



MAY 19-21, 2023

STOCKTON FLAVOR FEST | VENDOR FAQ

Thanks for your interest in Stockton Flavor Fest!
Check out the information below to learn more about how to participate in our festival!

HOW TO APPLY:

We will be using eventhub.net for our 2023 registration and communication platform.

This makes sign up easy & keeps all your information stored in one place! Don't worry - creating an account on EventHub is completely free.

Click here to go to the Flavor Fest page on EventHub: https://eventhub.net/events/Stockton-Flavor-Fest_3808

Choose the booth type you want from the Pricing Box, and click 'add to cart'
Click the "Proceed to Checkout" button.

You will be prompted to create an account if you have not previously created an EventHub account. If you have, you will be prompted to log-in. Then, you can continue through checkout!

At checkout, you will be able to purchase add-ons, complete your profile application and lastly select your preferred payment method (check or credit card*).

*your credit card will only be charged if your application is accepted.

APPLICATIONS & APPROVALS

Q: What types of vendors do you accept?

A: We are looking for food, drink, merchandise and experiential vendors with a focus on culture, craft, creativity and community. We are not seeking direct sellers or mass produced Merchandise.

Q: How are applications reviewed?

A: Applications are reviewed by a juried process with consideration given to those applicants whose focus is on culture, creativity and community.

We prefer vendors whose products are original, locally designed/made, and visually interesting. We ask that you please provide a photo of your booth setup in your application.

Q: When is the deadline to apply?

A: Applications will be accepted through March 17, 2023.

Q: Do I have to submit photos to be approved?

A: Yes, we ask you to submit photos on the application. The look of your booth and your unique menu/products is important to us and is a major factor in our selection process.

What we WANT to see: What we DONT want to see:



Q: What are the vendor fees?

A: The vendor fees (to include 3 days) are as follows:

- Artisan/Handmade (Non-Food): \$450
- General Merchandise Vendors (Non-Food): \$600
- Artisan Food Vendors (non-cooking, prepackaged): \$550
- Food: Prep Only, Non-Cooking (Beverages, Cold Food): \$700
- Food: Cooking: \$800
- Food Trucks: \$850

- Vendors may add on items such as a corner space, power (limited access/not offered to food trucks), or insurance for an additional fee.

Q: Do you accept split or partial payments?

A: Yes. Vendors who choose to make a partial payment must submit their 1st payment no later than 30 days from application acceptance date.

Full payment and all pertinent documents are due by March 31, 2023.

Q: What are the differences between the booth types?

A:

- **Artisan & Handmade Vendors:** Vendors who **make/procure** the products or services they provide. This includes but are not limited to: Bath & Body Products, Candles, Handmade Jewelry, Vintage, Ceramics, Henna, Home Goods, Artwork, Woodwork, Etc. These vendors will have a 10x10 Booth with Tent provided.
- **General Merchandise Vendors:** Vendors who **resell** products or sell items they **did not make themselves/are not vintage**. This includes but is not limited to: Sunglasses, Non-Handmade Jewelry, Hats, Bags, Funko-pops, Posters, etc. These Vendors will have a 10x10 Booth with Tent provided.
- **Food Pre-Packaged:** Vendors who sell food that is already packaged to sell and does not require any prep what-so-ever. For Example: Salami, Spices, Hot Sauce, Salsa, Hummus. These vendors will have a 10x10 Booth with Tent provided.
- **Food Prep Only, Non-Cooking:** Vendors who provide food that does not need an open flame. This includes vendors who provide drinks, ice cream, poke, etc. These Vendors will have a 10x10 screened Tent & Banner Provided.
- **Food - Cooking:** Vendors who provide food that require an open flame/heat source of any kind. These vendors will have a 10x10 screened Tent & Banner Provided, as well as an open 10x10 space to cook - 10x20 total space.
- **Food Trucks:** Food Trucks & Trailers. These vendors will have a space up to 10x25 to park. They will not receive a tent or banner.

Q: Do I have to participate in all 3 days of the festival?

A: We are not offering single day vending opportunities at this time. The vendor fee is for all 3 days and will not be discounted.

Q: May I add anything else to my application?

A: We recommend that applicants submit photos of their booth so we can have a better understanding of your product!

