

Vendor Insurance & Permits Requirements

Insurance & permits are due upon acceptance and payment for vendor space, but no later than **three weeks prior to event date**. It is the Vendor's responsibility to make sure insurance meets requirements listed in the attached sample as well as all health permit requirements specified by the Orange County Health Care Agency. If insurance & permits are not approved 24 hours prior to event, Vendor will forfeit their space without a refund. **Special requirements for all 3rd of July Spectacular vendors below.*

Food Vendors:

- Certificate of Liability Insurance & Additional Endorsement with specific verbiage pertaining to the City of Los Alamitos (example on next page).
- General aggregate must be at least 2 million, policy dates must be valid at time of event.
- Proof of Orange County Health Permit valid for the day of the event.
- Proof of Temporary Food Facility Application (single or annual) through OC Health. **Does not apply to 3rd of July food vendors. See below for requirements.*

Food Trucks:

- Certificate of Liability Insurance & Additional Endorsement with specific verbiage pertaining to the City of Los Alamitos (example on next page).
- General aggregate must be at least 2 million, policy dates must be valid at time of event.
- Proof of Orange County Health Permit valid for the day of the event.
- License plate information for Health Permit. **Does not apply to 3rd of July food vendors. See below for requirements.*

High Risk Vendors (e.g. Vendors selling items deemed high-risk or providing any hands-on demonstrations or screenings)

- Certificate of Liability Insurance & Additional Endorsement with specific verbiage pertaining to the City of Los Alamitos (example on next page).
- General aggregate must be at least 2 million, policy dates must be valid at time of event.

Requirements for 3rd of July Vendors:

- ALL vendors must provide a certificate of Liability Insurance and Additional Insured SPECIFIC Endorsement naming the following certificate holders: City of Los Alamitos its officers, employees, agents and volunteers as additional insureds (10911 Oak St., Los Alamitos, CA 90720), Joint Forces Training Base (11200 Lexington Dr., Los Alamitos, CA 90720), Military Department of the State of California (4522 Saratoga Avenue Building 15, Los Alamitos, CA 90720), and City of Seal Beach (211 8th St. Seal Beach, CA 90740).
- General aggregate must be at least 2 million, policy dates must be valid at time of event.
- ALL vendors must provide the following information for any employees working in the designated booth on the day of the event. Please list the employee's first name, last name, driver's license number (or government issued I.D.), home address, email address, company affiliation, and company point of contact along with their insurance.
- Proof of Health Permit valid for the day of the event.
- **Due date for insurance, employee list and health permit is May 1.**