

Livingston Sweet Potato Festival 2023

September 29 – October 1



Each year, the City of Livingston sponsors an event for families to celebrate the Sweet Potato Harvest. This year's event will be held on September 29 through October 1, 2023 at the Max Foster Sports Complex, 2600 Walnut Avenue Livingston. There will be a carnival, live bands, entertainment, numerous activities geared towards the agricultural harvest and families.

Enclosed is a Vendor Booth Application. Should you have any questions regarding booths, call the Ashely Maciel at 209-205-5511 or email us at recreation@livingstoncity.com

CONDITIONS/INFORMATION

1. Booths of political content will not be allowed
2. Set-up is to take place **between 8am and 1pm Friday**, September 29, 2023. Health and Fire Inspections will begin at 2pm. The Festival will open at 6pm the same day.
3. No vehicles will be allowed in the park during festival operating hours and the vendor area must be cleared of vehicles by inspection time at 2pm on Friday the 9/30. All items will have to be hand carried to your vehicle. Security will remain at the park overnight. It is suggested you tarp up your booth.
4. Bring your own tables, chairs, **extension cords**, etc. They will not be provided for you. **NO EXCEPTIONS.**
5. Keep and leave your booth and surrounding area clean. **You MUST provide a handwashing station with warm water and a trash container inside your booth** and comply with all health and fire department guidelines.
6. Food Applications must be submitted by **September 13, 2023** and Merchandise and Informational Booths must be submitted **by September 22, 2023 or earlier if spaces are filled. Filing by the deadline does not insure you a space. First come First Serve.** Applications are taken at City Hall, 1416 C ST, Livingston M-F, 8am -5pm.
7. **Numerous FOOD Duplications will not be allowed, festival coordinator has the right to accept or deny items. Each food vendor agrees to sell a sweet potato dish on their menu.**
8. Booths are encouraged to be decorated festively. No music is allowed in booths.
9. **NO VEHICLES WILL BE ALLOWED IN THE PARK DURING THE FESTIVAL. NO EXCEPTIONS!!!**
10. Items which use our guests as entertainment will not be allowed. These items include, but are not limited to, silly string, disappearing ink, poppers, palm readers, fortune tellers or tarot card readers.

*****Food Booths must have a Health Permit from the Merced County Health Department. This must be issued 2 weeks prior to the event. They will not issue permits after the 2 week deadline. The City will obtain the permits, permit application is to be included with your booth application.***

Up to Date Information on the festival can be found at www.cityoflivingston.org Departments, recreation, special events

Booth Fees are as follows:

15x15 merchandise and information booths - \$200 single space \$275 double space, food - \$500 single space, \$625 double space (does not include health permit fee) clean up Deposit of \$100 required from all vendors. There is a 2 space limit. **A Photo of your booth must be included with your application.** All vendors must comply to the Merced County Fire Code. Local Non-Profit Informational Only booth with proof of Non-Profit status is free as space permits with a **refundable \$150 deposit to insure attendance, food may not be sold.** **NO SINGLE DAYS. MUST ATTEND ALL THREE DAYS.** Electricity is not available. **Quiet** Generators ONLY may be used. **NOISY GENERATORS will NOT BE ALLOWED TO RUN.** Please mail your completed application to: Livingston Recreation, 1416 C St. Livingston, CA 95334. **Incomplete Applications will not be accepted.** Health Department forms can be obtained online.

****IMPORTANT****

FOOD VENDOR DEADLINE –

**Wednesday, September
13, 2023, 4:30PM
CITY HALL**

NO EXCEPTIONS

This is to Comply with the Health Department. Vendors must have City booth approval prior to getting health permit.

All Food Vendors agree to sell a sweet potato dish on their menu in order to be accepted in the festival.

INSURANCE: Special Event

Insurance is required for this event. Please return a certificate of insurance of \$1,000,000 with the City of Livingston as additionally insured. We will also need the endorsement with the Certificate. See attached flyer.



PLEASE KEEP THIS PAPER FOR YOUR REFERENCE

2023 Vendor Insurance Requirements

Livingston Sweet Potato Festival

Email or Mail this form to your insurance Carrier

**Proof of Insurance is due in the Recreation office by
September 8, 2023**



Dear Insurance Carrier:

Please add the information below to your clients required forms for the additionally insured.

Name of Event: Livingston Sweet Potato Festival

Location: 2600 Walnut Avenue, Livingston, CA 95334

Event Dates: September 29/30, October 1 2023

Set up is on September 29, 2023

Tear Down is October 1, 2023

Certificate of Insurance showing current General and Product Liability coverage.
\$1,000,000 each event.

Certificate Holder: City of Livingston, 1416 C Street, Livingston, CA 95334

Additional Insured: City of Livingston City, its elected officials, officers, employees, agents or volunteers public or not for profit operating the Sweet Potato Festival.

Mail or email documents to: City of Livingston Recreation Department
ATTN: Sweet Potato Festival Vendor Insurance
1416 C Street
Livingston, CA 95334
Email: recreation@livingstoncity.com

INSURANCE DEADLINE – SEPTEMBER 8, 2023

It is a requirement by our RMA to show all vendors have insurance for the event.



Sweet Potato Festival 2023

Spaces are filled on a first come first serve basis.
If spaces are filled prior to the deadlines then the
deadlines are not applicable.
Incomplete Applications will not be accepted.
Limit of 2 booths per vendor



Food Booth Deadline September 13, 2023
All Other Booths Deadline September 22, 2023 or when full.

Booth Application

Name of Organization: _____

If Non-Profit please list Tax ID # _____ and a copy of your current status is required.

Contact Person/Representative: _____

Mailing Address: _____

Daytime Phone: _____ Evening Phone: _____

Email address: _____

What type of food will you sell?(List every item – use back if needed, items not listed cannot be sold)

Food VENDORS - What is your Sweet Potato Dish?(your item will be listed on a poster with your booth number for eager customers to find. Be sure you have plenty of the dish to sell) **Your application will not be accepted if this is not complete. A list of items already being sold will be available at registration.**

What type of merchandise will you sell? (use back for listing) _____

IMPORTANT – PLEASE READ BEFORE SIGNING

The applicant is an authorized agent of the group submitting this application. The applicant (and/or his/her) organization making this application understand and agree to assume all risk for loss, damage, liability injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Livingston. The applicant further agrees that in consideration of being permitted to have a booth at said event and facility, HE/SHE AND THE GROUP/ORGANIZATION WILL DEFEND, INDEMNIFY AND HOLD THE CITY OF LIVINGSTON, LIABILITY OR DAMAGES AND/OR INJURIES TO PERSONS AND PROPERTY that in anyway may be caused by the applicant's use or occupancy of the Max Foster Sports Complex Park Facility for the Festival. **Food vendors agree to sell an item on their menu which use sweet potatoes as an ingredient. Not doing so will cause their permit to be pulled thus keeping the vendor from being able to sell at the festival. No REFUNDS.**

I/We, the undersigned, have read the above statement and agree to comply with the terms of this agreement.

Signature: _____ Date: _____

Mail this form and the application fee to:

Livingston Recreation
1416 C Street
Livingston, CA 95334
Ashley – 209-205-5511
recreation@livingstoncity.com



OFFICIAL USE ONLY

Date Received: _____ Amount Paid \$ _____

Approved: ___ Disapproved: ___ by _____

Reason: _____

- ___ Application complete
- ___ Health Department Paperwork
- ___ Health Department Fee
- ___ Booth Fee number of booths _____
- ___ Proof of Non-Profit
- ___ Non-Profit Deposit
- ___ Photo of Booth
- ___ Insurance Certificate