Q: When will I find out if I have been accepted?

A: You will receive an email notifying you if you have been accepted to Flavor Fest.

Q: Can I mail or drop off my vendor application in person?

A: No, all applications must be submitted online.

Q: What if I do not have an email address?

A: An email address is required to apply and participate in this festival.

GENERAL VENDOR INFORMATION

Q: How do I contact the vendor manager?

A: You can contact the Flavor Fest management team at vendors@stocktonflavorfest.com .

Q: What is the standard booth size?

A: Food vendors cooking on site will be given a 10'x10' tent with 10' of space behind or beside them for storage and cooking. All other non-cooking vendors, artisan, and maker vendors will be given a 10'x10' tent.

Q: Am I allowed to display out front of my tent?

A: Due to limited space, we ask that your entire display be kept within the footprint allotted. No signage must be further than 6" from the booth to ensure safe foot-traffic areas to attendees. Signage must be professional, clean, and good taste. Poster board, cardboard, & handwritten signage will not be permitted and you will be asked to remove it.

Q: Can I buy multiple booth spaces?

A: Yes, you are able to purchase up to 2 booth spaces.

Q: Can I share a booth space?

A: No, each booth is limited to 1 business.

Q: When will I be charged for the event?

A: Payment is due once you are approved. You are not confirmed until payment is received.

Q: Can I pay on the day of the event?

A: No.

Q: What payment methods do you accept?

A: Payments can be made via all major credit cards or checks. Check recipient information is included in the approval email.

Q: Do you provide tents, tables, chairs, etc.?

A: We will provide the tent for your booth. You must provide your own tables, chairs*, display items and any other equipment.

***Chairs must stay WITHIN your booth and are not allowed to be carried throughout the property.**

Cooking food vendors as well as drink vendors will receive a 2x10 banner as well.

Q: Can I bring my own tent?

A: No, Flavor Fest will be providing the tents for all of its vendors.

Q: Will you provide weights for my tent?

A: Your tent will be staked into the ground.

Q: Can I rent equipment onsite at the event?

A: There will be no equipment available for rental on the day of the event. You are responsible for arriving at the event fully self-sufficient other than the canopy/tent we are providing.

Q: Is there electricity?

A: Access to electricity is limited. Because of this, we have a select number of spaces with power, and a limited number of outlets per vendor. If you need power, you must purchase it.

Q: Can I bring my own generator for electricity?

A: Only food trucks are allowed to use generators. If you need electricity, you can add it on at time of purchase, once you are approved.

Q: Can I move my tent after I have been placed?

A: No, if you would like to request relocation, please notify us and we will assist if relocation is possible. There is no guarantee that a relocation will be accommodated.

Q: Can I choose or request a specific location for my vendor booth?

A: While we welcome your feedback, specific booth placement cannot be guaranteed. Corner spaces are limited, however, you may choose to purchase this guarantee for an additional fee.

Q: What if I need more time to set up or tear down?

A: All vendors will be given time slots for load in times.

Q: Can I play music in my booth?

A: Yes. However, there will be continuous entertainment throughout the event.

If you play music in your booth, the volume must be kept to a minimum, so as not to interfere with the event programming or become a nuisance to your neighboring vendors.

Q: Can I bring extra tents/umbrellas?

A: No extra tents or umbrellas are allowed. If a vendor is found to have set up extra tents/umbrellas, vendor will be asked to remove these items from the premises.

Q: If it rains, does that mean the event is canceled?

A: No. The event is held rain or shine. In the event that unsafe weather conditions cause postponement or cancellation, all vendors and attendees will be notified via email and social media.

Q: Is there overnight security?

A: Yes, there will be overnight security at the venue May 19th -May 21st, 2023.

Q: Are there restrooms on-site?

A: Yes, there will be portable toilets on site.

Q: Will recycling be available?

A: Yes recycling receptacles will be available and are expected to be used by all vendors in an effort to keep the event sustainable.

Q: Are there pets allowed?

A: While we love your furry friends, unfortunately, the city of Stockton does not allow pets at Weber Point Event Center.

Q: Are there any items that are prohibited?

