



Welcome Vendor:

Thank you for your interest in the 4th annual Oxnard Insect Festival, scheduled for Saturday, June 1, 2024 at Oxnard's Plaza Park. We invite you to join us, whether you are one of our returning vendors or a new vendor. Please act promptly to guarantee your place as booth space is assigned on a first-come, first-served basis.

We are looking for food vendors, of both edible insects and the more standard fare; arts / crafts vendors; and commercial booths. For your convenience, an application packet is attached and includes the following, depending on your stated area of interest:

- Event Rules and Regulations
- Insect Vendor Application (both food and non-food)
- W-9

Applications and full payment must be received no later than **Friday, April 19, 2024 for all food vendors**. Early submissions are encouraged: we reserve the right to deny duplicate vendors as we work to create a well-balanced event. This also allows us to better promote the festival, as well as create an accurate festival map which attendees will use to find you.

Our 2023 Oxnard Insect Festival attracted about 6,000 visitors. We recognize that you, whether you are selling food, arts, crafts, promoting your business or helping the public gain a better understanding about the role of insects in our world, are crucial to our success. We look forward to working with you to make this year's event an even bigger achievement.

For further information, you may contact me via email at yolanda.pina@oxnard.org or by calling the City of Oxnard Recreation office at (805) 385-7995 or my cellphone, (805) 377-5820.

Sincerely,

Yolanda Piña
Cultural & Recreation Services Analyst

2024 EVENT RULES & REGULATIONS

Please read these event rules and regulations BEFORE submitting your application

We reserve the right to deny vendors, limit number of spaces sold to vendors, and limit the types of vendors. Vendor selection will be made with the goal of providing a well-balanced event.

Insect-oriented booths will be given preference.

FESTIVAL SPECIFICS

Saturday, June 1, 2024

10 a.m. - 4 p.m.

Oxnard's Plaza Park

Vendor check-in / set-up, 7:30 a.m.

DEADLINES

Food vendors applications are due **Friday, April 19, 2024**. This is a hard deadline.

CANCELLATIONS

There are NO REFUNDS for any cancellation. This is a "rain or shine" event, so please be prepared for all possible weather conditions.

BOOTH SPACES

Please bring your own canopies, tents, chairs, tables, and individual trash cans, as needed.

Vendors cannot assign, sub-lease or separate part of their assigned space without the explicit permission of the Oxnard Insect Festival Staff.

ELECTRICITY

Electricity will be available for a fee, if requested on your application. We cannot accommodate last-minute requests. Vendors will be responsible for providing their own heavy-duty, three (3) prong power cord for the distribution box.

COMPLIANCE WITH THE LAW / PROHIBITED ITEMS

All vendors must comply with all necessary and applicable local, state, and federal laws, as well as all ordinances and applicable fees. Vendors do not have to buy a City of Oxnard Business License Tax Certificate; it is included in the booth fee. We reserve the right to remove products that are not allowable under city code.

California Seller's Permit should be directed to the State Board of Equalization, located at 4820 McGrath Street, # 260, Ventura, CA 93003. To contact them via phone, call 805-677-2700.

Animals are not permitted within the Festival area, except for registered service dogs.

No weapons are allowed. No alcoholic beverages are allowed.

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FOOD VENDORS (only)

All Ventura County Environmental Health forms and fees should be submitted with your Oxnard Insect Festival application to the City. We will submit them on your behalf.

Cleaning and Damage Deposit - Food vendors are required to provide a separate check payable to the City of Oxnard in the amount of \$100 for their cleaning deposit. Food vendors must leave their space clean and check-out with Festival staff in order to qualify for a returned deposit.

Ventura County Environmental Health Division (VCEHD) regulations - All food vendors and prepackaged food sellers are required to comply with VCEHD rules and requirements during the event. Please review the VCEHD Community Event Operator Application and 2020 Temporary Food Facility Classroom Training Schedule (https://docs.vcrma.org/images/pdf/eh/food/2020_TFF_TRAINING_CLASS.pdf). All food vendors except for Mobile Food Facilities and Community Food Organizers can receive a VCEHD fee waiver if they have a recent TFF Certificate of Training from VCEHD. ServSafe training is not the same as TFF and not applicable in this situation.

