



January 9, 2019

Dear Prospective Food Bazaar Participant:

It is time for the annual Northern California Cherry Blossom Festival (NCCBF) in San Francisco's historic Japantown. This year marks the festival's 52nd year of celebrating and sharing the traditional and contemporary culture of Japan and Japanese Americans. NCCBF remains as one of Japantown's biggest event of the year. The Food Bazaar is an integral component of the festival and is a popular attraction, visited by a majority of festival goers.

If this is the first time that your organization is participating in the event, the Food Bazaar is an excellent way to increase your organization's visibility within the community while, at the same time, raising much needed funds for your organization. The Food Bazaar is one of the biggest fundraising events for many of our past participants.

This year the NCCBF will be held during the weekends of **April 13 & 14 and April 20 & 21, 2019**. This year's Grand Parade will be held on the second weekend of the festival on Sunday, April 21, 2019. The Food Bazaar is located on Webster Street, between Sutter and Post Streets, from 11 am to 5 pm.

Participation in the NCCBF Food Bazaar is by application process. All participating organizations must be able to provide the following:

1. Proof of non-profit status 501(c)(3) or equivalent.
2. Proof of Insurance/Insurance Certificate.
3. Completed San Francisco Department of Public Health Temporary Food Facility Concessionaire application.
4. Completed San Francisco Fire Department Permit Application. *Only if cooking, using Sterno, generators, electricity, etc.*
5. Copy of State Board of Equalization Seller's Permit.

Applications with supporting documentation (items 1-5 above) must be received by February 15, 2019 using our electronic submission process.

We are excited to partner with your organization for this event. If you have any questions about the application process, please feel free to contact us at npofoodbazaar@nccbf.org
Detailed application information and FAQs are below.

Sincerely,
Melvin Kon and Bradley Menda
NPO Food Bazaar Co-Chairs
npofoodbazaar@nccbf.org



Detailed NCCBF Food Bazaar Application Instructions

This year's application must be completed online. Please use the following link to begin the online application process: [APPLY ONLINE HERE](#)

Required supplemental information that must accompany your online application.

1. Proof of non-profit status 501(c)(3) or equivalent (IRS determination letter with organization's EIN, name, and address).
2. Proof of Insurance/Insurance Certificate. Insurance certificates should name Sakura Matsuri dba Northern California Cherry Blossom Festival, and its volunteers, and staff, 1759 Sutter Street, San Francisco, CA 94115, of any and all liability, as Additional Insured.
3. Completed San Francisco Department of Public Health Temporary Food Facility Concessionaire application for each weekend of participation.
 - a. Please complete sections 2, 3, and 4A or 4B. A signature is required in section 3 and after section 5.
 - b. Pre-filled applications for weekend #1 can be found [HERE](#)
 - c. Pre-filled applications for weekend #2 can be found [HERE](#)
4. Completed San Francisco Fire Department Permit Application for each weekend of participation. *Required if cooking, using Sterno, generators, electricity, etc.*
 - a. Please complete any items highlighted in yellow.
 - b. Pre-filled applications for weekend #1 can be found [HERE](#)
 - c. Pre-filled applications for weekend #2 can be found [HERE](#)
5. Copy of State Board of Equalization Seller's Permit.
The address for selling goods should be SF Japantown Sutter, Post and Webster Streets.
Additional information about a seller's permit can be found [HERE](#).

Supplemental documentation can be submitted through our online application submission portal or emailed to npofoodbazaar@nccbf.org

All supplemental documentation must be received by February 15, 2019.

Should you have any questions about the online application process, please contact Bradley Menda at bmenda@nccbf.org



NCCBF Food Bazaar Fee Schedule

| Fee Description | 2019 Fee Amount | Additional Information |
|--|-----------------|---|
| Required Fees for All Participants | | |
| Food Booth Space Weekend #1 | \$550 | Price is for both festival days and will not be prorated if participation is limited to one day. |
| Food Booth Space Weekend #2 | \$700 | Price is for both festival days and will not be prorated if participation is limited to one day. |
| Department of Public Health Permit Fee (per weekend) | \$115 | |
| Additional Fees | | |
| Fire Department Permit Fee (per weekend) | \$200* | Required if cooking (propane or charcoal), using Sterno, generators, or electricity during festival. <i>*Approximate amount as Fire Department fees for 2019 have not yet been confirmed.</i> |
| Table Rental (per table/weekend) | \$15 | Optional rental item. Must be reserved online. |
| Chair Rental (per table/weekend) | \$10 | Optional rental item. Must be reserved online. |
| Fire Retardant Tent 10'X10' (per tent/weekend) | \$150 | Optional rental item. Must be reserved online. |

Fee Payment Instructions

1. Upon application approval you will receive an email with an invoice showing total fees for participation in the Food Bazaar program. **Please do not send payment until you receive an invoice from the Food Bazaar program.**
2. Payment for fees must be received by **February 28, 2019**. At this time, we are only able to process checks for payment. Checks should be made payable to: **Sakura Matsuri, Inc.** and mailed to the address below.

**NCCBF NPO FOOD BAZAAR
ATTN: BRADLEY MENDA
1759 SUTTER STREET
SAN FRANCISCO, CA 94115**



NCCBF Food Bazaar Frequently Asked Questions

Food Booth Information Size/Dimensions

Booth spaces shall not exceed 10ft. X 10ft.

Equipment Rental (additional fees apply)

Table, chair, and tent rentals are available for both weekends. Please reserve them in advance as quantities are limited. Reservation instructions are included in the Food Bazaar application packet.

Festival Weekend Food Booth General Recommendations

All groups must keep their booth area clean and free of trash. Due to the large number of attendees at the event, food booth lines should not block sidewalks/walkways. Festival organizers recommend that each organization designate individuals as “monitors” to ensure that food lines do not block the flow of pedestrian traffic.

Festival Weekend Recycling and Waste Management Requirements

All participants must meet the City of San Francisco’s recycling and waste management requirements. In the event the NCCBF does not provide an outside contractor to assist with sorting waste, all participating organizations are *required* to perform the following cleaning duties: removal and replacement of garbage liners, sweeping and removal of waste in the designated food preparation area(s). Should this become necessary, a cleaning schedule and detailed cleaning requirements will be emailed to all confirmed Food Bazaar participants.

Festival Weekend Onsite Food Preparation Area

Food preparation areas will be provided behind the booth spaces. Food preparation must be contained within the space allocated by festival organizers.

Festival Weekend Onsite Overnight Storage

Please do not leave any small items in your booth overnight. There will be some security provided for larger items like tables, chairs, display cases, booths, etc. NCCBF is not responsible for any items lost, stolen or damaged.

Mandatory Food and Fire Safety Orientation Session

The date, time, and location of the orientation session will be sent to all approved/confirmed organizations participating in the Food Bazaar. Information regarding fees, public health and fire department regulations will be reviewed during the meeting. **Any organization not in attendance at the meeting will not be allowed to participate in the Food Bazaar program.**

NCCBF Raffle Ticket Program Participation

As a participant in the Food Bazaar program, your organization is required to sell a minimum number of NCCBF Raffle tickets to assist with off-setting rising festival costs. Groups that meet the minimum raffle ticket sales requirement may receive a reduction in festival fees. Failure to meet the minimum ticket sales requirement could affect an organization’s future participation in the Food Bazaar program.