



40th Lotus Festival

Food Court Area



Saturday, July 11th and Sunday, July 12th, 2020
Echo Park Lake, 751 Echo Park Ave. Los Angeles, CA 90026 Official
festival hours 12:00pm-9:00pm

On behalf of the 2020 Lotus Festival Committee you are invited to participate in the “FOOD COURT”. This growing family festival represents the people and cultures of Asia and the Pacific Islands. The weekend hosts over 125,000 visitors from all over Southern California. The Food Court is the area within the festival that provides a variety of different cultural dishes.

Enclosed you will find the 2020 Food vendor application and Terms and Conditions. You will need to provide a complete application, photograph of your set-up, a complete menu with prices of items to be sold, Fire Department Special Permit, and Temporary Food Facility Application. All applications are subject to approval. Submission of an application does not guarantee acceptance to the Festival. Space is limited and we try not duplicate items sold.

THE FESTIVAL COMMITTEE WILL:

1. Provide a 10’x10’ space – including Food Service canopy, 2 chairs and 1 table, 1 light, and 1 - 5AMP plug
2. Publicize the event through the Lotus Festival marketing team
3. Provide general security during the Lotus Festival official hours
4. Determine the location of all booths
5. Provide parking for 1 vehicle near the food area
6. Provide seating areas for customers and general cleaning of those areas including trash and recycle bins

Important dates

- Application with LAFD Permit, Temporary Food Facility Permit, photo, and menu is due by Friday, April 4, 2020
- Acceptance letters will be emailed Friday, May 4, 2020
- If accepted, payment is due by Friday, May 28, 2020
- Loading/Unloading & Parking Passes will be sent Friday, June 15, 2020

For additional information or clarification, please contact us at the information below or at lotus.festival@lacity.org Thank you for your cooperation and we look forward to hearing from you. **At this time do not send payment until accepted.**

PLEASE RETURN THE APPLICATION TO:

2020 LOTUS FESTIVAL Headquarters – Food Court
3900 Chevy Chase Drive, Los Angeles, CA 90039

Ramon Bernal, Chairperson
Ramon.Bernal@lacity.org
(323) 276-3015

Ronny Reynoso, Co-Chairperson
Ronny.Reynoso@lacity.org
(323) 666-5058

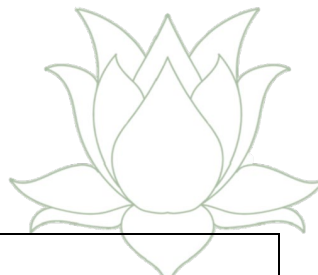


40th LOTUS FESTIVAL HEADQUARTERS
3900 Chevy Chase Drive, Los Angeles, CA 90039





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APPLICATION FORM

| | | | | | | | |
|---|--|--|--|-----------------|-----------------------|--|--|
| COMPANY NAME: | | | | | | | |
| NAME OF CONTACT PERSON: | | | | | | | |
| ADDRESS, CITY, STATE, ZIP: | | | | | | | |
| DAY TIME PHONE: | | | | | EVENING PHONE: | | |
| SOCIAL MEDIA INFORMATION: | | Facebook: | | Instagram: | | Twitter: | |
| EMAIL: | | | | | | | |
| COMPANY WEBSITE: | | | | | | | |
| How many years have you participated in the Lotus Festival? | | | | | | | |
| Booth Requests: | | 1 st | | 2 nd | | 3 rd | |
| Saturday & Sunday | | | | | | | |
| <input type="checkbox"/> Premium Location- \$1400 <input type="checkbox"/> Corner Location- \$1200 <input type="checkbox"/> Regular Location- \$1000 <input type="checkbox"/> Food Truck- \$1000 (size- _____ x _____) <input type="checkbox"/> Food Cart- \$600 (size- _____ x _____) <input type="checkbox"/> Health Permit & Handling Fee- \$200 Food Truck size limit- 7ftx14ft Food Cart size limit- 120 sq. ft | | | | | | | |
| Please submit a photograph of your set-up and attach a menu with prices and describe in detail what you will be selling. Please attach additional sheets if necessary. Check if photo and menu are attached <input type="checkbox"/> Terms and Conditions <input type="checkbox"/> | | | | | | | |
| <input type="checkbox"/> LAFD Forms | | <input type="checkbox"/> Health Permit Forms | | OR | | <input type="checkbox"/> Proof of Existing Health Permit | |

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TERMS AND CONDITIONS



THE FOOD VENDOR WILL:

