



Spring Festival Vendor Information Packet

Thank you for your interest in participating in the City of West Covina's Spring Festival. This year's event is scheduled to take place over two days. The event will take place in Historic Downtown West Covina along Glendora Avenue from Saturday, March 9, 2024, to Sunday, March 10, 2024.

Interested vendors may apply as a Food Vendor or a Vendor. There is one application for both vendor types that can be found on pg. 7 of this packet. The City of West Covina is looking for vendors that can commit to both days. Fee waivers for non-profits are available for booth fees only. The requesting non-profit must be West Covina based non-profit organization or regional non-profit organization that provide services within the City of West Covina. Please review the section on Non-Profit Booth Fee Waivers for more information.

Festival Times

Saturday, March 9, 2024: 11:00am to 10:00pm

Sunday, March 10, 2024: 12:00pm to 8:00pm

General Booth Information

Vendors will need to supply your own tent/canopy, tables, chairs, and any items you will need for your booth, hand washing sink, ware washing sink, fire extinguishers, and signage. The City of West Covina does not supply any tents/canopies, tables, chairs, sinks, water, electricity, ice, or signage.

The booth fee is for the 10' x 10' space only. It is mandatory that the tent has sandbags on all four corners to secure it for inclement weather. **No water or electricity will be provided.** If you intend to use a generator or propane tank, you must indicate this on the application and Fire Code Permit Application. Fire Code Permit fees will be waived, but each vendor must fill out an application. For vendor fees, please make checks payable to the City of West Covina Community Services Foundation.

Application Submittal

Applications, payment, and supporting documents may be mailed to the following address:

City of West Covina Community Services Department
Attn:-Spring Festival
2501 E. Cortez St.
West Covina, CA 91791

You may also email your application and supporting documents to lbravo@westcovina.org. Payment will need to be made with a check payable to the City of West Covina Community Services Foundation or with a credit card over the phone. City staff will contact you with instructions for credit card payments.

West Covina Fire Department Guidelines

All booths are required to adhere to the guidelines set forth by the West Covina Fire Department.

Note: The City of West Covina Fire Department & Los Angeles County Health Department will be onsite during the event to inspect all food vendor booths. You must provide a portable 2A:10BC fire extinguisher at your booth. These extinguishers can be found in local hardware stores and are a relatively inexpensive tool in preventing injuries and damage.

Please review the document titled Carnival, Fairs, and Outdoor Assemblies Specification & Requirements (pg. 4 of this packet) for more information.

Food Vendors with a Valid Los Angeles County Mobile Vending Permit

Please complete and submit the Spring Festival Food Vendor Application (pg. 7 of this packet).

Application Deadline: Thursday, February 1, 2024

Please submit your application along with your payment payable to the City of West Covina Community Services Foundation by the deadline. You will need to provide a copy of a valid Los Angeles County Health Department Mobile Vending permit at the time of application.

Food Vendors without a Valid Los Angeles County Mobile Vending Permit

Please complete and submit the Spring Festival Food Vendor Application (pg. 7 of this packet).

Application Deadline: Thursday, February 1, 2024

Please submit your application to the City of West Covina Community by the deadline. If you do not have a valid Los Angeles County Health Department Mobile Vending Permit, you will need to apply for a Temporary Food Facility (TFF) through the County of Los Angeles Public Health Department.

Please download the Community Event Temporary Food Facility Application by visiting [http:// www.publichealth.lacounty.gov/eh/docs/permit/temporary-food-facility-application.pdf](http://www.publichealth.lacounty.gov/eh/docs/permit/temporary-food-facility-application.pdf)

Return your Completed TFF to the Cortez Park Community & Senior Center along with the Health Department fees payable to the City of West Covina and all other required documents by Thursday, February 1, 2024. The fees associated with the type of TFF that you are applying for can be found on the last page of the TFF Application.

Non-Food Vendors

Please complete and submit the Spring Festival Non-Food Vendor Application (pg. 7 of this packet).

Application Deadline: Thursday, February 8, 2024

Please submit your application along with your payment payable to the City of West Covina Community Services Foundation by the deadline.

Non-Profit Fee Waivers for Booth Fees Only

West Covina based non-profit organizations or regional non-profit that provide services in West Covina may request a fee waiver to host a booth at the Spring Festival. The fee waiver is granted for booth fees only. The following items are required for a fee waiver and are due at the time of application:

1. Proof of non-profit status with the IRS
2. Proof that the organization is in good standing with the State of California.
3. A letter of requesting a fee waiver on the organization's letterhead affirming that the organization is either a West Covina based non-profit organization or a regional non-profit that provides service to West Covina along with a brief description of the non-profit and the services provided. Please include the non-profit number in the letter along with which type of vendor booth that the organization is applying for (food or non-food) and that the organization is requesting a waiver of these fees.