The following food vendor forms and permits are required, depending on the type of product sold, etc.:

- Temporary Food Facility TFF-1 - This application is for vendors selling open and/or potentially hazardous food, including open sampling. If you change the form, flavor, or consistency of the food, the TFF-1 application must be completed. Please make sure to indicate what type of food you will be making or providing.
- Temporary Food Facility TFF-2 - This application is for prepackaged and non-potentially hazardous food only, i.e., food that has been prepackaged.
- Military Veteran Food Vendors - The VCEHD does not charge TFF fees for military veterans. To apply for this waiver, you must provide a copy of your DD214. (Please black out your social security number before submitting your copy.)
- Mobile Food Facilities (MFF) require a license plate and the Ventura County Health Permit number for your mobile food facility.
- Community Food Organizer (CFO) require a copy of your annual certificate. Only available to Ventura County residents.
- Non-profits - A copy of your Entity Status Letter from the California Franchise Tax Board and your IRS determination letter is required by VCEHD.

Please contact Oscar at (805) 654-2431 with questions regarding VCEHD regulations.

Inspections

- Food Vendors must be ready for VCEHD inspectors by 9:00 a.m. on the day of the event.
- No food can be sold until you have been inspected and approved by VCEHD.

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General Food Vendor Rules

- All food vendor booths **MUST BE ENCLOSED** - no exceptions! Steam pots must have a fire-retardant tent overhead, as well. All enclosures must be fire retardant.
- Booths must have professional signage identifying their company and their products (menu and prices). Handwritten signs will **NOT** be allowed. Decorations should be appropriately themed.
- All items (such as extra products and supplies) must be stored inside the tent on a shelf, table or platform that is at least six to twelve inches off the ground.
- When cooking, please make sure to use lids and covers for your pots and pans.
- Outdoor customer self-service condiments must be in pump-style dispensers or individual packets.
- Hot foods must be held at above 135° Fahrenheit, and cold foods must be held below 45° Fahrenheit.
- Ice and water are considered food. If you have an ice chest, please use food-grade bags in the ice chest.
- Please remove your trash periodically throughout the day. A trash dumpster will be provided for your use. Vendors are required to remove any oil or grease used for cooking at the event. **DO NOT** discard oil or grease in the trash enclosures.
- Gloves are required when handling or preparing ready-to-eat food such as salads or cold dishes that will not be cooked. Bare hand contact is prohibited.
- Glove use is also required if you have cuts, long nails, or artificial nails.
- No eating or drinking inside your booth.
- Do not put personal drinks or items in the ice chest. Personal items must be stored separately from consumer items.
- For health and safety reasons, only food booth workers are allowed in the food prep area.
- Extremely Spicy Food - In order to ensure the health and safety of attendees, the Oxnard Insect Festival is not allowing vendors to sample or sell products that are considered extremely hot or spicy. Foods that cause your customers extreme burning, pain, vomiting, or stomach illness are not allowed.

EDIBLE INSECTS

Labeling - Food prepackaged in a food facility must bear a label that complies with the labeling requirements prescribed by the Sherman Food, Drug, and Cosmetic Law (Part 5 (commencing with Section 109875)), 21 C.F.R. 101- Food Labeling, 9 C.F.R. 317-Labeling, Marking Devices, and Containers, and 9 C.F.R. 381-Subpart N Labeling and Containers, and as specified under Sections 114039 and 114039.1.

Label information must include the following:

- The common name of the food, or absent a common name, an adequately descriptive identity statement.

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- If made from two or more ingredients, a list of ingredients in descending order of predominance by weight, including a declaration of artificial color or flavor and chemical preservatives, if contained in the food.
- An accurate declaration of the quantity of contents.
- The name and place of business of the manufacturer, packer, or distributor.
- Except as exempted in the Federal Food, Drug, and Cosmetic Act Section 403(Q)(3)-(5) (21 U.S.C. Sec. 343(q) (3)-(5), incl.), nutrition labeling as specified in 21 C.F.R. 101-Food Labeling and 9 C.F.R. 317 Subpart B Nutrition Labeling.

The food items must come from an approved source.

Your application should include a photocopy of the information on the outside packaging of all insects to be sold as food. This should include source and ingredients.

Example:



COMPLIANCE WITH THE LAW

Food vendors must comply with all health laws, ordinances, and regulations of the State of California, City of Oxnard, and Ventura County Environmental Health Department (805-654-2813). Additional fees may apply. The VCEHD lists requirements for community events. The City of Oxnard Fire Department (805-385-7722) requires compliance with safety codes for cooking and fire-retardant tents.