A: The sale of any items that are politically or religiously offensive, sexually explicit, dangerous, or related to drug paraphernalia.

This is a family friendly event and non-complying merchandise will not be tolerated.

-Styrofoam Containers, Boxes and Plates are **prohibited**.

-Plastic cutlery & plastic bags are **prohibited** in order to adhere to our sustainability guidelines.

Q: Can I come off and on-site?

A: Yes. Vendors will receive passes allowing 'in and out' privileges without paying the general admission fee. Artisan, General Merchandise, and Pre-Packaged Food Vendors will receive up to 2 passes. Food Vendors (Non-Cooking, Cooking, Food Trucks) will receive up to 4.

Q: What If I paid, but now I am unable to attend the festival? Is my payment refundable?

A: Notify us no later than April 14, 2023 in order to receive a refund. Refunds will not be given if notification is made past this date, as we will be unable to fill your vendor space.

Q: Do I have to be a Stockton native business to participate?

A: No, Stockton residency is not required to participate as a vendor.

Q: Do we have to have insurance to participate?

A: Yes, insurance will be required to participate in this event. If you do not carry a general liability policy, one day event insurance may be purchased for an additional fee.

Your certificate of insurance is due by March 31, 2023.

Q: What permits / forms do I need?

A: **ALL vendors must complete the following forms by March 31, 2023.**

- City of Stockton Special Event Vendor Form. Any vendor selling on city property must submit this form.
- Certificate of Insurance naming event organizers and city additionally insured.
- **There are additional forms if you are a food vendor.** Please continue to the next section 'Food Vendors'.

Q: How will taxes work for this event?

A: Each vendor is responsible for collecting & reporting sales tax to the state of California.

Q: Can I bring my own signage/hang things to the outside of my tent?

A: Vendors may bring signage but, CAN NOT:

-Be past the height of the tent

-Be made of Cardboard or Poster Board

-Interfere with provided banners

-Interfere with neighboring vendors

-Be staked into the ground further than 6" inches

-Signage hung on booths must not damage tents. You will be charged for damage caused to tents.

Please ensure that your signage is professional, clean, and in good taste. Vendors with prohibited signage will be asked to remove said signage immediately.

FOOD VENDORS

Q: Am I considered a 'food vendor'?

A: Any vendor selling anything that can be consumed is considered a food vendor, and must adhere to the following guidelines.

Examples of food vendors: Aguas frescas, dried spices, coffee beans, honey, hot sauce, tacos, poke, kettle corn, elote, shaved ice are all considered 'food vendors'.

Q: What permits / forms do I need to sell food?

A: **All food vendors must complete the following forms by March 31, 2023.**

All food vendors: San Joaquin County Environmental Health Department Temporary Food Vendor's Application. Food trucks that hold a current annual permit within San Joaquin must still submit this form.

- **If you are cooking with heat:** Stockton Fire Department Responsible Vendor Form for Outdoor Cooking Booths.

Examples of heat cooking: BBQ, deep-fat fryer, hot plate, open flame sterno, microwave, etc.

- **All vendors:**
 - City of Stockton Special Event Vendor Form. Any vendor selling on city property must submit this form.
 - Certificate of Insurance naming event organizers and city additionally insured.

Q: How will the attendees pay for food?

A: Attendees will pay vendors directly. Approved vendors are required to accept credit and debit cards as a method of payment (in addition to other methods).

Q: Can I sell items that contain raw fish?

A: You are able to sell raw fish if you have the proper equipment that follows the food safety standards needed to store raw fish for extended periods of time.

Q: Will ice be made available?

A: Ice will be available for a fee to those vendors who require it in order to run their business. A third party organization will take orders and distribute ice to vendors at pre-designated times throughout the festival.

Q: Can I sell water?

A: All vendors are **prohibited** from selling water. The organization producing the festival will be providing water to attendees.

Q: Can I sell soda?

A: All vendors are **prohibited** from selling soft drinks or other commercially pre-packaged beverages. The organization producing the festival will be offering sale of these items to attendees.

Q: Can I rent cooking equipment from the host of the event?

A: No, Flavor Fest will not be providing cooking equipment rentals.

Q: Can I request more storage space for my booth?