Festival Participation Instructions

If you are selected as a vendor for the Spring Festival, you will be provided with Festival Participation Instructions that will be sent to you via email. This email will include load-in times, booth location, and any additional information that may need to be shared. This email will be sent a week prior to the event.

For questions or for more information please send an email to westcovinarec@westcovina.org.



CARNIVAL, FAIRS AND OUTDOOR ASSEMBLIES SPECIFICATIONS & REQUIREMENTS

All carnivals, fairs and outdoor assemblies require a permit from West Covina Fire Department.

1. Plot Plan for Festival/Activity

Show all fire lanes, aisles, positions of booths, games, carnival rides, building's, parking areas, cooking areas, generators, exits, exit ways, fire extinguishers, tents, canopies (sizes of each) and seating arrangements. All required distances shall be indicated on this plot plan.

- a) Interior fire lanes shall be 20' wide
- b) Distance between interior booths shall be 12' wide
- c) Exterior perimeter access shall be 20' wide
- d) Aisle and cross aisle widths shall be noted for seating arrangements

2. Individual or grouped Tents over 400 sq. ft. and Individual or grouped Canopies over 700 sq. ft.

Individual and Grouped Tent / Canopy Permit(s) are required. "Grouped" tents or canopies are any tents or canopies that are less than 12 feet apart. Tents or canopies that are 12 feet or more apart are considered individual tents or canopies.

3. Identification of Exits and Fire Lanes

Approved signs and barriers shall be used to identify all exits, exit ways and fire lanes as required. Barricades shall be easily movable in the event of an emergency.

Fire hydrants and fire department connections shall not be obstructed by booth displays. Gates and doors available to the public shall not be lockable against egress except as specifically authorized by the Fire Code. Fire apparatus access roads and pedestrian pathways shall not be blocked or impeded either vertically or horizontally except as authorized by the Fire Code.

4. Electrical Wiring and Appliances

All electrical wiring and appliances shall comply with the National Electrical Code.

Permits shall be taken out for all electrical work, permanent or temporary, with the West Covina Community Development prior to any electrical work being done.

5. Decorative Materials

All drapes, hangings, curtains, drops, tents, canopies, and all other decorative material shall be of approved flame retardant material. Proof of flame retardant process shall be provided.

6. Portable Fire Extinguishers

An approved 2A:10BC fire extinguisher shall be mounted throughout the area at a maximum travel distance not to exceed 75 feet.

All cooking booths shall have an approved 2A:10BC fire extinguisher.

Fire Extinguishers shall be visible, easily accessible, and within 75 feet travel distance of any point in the event (excluding parking lots).

A type K fire extinguisher is required within 30 feet of the appliance or device.

7. Open Flame

Open flames, fryers and barbeques are prohibited underneath any canopy or tent. Propane tanks shall be secured and placed outside aisles, canopies or tents and walking paths.

8. Weeds and other Combustible Materials

Combustible waste material creating a fire hazard shall not be allowed to accumulate.

Spaces underneath grandstand and bleacher seats shall be kept free from combustible and flammable materials.

Weeds, grass, vines, or other growth that is capable of being ignited and endangering property, shall be cut down and removed by the owner or occupant of the premises.

9. Fueled Equipment and Fueled Appliance Permits (other than motor vehicles)

Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal business hours.

Refueling may take place only when a ride or event is not in use and the motor is turned off.

A currently tagged and fully charged 2A10BC (or larger) fire extinguisher shall be located within 75 feet of internal combustion power sources and fuel storage areas.

Stored fuel shall be isolated from contact with the public by physical guards, fencing, or an enclosure. Fuel storage may require a Flammable and Combustible Liquids permit.

10. Carnival Rides and/or Amusement rides

All carnival /amusement rides shall be a permanently affixed current State Fire Marshal sticker.

11. Standby Personnel

Standby personnel may be required if considered necessary for some events.



Spring Festival

Saturday, March 9, 2024 • 11:00 a.m. to 10:00 p.m.

Sunday, March 10, 2024 • 12:00 p.m. to 8:00 p.m.

