

Attention Food Vendors:

For the 2019 Clayton Oktoberfest –

- **All vendors must supply us with proof of insurance –**

Insurance requirements: All vendors will carry and maintain a commercial general liability insurance policy with a limit of no less than \$1,000,000 per occurrence/ \$1,000,000 general aggregate; and

If and to the extent required by law, workers' compensation insurance policy with a limit of no less than \$1,000,000 each accident.

Vendor will supply the CBCA with a certificate of insurance naming the CBCA, its officers, employees and volunteers as an additional insured and will provide 30 days written notice of cancellation. The certificate will also provide a waiver of subrogation for the workers' compensation policy if a policy is required by law. (See enclosed certificate sample)

- **Sales tax reporting -**
See the letter from Clayton's City Manager in this packet.
- **Business license fee -**
See letter.
- **Food Vendors –**
Upon investigation of other fairs and similar events, we have found that our fees are below the norm. We do realize that food booths have the highest profit margins. In addition to our booth fee, we require a fee of 10% of the gross receipts taken in daily. If the event is a good one, we would share in the profits and if it isn't, the entry fee would not be prohibitive. Each food vendor will receive two envelopes (one marked Saturday and one marked Sunday). At the end of each day, we will collect the envelopes. This will be done on the honor system. The number of dollars received will let us know which food vendors do better and give us guidelines for next year's entrants.
- **Fire Department –**
Please read the Policies & Procedures (Outside Exhibition – Food Booth Operations) from the Fire Department, fill in the application and your diagram (see sample) and submit (if applicable to you) with your Oktoberfest application.

Checklist

Please go over the following checklist. All of the information below **MUST** be submitted in order to be considered for the Clayton Oktoberfest.

Food Vendors

- | | |
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| <input type="checkbox"/> Completed application | <input type="checkbox"/> Certificate of insurance (see enclosed sample) |
| <input type="checkbox"/> Booth fee | <input type="checkbox"/> Health Dept. checklist and check (or DD-214) |
| <input type="checkbox"/> Pictures of booth | <input type="checkbox"/> Fire Department application & diagram |
| <input type="checkbox"/> Clean-up deposit | |