A: No. All equipment, supplies, merchandise, etc. must be contained within your allotted vendor footprint.

Q: Can I change what I want to sell after I have been approved?

A: You are required to sell only the items that you were approved to sell. If extenuating circumstances prevent you from being able to sell those items, please contact us at vendors@stocktonflavorfest.com to discuss.

Q: Can I change what type of food I am selling on different days of the festival/ (ex. I sell Filipino food on Saturday and Mexican on Sunday)

A: No. You are required to sell only the items that you were approved to sell.

Q: Can I cook in my tent? How much space am I given to cook?

A: No. You are given an allotted 10x20 space to cook. In-line vendors will have this space behind their booth, and corner/end cap vendors will have a space beside their booth.

Q: Can I bring my own signage/banners?

A: Vendors may bring their own menus to post on/near their tent as long as they are a reasonable size, professional, and clean. No outside signage is allowed above the provided banner we give you. Signs must not be more than 6' away from your booth. Poster board, cardboard, & handwritten signage will not be permitted and you will be asked to remove it.

ARTISAN & GENERAL MERCHANDISE VENDORS

Q: Are there any items that I cannot sell?

A: **Vendors are prohibited from selling:** water bottles, soft drinks, alcohol, items that are politically or religiously offensive, sexually explicit, dangerous, or related to drug paraphernalia.

This is a family friendly event and non-complying merchandise will not be tolerated.

Q: Can I sell items that I did not list on my application?

A: No. You are required to sell only the types of items that you were approved to sell.

You are allowed to sell variations of the same product type.

Example: If you apply to sell only clay jewelry and are approved, you will be allowed to sell earrings, necklaces, rings, bracelets, etc. You would not be allowed to sell tee shirts and hats in addition.

Q: Can I move my booth to different villages on separate days of the festival?

A: No. All vendors will remain in the same space for both days.

Q: How can I make sure that my merchandise is appropriate to sell at Flavor Fest ?

A: If you are approved to participate, the items listed on your application are okay to sell.

SUSTAINABILITY

Q: What does it mean to be a sustainable festival?

A: Flavor Fest is intentionally operating with practices to avoid the depletion of natural resources. Our goal is to have an enjoyable event with no negative environmental impact.

Q: What sustainability requirements must I adhere to?

A: We require our vendors to:

- Use compostable & recyclable to-go containers.

NO styrofoam, plastic utensils or plastic bags.

Packaging MUST BE recyclable or compostable.

Sustainable Packaging:



Non-Sustainable Packaging:



If you need help finding eco-friendly packaging at a discounted rate, let us know!

- **RECYCLE!** The festival site will have recycling containers easily accessible throughout the Footprint.
- **USE GREEN ENERGY!** Other than food trucks, generators ARE NOT allowed. We have limited access to electricity for a fee for those vendors who require it. (not offered to food trucks at this time)

Q: How can I make sure that I am following the sustainability guidelines?

A: By committing to follow the above guidelines, you're already doing your part!

We will include additional, specific information in the digital vendor information packet, sent within 7-10 days of the festival.

LOAD IN & SET UP

Q: When can I arrive to load in?

A: Vendor load in will take place on Wednesday May 17th and Thursday May 18th. Vendors will be assigned staggered time slots to arrive and load in their equipment and supplies. All vendor tents will be set up prior to arrival.

Q: How do I know where my booth space will be located?

A: We will send out a digital vendor information packet including map and load-in times, within 7-10 days of the festival to the email provided on the application.

Q: On the day of the festival, how do I find my booth space?

A: 1 week prior to the event, vendors will receive an info packet including map and booth assignment locations. Day-of, staff will assist in directing vendors to general areas, and within your assigned area, booth space numbers will be marked on the ground.

Q: On the day of the festival, when do I arrive?

A: Vendors may arrive between 7-9am on festival days. Setup must be complete by the start of the festival, 10am. No vehicles will be allowed on the festival grounds during any days of the festival except for food trucks.

Q: When are cars allowed on the venue for load out?

A: Vehicles will not be allowed onto the footprint until after 8pm or until after all attendees have exited, whichever comes first, on May 21st.

Please contact us with any questions at vendors@stocktonflavorfest.com

We look forward to seeing you at the festival!