Historic Downtown West Covina • S. Glendora Ave & Dalewood St., West Covina

VENDOR APPLICATION DEADLINE

Thursday, February 1, 2024: Food Vendors

Thursday, February 8, 2024: Non-Food Vendors

VENDOR - \$100 PER BOOTH (Two-Days) 10X10 SPACE

FOOD VENDOR - \$200 PER BOOTH (Two-Days) 10X10 SPACE

***SPACE MEASUREMENTS ARE AS LISTED. THERE WILL BE NO ADDITIONAL SPACE PROVIDED THE DAY OF THE EVENT.**

NO ELECTRICITY AVAILABLE. EACH VENDOR MUST PROVIDE OWN LIGHTING, TABLE, CHAIRS & CANOPY FOR BOOTH. IF YOUR BOOTH REQUIRES MORE THAN 10X10 FT., YOU MUST PAY FOR AN ADDITIONAL SPACE *

Company: _____

Address: _____

Contact Person: _____

Phone Number: _____ E-mail: _____

Please provide specific description of sale item types to help prevent duplication. No duplicate requests will be allowed. Limited sale of food. If you do not have a valid Los Angeles County Health Department Mobile Vending permit, you will need to apply as a Temporary Food Facility (TFF) through the County of Los Angeles Public Health Department. Please download the Community Event Temporary Food Facility Application by visiting [Temporary Food Facility \(TFF\) Application \(lacounty.gov\)](http://lacounty.gov). Return your completed TFF Application along with your check for the TFF fees payable to the City of West Covina by the deadline.

Type of Item Sold: _____

Price Range of Items Sold: _____

How did you hear about this event: _____

Submit Applications to:

City of West Covina
Community Services Department
ATTN: Spring Festival
2501 E. Cortez St.
West Covina, CA 91791

Payments by check or money order can
be made payable to:

"West Covina Community Services Foundation"

For Credit Card payments please call (626) 939-8862.

Please note that applications are considered complete when we have received your application and payment.

OFFICE USE ONLY

Date Received: _____

Payment Amount: _____

Payment Method: _____

Received By: _____



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VENDOR APPLICATION DEADLINE

Thursday, February 1, 2024: Food Vendors

Thursday, February 8, 2024: Non-Food Vendors

I, _____ on behalf of _____ hereinafter Referred to as a "vendor/entertainer" agree:

In consideration of the participation at the Spring Festival as vendor/entertainer, I hereby waive, release, and discharge any and all claims for damages for death, personal injury, or property damage which I may have, or which hereafter accrue to me, against the City of West Covina as result of my participation in the event. This release is intended to discharge the City of West Covina, its officers, officials, employees and volunteers, any other involved municipalities or public agencies from and against any and all liability arising out of or connected in any way with my participation in the event, even though the liability may arise of the negligence or carelessness on the part of persons or entities mentioned above. I further understand that accidents and injuries can arise out of the event; knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all of the persons and entities mentioned above who (through negligence or carelessness) might otherwise be liable to me, or my heirs or assigns for damages. It is further understood and agreed that this waiver release and assumption of risk is to be binding on my heirs and assigns.

I HAVE READ CAREFULLY THE AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE CITY OF WEST COVINA, ITS OFFICERS, OFFICIALS, EMPLOYEES, AND VOLUNTEERS AND I SIGN IT OF MY OWN FREE WILL.

Vendor's Signature: _____ Date: _____

I agree to be set-up and ready for each day of the Spring Festival:

Saturday, March 9 by 11:00 a.m. and will not teardown until 10:00 p.m. _____ (initials)

&

Sunday, March 10 by 12:00 p.m. and will not teardown until 8:00 p.m. _____ (initials)



WEST COVINA FIRE DEPARTMENT
 Fire Prevention Bureau
 1444 W. Garvey Avenue South, Room 218
 West Covina, CA 91790
 (626) 939-8823

FIRE CODE PERMIT APPLICATION

PERMIT INFORMATION

Location of Event _____
 Name of Event _____
 Date to be conducted: Date _____ to _____
 Time _____ to _____

APPLICANT INFORMATION

Name _____ Telephone _____
 Mailing Address _____ City / Zip _____

(FIRE PERMIT FEES AND STAND-BY FEES ARE LISTED IN THE CITY'S FEE SCHEDULE)

Type of Permit	Fee	Quantity	Sub-total Cost
Candles & open flames in assembly areas	\$163		
Christmas Tree Lots*	\$245		
Fireworks Display**:	Up to 115 devices		
	More than 115 devices		
Liquid/gas fueled equipment (generator)	\$163		
Liquid/gas fueled vehicles or equipment in assembly areas	\$163		
Places of Assembly – 50 or more occupants	\$327		
Production facilities – Film Permit	\$299 + stand-by fee		
Pyrotechnical special effects material*	\$271 + stand-by fee		
Special Event	\$299		
Tents (excess of 200 sq. ft.), canopies (excess of 400 sq. ft.)	\$135		
Miscellaneous			
Total			\$

*Verification of a current City Business License. **Business License not required on School Property