- Initial _____
1. _____ **Submit completed application prior to, Friday, April 4, 2020** Applications submitted after the deadline will be placed on a waiting list.
 2. _____ Submit LAFD Permit, Temporary Food Facility Permit, a picture of set-up, and menu with prices (Photos will not be returned unless accompanied with a self-addressed stamped envelope).
 3. _____ Agree **NOT** to sell any items other than those listed on the application and approved by the committee.
 4. _____ Menu prices will be fair.
 5. _____ Only the vendor on the application is allowed to sell products in designated booth. Additional vendors and/or subletting is NOT allowed. Both vendors will be asked to leave.
 6. _____ Provide all materials and staffing necessary to drop-off; set-up booth; provide sales during festival hours; clean-up; and load-out.
 7. _____ Adhere to all Fire Codes.
 8. _____ Remove all equipment and merchandise at the conclusion of each night. **Vendors that leave equipment understand The Lotus Festival, City of Los Angeles, and/or its' staff are not responsible for any lost or stolen items.**
 9. _____ I understand and agree to the terms and conditions of the Lotus Festival Food Court. If chosen as a vendor to participate, I understand that any condition broken may result in a penalty fee or removal from the Lotus Festival.
 10. _____ No Styrofoam containers, cups, etc. of any kind.
 11. _____ No usage of plastic tableware and straws (unless requested). Please use compostable (non-plastic lined; non-bio plastic) plate ware and utensils.
 12. _____ Agree to sort items that can be recycled and place them in the correct refuse containers.

Except for the active negligence or willful misconduct of the City, FOOD VENDOR undertakes and agrees to defend, indemnify and hold harmless Los Angeles Lotus Inc., the City of Los Angeles and any and all of City's Boards, Officers, Agents, Employees, Assigns and Successors in Interest, from and against all suits and causes of action, claims, losses, demands and expenses, including but not limited to, attorney's fees and costs of litigation, damage or liability of any nature whatsoever, for death or injury to any person, including FOOD VENDOR'S employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of, or incident to, the performance of the Agreement on the party of the FOOD VENDOR or subcontractor of any tier.

Should you elect to relinquish your assigned location for any reason or do not remove items by the end of the festival (Sunday, July 12th at 10pm); the booth space and any articles left will automatically become the property of the Lotus Festival.

I have read the attached application and agree to the conditions stated within. I understand that this commitment is not final until my application is accepted into the 2020 Lotus Festival.

Print Name _____ Applicant Signature _____ Date _____



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SPECIAL PERMIT NO. _____

LOS ANGELES FIRE DEPARTMENT SPECIAL PERMIT FOR TEMPORARY COOKING

NAME OF EVENT _____

ADDRESS OF EVENT _____

DATE OF USE _____

NAME OF VENDOR _____

ADDRESS OF VENDOR _____

SIGNATURE AND TITLE OF VENDOR _____

DATE SIGNED _____

REQUIREMENTS

1. No cooking under canopies or in unapproved indoor structures.
2. Cooking devices using propane must have the propane bottle outside the booth and properly secured in an upright position. Use of propane indoors is **PROHIBITED**.
3. All fittings and hose used with propane shall be approved for such use by an approved testing laboratory.
4. Propane shall be limited to the supply on site. There shall be no remote storage area.
5. Refueling of propane cylinders on site or at other than approved locations is prohibited.
6. A fire extinguisher with a minimum of 20BC classification to be provided at each booth.
7. A minimum of 3 feet clearance must be provided between the public and the cooking device by a barricade.
8. All cooking devices shall be secure, stable, and level.
9. No smoking within 25 feet of propane cylinder and no smoking inside tent or canopy.
10. All propane connections shall be tested for leakage by performing the manufacturers recommended testing procedures.
11. Waste coals shall be fully extinguished and cold and then placed into a clean noncombustible container for disposal.
12. The use of tabletop portable propane/butane cooking devices is prohibited.
13. All tents, canopies, banners, signs, and decorations shall be flam treated with a California Flame Certificate.
14. All electrical wiring, connections, and lighting devices shall be "U.L." approved.
15. L.A. County Health Department approval shall be obtained for cooking on site.

BBQ PERMIT INSTRUCTIONS
(Attach to F-315 Special Permit)

1. Applications shall be made to the Los Angeles Fire Department for use of portable barbecue devices.

NOTE: Notification must be made to the Safety Section of the L.A.U.S.D. Board of Education, when a barbecue device is located on L.A.U.S.D. Board of Education, when a barbecue device is located on L.A.U.S.D. property.

2. Portable barbecues can only use charcoal briquettes, natural gas, or electricity as the fuel.
3. The location of the barbecue device should be in a non-enclosed area, located at least five (5) feet from any combustible material, and shall have at least five (5) feet of clear working space completely around the device.
4. The barbecue device must be so isolated that persons other than the operators may not approach nearer than five (5) feet of the device. There shall be a rigid restricting barrier.
5. Only adults should be allowed inside barrier. **Absolutely no children under twelve (12) years of age shall be within the barrier.**
6. One (1) water type extinguisher of at least 2 ½ gallon capacity shall be available inside the barrier.
7. Flammable liquids shall not be used to start charcoal.
8. At the termination of use, the embers and ashes shall be thoroughly soaked with water.

SIGNATURE: _____ **DATE:** _____



COMMUNITY EVENT TEMPORARY FOOD FACILITY APPLICATION

(*Submit 30 days in advance of the event)



*Application submitted less than 14 calendar days prior to the start of the event will be subjected to an expedited processing fee.

