



Official use only: Date received \_\_\_\_\_

\_\_\_\_Approved \_\_\_\_Not Approved

**2023 FOOD TRUCK VENDOR APPLICATION**

**Saturday, June 3, 2023 12:00**

**- 7:00 p.m.**

***We encourage booth décor and vendors present a Western theme***

Company Name: \_\_\_\_\_ DBA (if applicable): \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Owner's Name: \_\_\_\_\_  
 Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_

All applicants must provide a complete detailed description of goods to be sold or displayed including items to be distributed as “free.” **ABSOLUTELY NO** chemicals, compressed gasses or other flammable substances are permitted. *Wild Oaks Country Music Festival* reserves *the* right to select only those items that will be allowed to be sold. All food vendors must submit a current VC Food Permit *from the Ventura County Health Dept. with application.* [www.ventura.org/rma/envhealth](http://www.ventura.org/rma/envhealth) and be ready for inspection by **10:00 a.m. on event day, June 3.**

**Food Truck description of full menu, including non-alcohol drinks:** \_\_\_\_\_

**Submit 3 pictures of Food truck with application**

**All Food Vendors must be fully self-contained. No 3 basin sinks or gray water will be provided. No alcohol is allowed to be sold by any vendor.**

**Insurance:** Certificate of Insurance must name, Wild Oaks Country Music Festival, The City of Thousand Oaks, CRPD, CVUSD, Rotary Club of Westlake Village, Event Essentials and GoBeDo Productions, Inc. as the Certificate Holder as respect all operations performed at the Wild Oaks Country Music Festival, June 3, 2023 which includes set-up and take down. The certificate address should read: **Westlake Rotary RC, WOCMF, 172 Devia Drive, Newbury Park, CA 91320**

Food trucks will be placed in a row in order of arrival. Move-In begins at 7:30 – 9:30 a.m.

**Space Fees:** Food Truck dimensions: Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_ **\$400** \_\_\_\_\_  
 Food trucks are placed in a row in order of arrival on event day.

Electric is **NOT included.** Outlets can be provided for: \$50 per space Elec. Fee: \$50 \_\_\_\_\_

Total: \_\_\_\_\_

**\*application packet and payment must be received by 4/5/23 thereafter booth fee is \$500 if space is available**

Registration and payment is online at: [www.WildOaksCMF.com/Vendor/Food](http://www.WildOaksCMF.com/Vendor/Food)

**Clean-up of assigned area MUST be complete prior to leaving site at end of event. If space is untidy and trash left, vendor will be banned from future WOCMF events. All trash must be removed and placed in designated trash area.**

By affixing your electronic signature, the vendor acknowledges that they have read and understand the terms of the “Vendor Agreement” and agree to comply with the terms contained therein.

Signature

Print Name



### 2023 Food Truck Vendor Agreement

*It is encouraged that booth décor and vendors dress in Western theme*

**Booth Size:** Approx. 26 Ft. long x 10 Ft. wide

**Displays:** All displays must be contained within the assigned space. All selling and solicitation must occur within assigned space. **NO EXCEPTIONS!** All aisles are to be kept clear. No offensive materials, products, noises are to be displayed and/or sold. WildOaksCMF Vendor Chair retains *the* sole right to determine the applicability of any products, services, materials, displays, sounds and other items. Possession, sale, or use of drugs, illegal substances, alcohol, or weapons of any kind are expressly prohibited. Vendors agree to abide by the decision of the Vendor Chair Person, whose decision is final.

**Electrical:** **Electric is not included with booth fee.** Electric may be purchased at the time the application is submitted. Booths that use or have displays that exceed the purchased electrical will be required to reduce their electrical needs to conform to the purchased amount.

**Equipment:** All equipment, supplies, décor, must be provided by the vendor.

**Security:** The WOCMF and its committees will not be responsible for theft or loss of vendor property. It shall be the vendor's sole responsibility to secure and protect their merchandise and property.