*** OFFICE USE ONLY ***

Planning Approval Letter Planning Film Permit Approval Letter City Sponsored Event Business License Verification

FIRE CASE NO. _____

Inspection Notification: Fire Station No. _____ Fire Inspector _____

Processed by _____ Date _____

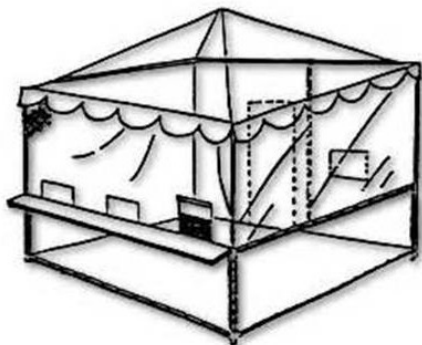
COMMUNITY EVENT ORGANIZER CHECKLIST

Planning Ahead:

- Obtain documentation from City or County agency granting approval
- Provide a list of participating food booths/food trucks/food carts. Only food vendors indicated on the list will be permitted to operate at the community event.
- Ensure all food vendors have a current /valid Temporary Food Facility permit.
- Ensure all food trucks/food carts/food trailers have a current Mobile Food Facility have a current permit.
- Provide electrical supply (if available).

Booth Construction or Set Up (if provided by organizer)

- Food preparation booth set-up with approved floors, walls, and ceilings:
 - Floors on smooth and cleanable surface (dirt, sawdust, grass, or gravel not allowed).
 - Wall and ceilings constructed of wood, canvas, plastic, or similar material.
 - All doors and openings fly-proof (closeable or screened).
 - If pass-thru window used: maximum 216 square-inch opening and closeable with tight fitting closure.



- Prepackaged food booth set up with approved ceilings constructed of wood, canvas, plastic, or similar materials.

Warewashing Facilities

- Warewashing sink(s) provided for TFFs with food preparation. No more than 4 food preparation booths may share a sink. Sinks are located within 100 ft. of each food booth. Sink must have:
 - Hot (120°F) and cold running water
 - Minimum 25 gallons of potable water per food booth with waste holding tanks being 50% greater
 - Minimum 18" x 18" x 12" compartment size with dual integral drain board or sink compartments large enough to submerge largest equipment/utensils
 - Sink connected to the public sewer or a holding tank
 - Adequate space for air drying utensils and equipment
 - Soap, sanitizer, and test strips are available for utensil washing and sanitizing.
 - Overhead protection or indoors

Employee Health & Hygiene

- Employees in good health (not working while sick) no discharge from eyes, nose, and mouth.

Food Employee Toilet/Handwashing Facilities

- 1 toilet for every 15 food employees within 200 feet of food booths/trucks/carts.
- Each toilet facility has a sink for hand washing with warm water (100°F – 108°F), liquid soap, single use paper towels, and a trash container for towel waste.
- A sign is provided indicating "Employees Only"

Potable Water Supply

- Potable water is from a municipal source or from another approved source.

Sewage and Liquid Waste Disposal

- Wastewater is disposed properly by an approved method.
- An approved sewage removal vehicle (permitted pumper truck) is available to service portable toilets and remove liquid waste from sinks, if not connected to the city sewer system.

Public Toilet Facilities

- Adequate toilet facilities are available for public/guests use. See Chart below for number of toilets needed.
 - 1 hand washing sink is provided for every 4 toilets.

Maximum Expected People Attending	NUMBER OF HOURS FOR EVENT									
	1	2	3	4	5	6	7	8	9	10
	Number of Toilets Needed									
<500	4	4	4	6	6	6	8	8	8	8
500 -1,000	4	6	6	6	6	8	8	8	8	12
2,000	4	8	8	8	8	12	12	12	12	16
3,000	8	8	10	10	10	12	16	16	20	20
4,000	8	8	12	12	16	16	20	20	24	28
5,000	12	12	12	16	20	30	30	30	30	34

Trash Disposal

- An adequate number of trash containers, lined with watertight plastic bags, are available adjacent to food booths, at handwashing sinks, and throughout the event.
- Trash containers are emptied, and bags replaced on a regular basis to prevent a nuisance (i.e., flies or vermin attractant).
- Trash is disposed of in an approved manner (i.e., trash service).

Animals/Vermin

- No rodents, insects, birds, or animals (except service animals) are allowed in areas with food booths.
- Animal rides and petting zoos maintained at least 20 ft away from food booth with adjacent handwashing stations.

This list is not all-inclusive of the requirements contained with the California Retail Food Code.

Contact the Community Events Program at (626) 430-5320 or communityevents@ph.lacounty.gov with any questions.

6/2023

