavy fine by the City of Long Beach and California State University, Long Beach. Take your used oil with you and dispose of it properly off campus.
8. The Vendor Committee will provide sinks for food vendor use. These sinks are to be used for washing foods, utensils, and hands only; NOT cooking equipment, dishes, pots, pans, etc.
9. Tampering with State property and vandalism are prohibited. Any cases will be reported to University police for investigation and possible prosecution. Your vending privileges will be null and void and you will be excluded from vending at future annual Pow Wows.
10. By signing the application, you are agreeing to comply with all of the rules and regulations set forth by the Executive Pow Wow Committee. The Executive Pow Wow Committee reserves the right to change any of the rules. All employees of CSULB are excluded from vending. Furthermore, each individual vendor, and/or any of their family members/assistants is responsible for being familiar with these regulations for which no exceptions will be made, regardless of the person's knowledge of said rules.

HOW TO APPLY: Fill out and return the Vendor Application below along with your money order. **For first-time applicants only, please include a photocopy of your Seller's Permit.**

**American Indian Student Council
21006 Harvest Ave.
Lakewood, CA 90715**

-----Cut and mail in the bottom portion-----

**42nd Annual CSULB Pow Wow Non-Cooking Food Vendor Application
March 10 and 11, 2012**

By signing this vendor application, I agree to comply with regulations set forth by the Executive Pow Wow Committee. **Non-compliance with regulations will result in immediate suspension of my vending privileges without refund of fees.** The Executive Pow Wow Committee reserves the right to change any of the rules. Furthermore, I and my family or assistants are responsible for being familiar with these regulations for which no exceptions will be made regardless of the person's knowledge of said rules. I will not plan to vend at the CSULB Pow Wow unless I receive a letter or a call of confirmation from the Vendor Committee.

Signature of Vendor: _____

Print Name of Vendor: _____

List of all items to be sold: _____

You may write on the back and/or also attach your own list.

Mailing Address: _____

Telephone number: _____ Email Address: _____

One day: _____ Both days: _____ Number of Spaces: _____ Money Order amount enclosed: _____

For first-time applicants only, please include a photocopy of your Seller's Permit.

CALIFORNIA STATE UNIVERSITY, LONG BEACH
AMERICAN INDIAN STUDENT COUNCIL - STUDENT LIFE & DEVELOPMENT
GUIDELINES FOR HOT FOOD PREPARATION AND SERVING

SAFETY

1. Provide an isolated, completely enclosed and secure cooking area away from the flow of traffic. Areas should be roped off and have a safe nonflammable surface.
2. Have well-spaced and properly designated areas for cooking, safety equipment, preparation and serving.
3. Provide a hand washing station at your booth site.
4. Provide a carbon dioxide fire extinguisher.
5. Keep all electrical cords covered and check to see that cords and plugs are in good condition.
6. Make sure there are no dangling electrical cords.

FOOD

1. Avoid overfilling containers with food and be especially careful of hot foods.
2. Open pot lids and steamer doors away from you and others.
3. Warn others of hot surfaces.
4. BBQ Grills and Stoves must be at least 15 feet away from the walls, any combustible materials and consumers.
5. BBQ Grills and Stoves must have protective plywood material underneath to protect ground surfaces.
6. BBQ coals are to be safely disposed of in a metal container after the event.

PREPARATION

1. Cleanliness of food and preparation area is maintained at all times. Wipe up spills immediately and keep the service area clean.
2. Persons preparing foods are experienced at food handling and preparation.
3. Persons preparing foods must use plastic disposable gloves to protect foods from contamination.
4. Foods should remain refrigerated until they are to be used or served. Hot foods must remain at the desired serving temperature and not be allowed to cool.
5. All back-up or perishable foods must be refrigerated.
6. The sinks are to be used for washing foods, utensils, and hands only; NOT cooking equipment, dishes, pots, pans, etc.

SERVING

1. Servers must maintain cleanliness of utensils and themselves at all times.
2. Servers must wear aprons and keep their hair confined.
3. Foods that come into contact with server's hands should be protected from contamination by the server's use of plastic disposable gloves.
4. Metal tongs, spatulas and serving spoons should be used whenever possible to serve food or to move it from one container to another.
5. The serving areas need to be maintained in a safe and sanitary manner at all times.

REMOVAL

1. Remove used frying oil and dispose of it properly off campus.
2. No dumping of grease, frying oil, and/or charcoal on campus grass, sidewalk, trashcans, gutters or storm drains. This will result in the forfeiture of your \$100 deposit and may also result in a heavy fine by the City of Long Beach and California State University, Long Beach. Take your used oil with you and dispose of it properly off campus.

I have read all the regulations and agree to abide by each of them. I understand that I will lose my selling privileges and my vending fee in full if I do not follow the regulations.

Print Vendor's Name

Vendor's Signature

Date

Please return this form before 5:00 pm Monday, February 27, 2012 to:

American Indian Student Council
21006 Harvest Ave.
Lakewood, CA 90715