**Access:** Each booth will be provided with one (1) car & (1) food truck pass to allow on-off site access before and after show hours only and access to a designated Vendor parking area. **ABSOLUTELY NO PARKING PERSONAL CAR ON SITE.**

Each booth will receive three (3) entry gate passes for personnel. Additional passes may be available based on proof of need. All booth personnel will be required to have an event pass to enter site, and a parking pass to access vendor parking area.

**Staffing:** Booths are required to be staffed at all times during the event hours. Booth representatives must stay within their booths to sell or promote products and/or services. Vendors must have permission to touch any patron, customer any other individual. Failure to staff a booth at any time during event hours will result in being banned from future WOCMF event.

**Space Assignment:** Food concessionaires will be parked in order as they arrive by the Vendor Chairperson. **Food Spaces are limited to 15.**

**Cleaning:** **ABSOLUTELY NO DUMPING OF WASTEWATER/COOKING OIL/FOOD WASTE on site or on the grass.** Booths must be free of all litter, stock boxes and trash. Booth area must be completely empty within two hours after closing. Failure to maintain a clean and staffed area will result in being banned from future WOCMF events. The Vendor Chair or approved team members will inspect each booth prior to leaving the site. Vendors must sign the check-out log to be eligible for future WOCMF events. No food truck can remain on site overnight after the event.

**Fire Ordinances:** The Ventura County Fire Department states that **SMOKING AND/OR VAPING IS PROHIBITED** inside the booth and throughout the WOCMF site at any time. No flame, or chemicals, compressed gas filled balloons, or other flammable substances are permitted. All Fire ordinances will be strictly enforced. **Violators will be removed from the premises.**

**Health Permits:** All food vendors must comply with the requirements of the *Ventura County Department of Environmental Health*. All such vendors shall, at their own expense, obtain all necessary permits prior to opening and shall furnish a copy of such permit with their application. **April 15, 2023 is the final deadline to secure** and provide a permit to WOCMF for such products, thereafter it will result in a denial of their application.

**Permits:** Vendor is responsible for and must show proof of all current applicable licenses and permits, including a valid sellers permit.

Vendors must supply copies of required permits by **April 15, 2023** to: [mcgobedo@gmail.com](mailto:mcgobedo@gmail.com)

This event is in Ventura County. **Only a Ventura County Health Permit will be accepted.**

**Insurance:** Vendor must obtain and provide proof of General Liability insurance naming the following as Additional Insureds as Certificate Holder:

**Rotary Club of Westlake Village  
City of Thousand Oaks  
CRPD  
CVUSD**

**Certificate Holder Address:**

Rotary Club of Westlake Village P.O. Box 3331, Westlake Village, CA 91359

Limits of coverage: \$1,000,000 Per Occurrence  
\$2,000,000 Per Aggregate

Please email a copy of the Certificate of Insurance to: [mcgobedo@gmail.com](mailto:mcgobedo@gmail.com)

**If you need to obtain an insurance policy for the day of the event, these sites offer temporary event insurance:**

<https://www.insurancecanopy.com> or  
[www.KandKinsurance.com](http://www.KandKinsurance.com)

**DAY-OF-EVENT INSTRUCTIONS**

Final instructions regarding the day-of-event check-in, event area map, a schedule of events, specific instructions regarding load-in and load-out, and vehicle parking will be emailed to you approximately two weeks prior to event (May 15, 2023)

**CANCELLATION POLICY**

No refunds for vendor cancellations. The event will take place rain or shine and will not be cancelled due to weather. No refunds will be given due to inclement weather. If the Rotary Club of Westlake Village is forced to cancel this event due to government mandate, your vendor fee will be rolled over to the next scheduled date for the event.

If you have questions or need additional information, please do not hesitate to email us: [info@wildoaksCMF.com](mailto:info@wildoaksCMF.com)