Name of Event: 2019 Lotus Festival Date(s) of the Event: 7/13/2019 to: 7/14/2019
 Name of Facility: Echo Park Lake Event Organizer: City of LA Dept. of Rec. & Parks
 Facility Operator: _____ Booth #: _____ # of Food Employees: _____
 Mailing Address: _____ City: _____ Zip: _____
 Telephone: _____ Fax: _____ E-mail: _____
 Event Address: 751 Echo Park Ave. City: Los Angeles Zip: 90026
 On-site Phone: _____

For-Profit Non-Profit (Attach copy of approved Exemption Certification for Community Event Form)

TEMPORARY FOOD FACILITY TYPE:

Food Booth Food Truck Food Cart Annual Food Booth

FOOD OPERATION TYPE:

Pre-packaged Pre-packaged with Sampling Food Demonstration Food Preparation

FOOD TO BE SOLD/SERVED

All food preparation shall be completed either in the temporary food facility or at a permitted food facility

| List food items to be sold/served: (teriyaki chicken, burrito, popcorn, etc.) | Check if commercially pre-packaged: (unopened, original containers) | Identify types of preparation at other location: (cutting, washing, cooking, etc.) | Identify types of preparation at booth: (assembly, portioning, cooking, etc.) | Identify means of temperature control at booth: (steam table, refrigerator, ice chests, etc.) |
|--|--|---|--|--|
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |

OFFICE USE ONLY:

Date Received: _____ Amount Paid: _____ Receipt #: _____ Approved By: _____

FOOD PREPARATION AT OTHER LOCATION

All food preparation must be completed either in the approved temporary facility or at a permitted food facility. Identify any facility where advanced preparation will take place. **An agreement form must be submitted for food preparation at a permitted food facility.**

Name of Facility: _____ Permit #: _____

Address of Facility: _____

Method of food temperature control used during transportation: _____

HOT/COLD HOLDING EQUIPMENT

Identify methods of maintaining food hot or cold during hours of operation.

Cold Holding: Mechanical Refrigerator Ice Chest Cold Table
 Other (Specify): _____

Hot Holding: Steam Table Chafing Dishes Electric Soup Warmer
 Hot Holding Cabinet Hot Dog Roller Grill Electric Rice Cooker/warmer
 Other (Specify): _____

At the end of the operating day, all potentially hazardous foods that are held at 45°F **shall be destroyed.**

At the end of the operating day, all potentially hazardous foods held at or above 135°F **shall be destroyed.**

EQUIPMENT/UTENSILS USED

Will multi-use kitchen utensils (knives, scoops, spatulas, bowls, etc.) be used inside the booth for food preparation? Yes No

Identify all **equipment** that will be used in food preparation at the food booth:

Barbecue Grill Range Burner Deep Fryer Griddle Charbroiler Mixer Blender
 Other (Specify): _____

Identify all **utensils** that will be used in food preparation at the food booth:

Multi-use eating and drinking utensils are prohibited (plates, glassware, etc.)

FOOD PROTECTION

Identify methods of protecting foods from customer contamination.

Sneeze Guards Only pre-packaged food or bottled drink
 Hinged chafing dishes Prepared and stored away from the customers
 Other (Specify): _____

FOOD BOOTH CONSTRUCTION

Food preparation booths must be constructed with 4 sides, a washable floor and overhead protection.
Pre-packaged food booths require a washable floor and overhead protection.

Floor Material: _____ Wall Material: _____

Ceiling Material: _____ Size of Pass Through Window: _____

SINK REQUIREMENTS

Warewashing sink with hot and cold running water under pressure provided by:

- Event Organizer Pre-packaged only (not required)
 Temporary Food Facility Operator (complete Liquid Waste Disposal section)

Handwashing sink with warm and cold running water provided by:

- Event Organizer Pre-packaged only (not required)
 Temporary Food Facility Operator (complete Liquid Waste Disposal section)

Type of handwashing sink:

- Permanently plumbed sink Self contained portable sink
 Gravity fed unit

Water Source: Municipal Water Line **Volume of Water:** _____ Gallons

LIQUID WASTE DISPOSAL

Liquid Waste Removal Provided By: Event Organizer TFF Operator

Method of Liquid Waste Removal: Connected to public sewer Waste tank _____ Gallons

Waste tank maintenance schedule: As needed per day _____ per hour _____

Provide the name, address and telephone number of Person(s) responsible for removal of liquid waste:

Name: United Site Services
Address: PO Box 53267 Phoenix AZ 85072-3267
Telephone: 800-864-5387

I agree to voluntarily destroy any and all potentially hazardous food(s) held at 45 F and/or held at or above 135 F at the end of the operating day in a manner approved by the enforcement agency.

Print Name: _____ Signature: _____

I have completed the application to the best of my ability. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is considered part of the application.

I understand that failure to meet the conditions identified in this application or failure to comply with requirements set forth in the California Health and Safety Code may result in the disposal of food, suspension of my approval to operate and/or may result in the filing of misdemeanor criminal charges.

I understand that once the application is reviewed the application fee is non-refundable including any expedited processing fee.

Application completed by:

Print Name: _____ Telephone: _____

Signature: _____ Cell Phone: _____