



COUNTY OF KINGS

CALIFORNIA

Vendor Rules & Regulations

This document contains the rules and regulations that apply to all participating vendors. It is the responsibility of all vendors to familiarize themselves with and adhere to these requirements while on County of Kings grounds.

The County of Kings, which governs this event, has developed these rules and regulations to assist you in planning your vendor activity. Because many employees will be utilizing your services, it is important that the Rules and Regulations as set forth below be strictly observed. Our Administration Department is available to assist you with your vendor plans and logistics. Please contact us with any questions at 559-852-2375.

Administration Department
County of Kings

Located at:

1400 W. Lacey Blvd, Building 1
Hanford, CA 93230
www.countyofkingsca.gov

PURPOSE, GOALS, AND STRUCTURE

- A. The County would like to invite a rotating selection of food vendors for County employees to utilize during their allotted lunch breaks. This event is organized by the County of Kings Administration Department, and invites food vendors to County Campus to:
 - Boost employee morale
 - Support local businesses
- B. County of Kings encourages food vendors and employees to participate, both to enhance their business and contribute to a positive workplace culture.
- C. The County aims to schedule food vendors on a rotating first-come, first-served basis on campus during lunch breaks, creating opportunities for employees to connect, engage, and make the most of their time away from their regular work tasks.

PARTICIPATION

- A. Vendors wishing to participate must apply to County of Kings, Administration Department.
- B. Vendor participation may be revoked for any of the following reasons:
(The same rules of revocation apply to all vendors)
 - i. Non-compliance with County of Kings, County/City of Hanford Fire Department, or County Health Department regulations.
 - ii. Conducting the business of vending, contrary to the conditions of the license.
 - iii. Vending in a manner that constitutes a danger to the public health, safety, and welfare.
- C. Businesses that have not applied for and received permission from the County of Kings will not be allowed to participate and are subject to removal.
- D. Vendors will receive a 15-minute notice prior to removal if non-compliance is identified during program hours, allowing time to address the issue or prepare for departure.
- E. Vendors shall keep their area clean during the allotted time, leave the space and surrounding area clean afterward, and place all trash in its respective receptacles.
- F. Vendors shall will be required to reimburse the County of Kings for any costs incurred directly related to their activity (e.g., oil spills, clean-up).
- G. County of Kings reserves the right to refuse participation to any applicant.

APPLICATIONS, PERMITS, SPACE ALLOCATION

- A. All applications must contain the name, address, phone number, and signature of the applicant or the applicant's authorized agent. This person must be the contact person. The applicant shall acknowledge the vendor's liability for damages (including costs for clean-up and damages to property belonging to merchants).
- B. Those wishing to participate must submit an application. It is the applicant's responsibility to contact the Administration Department regarding the status of their application.
- C. A waiting list of vendors who wish to sell food is kept in the Administration Department. Any space that becomes available will be reserved for the vendor at the top of that list. To be placed on the waiting list, a vendor must submit an application and show that they are qualified in all respects.
- D. Upon approval, vendors will be assigned a specific space or location. Vendors are not guaranteed space in the location of their choice. Vendors are limited to their assigned space unless authorized by the Administration Department.

E. Vendors must stay within the boundaries of their assigned space. Each vendor is responsible for their setup and cleanup.

F. All vendors must submit the following:

- Valid Food Vending Permit. To obtain a Food Vending Permit, please visit the Department of Public Health at 460 Kings County Drive, Suite 101 & 102, Hanford, CA. If you have questions regarding obtaining a Food Vending Permit, please call (559) 584-1411.
- Mobile Vending Permit (City of Hanford)
- Proof of Worker's Compensation Insurance (if applicable)
- Proof of Liability Insurance in amount of \$1,000,000, naming the County of Kings as an additional insured
- Proof of Auto Insurance
- Photos of tent/trailer set up and full menu of food

EQUIPMENT AND SERVICES

A. The County of Kings is not obligated to provide vendors with power, water, other utilities, or any equipment. The County's only obligation is to provide a space. It is the applicant's responsibility to provide all necessary equipment for the operation of their booth.

B. All commercial fryers must be used within vendor space and be pre-approved by the Kings County Health Department and Hanford Fire Department. All pre-approved fryers not contained within the vendor space must be placed in an area away from public access to prevent the risk of injury.

- Disposal – All grease and containers used for frying must be removed and disposed of properly.

VENDOR PROCEDURES

1. SET UP

- a. Vendors will be open for operation from 11:30 am until 1:30 pm.
- b. All vehicles must be removed from County Campus by 2:00pm.

2. CLOSING PROCEDURE AND TAKE DOWN

- a. Takedown, including awnings, tables, etc., shall not begin earlier than 1:30 p.m. and must be completed no later than 2:00 p.m.
- b. All required documents must be delivered to the Administration Department no later than the day before the event. Failure to provide necessary documentation will result in immediate removal of the space with 15 minutes notice.

GENERAL RULES FOR VENDORS

- A. Vendors must submit a current ACORD 25 liability insurance form with a minimum coverage of \$1,000,000, and the County of Kings must be listed as an additional insured. Vendors are required to have their insurance carrier notify County staff in writing of their insurance status. Food vendors must provide proof of insurance.
- B. County of Kings reserves the right to revoke permission to participate and/or order the removal of all equipment and material belonging to the vendor for any reason deemed necessary by the County of Kings to better meet the goals and purposes of the County or for public health, safety, and welfare.
- C. Vendors must limit advertising to their assigned spaces. Promotional materials, including flyers, cards, coupons, or any advertisements, may not be distributed outside of the assigned space. Additionally, signs must not obstruct road visibility to ensure safety for all.
- D. There is to be no smoking within your booth space.
- E. County of Kings requests notification no later than 4:00 pm 2 days prior to the event if a vendor is unable to occupy their space for any particular date. Non-participation without notice for one (1) or more scheduled events may result in loss of participation. This is a rain or shine event. If the forecasted temperature is 106° or above, food services will be canceled that week, and all vendors will be notified on the day of the event. **In such cases, food services may be rescheduled to the following week to ensure continuity and minimize disruption.**
- F. All vendors will maintain positive and productive behavior toward fellow vendors, guests, and staff. A confirmed complaint of harassment or other negative behavior may result in termination of vendor's ability to participate in future events. Harassment is any improper or unwelcome conduct that might reasonably be expected or be perceived to cause offense or humiliation to another person. All vendors are required to report non-compliant behavior to the Administration Department.

POLITICAL, RELIGIOUS, AND OTHER GROUPS

- A. Upon review and approval of the application by the County of Kings, the applicant's name will be added to the waiting list. County of Kings will not discriminate based on race, religion, creed, color, gender, political beliefs, national origin, age, physical disability, or other basis prohibited by law.
- B. No vendor participating shall state, imply, or otherwise suggest that the County of Kings endorses, sponsors, or supports the views of the applicant's business.

*Disclaimer -- County of Kings has authorization to amend or modify these rules and regulations at the discretion of the Administration Department.