



VENDOR APPLICATION  
**JAZZ ON THE HILL 2026**



SATURDAY, JUNE 6, 2026 | 11AM-6PM

<input type="checkbox"/> <b>ART/CRAFTS/BUSINESS BOOTH</b> \$150 — 10'x10' Space*	<input type="checkbox"/> <b>FOOD TRUCK SPACE</b> \$200 (+\$125 Health Permit Fee if applicable) Max Truck Dimensions: <b>20'x24' in length</b>	<input type="checkbox"/> <b>NON-PROFIT** BOOTH</b> No Charge — 10'x10' Space* <b>**Proof of Non-Profit Status is Required</b>
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**ALL VENDORS are responsible to follow REQUIREMENTS FOR TEMPORARY EVENT FOOD SALES as enforced by the San Mateo County Environmental Health Department (See Vendor Rules and Regulations) and to provide their own:**

- ❖ Booth Tent
- ❖ Food Vendors: Screened Tent, Ice, Wash Stations
- ❖ Display, Tables and Chairs
- ❖ Electricity (no gas powered generators)

*\* All Booth spaces are approximately 10'x10' in size.*

**VENDOR INFORMATION**

ORGANIZATION	TOTAL FEES DUE	CONTACT
SAN MATEO CO. MOBILE HEALTH PERMIT # (Trucks only)	CA SELLER'S PERMIT #	EMAIL
MAILING ADDRESS	WEBSITE	
CONTACT PHONE	CONTACT PHONE (DAY OF EVENT)	
DESCRIBE FOOD/DRINK, PRODUCT, SERVICE OR ART:		
FOOD VENDORS CAN SERVE UP TO (4) FOUR MAIN DISHES AND (3) THREE SIDE DISHES. PLEASE LIST YOUR CHOICES:		
<b>MAIN DISHES:</b> 1. 2. 3. 4.  <b>ALTERNATE:</b> 1.	<b>SIDE DISHES:</b> 1. 2. 3.  <b>ALTERNATE:</b> 1.	

Mail **Vendor Application and Payment** by **Friday, May 29, 2026** to:

**KCSM Jazz 91**  
**Attn: Accounting**  
**1700 West Hillsdale Blvd. Bldg. 9, San Mateo, CA 94402**

Please make check, Cashier's Check or money order payable to **KCSM — JOTH**

**Questions? Contact Lauren Labadie at [lauren.labadie@gmail.com](mailto:lauren.labadie@gmail.com)**

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## VENDOR RULES AND REGULATIONS

1. All Vendor Applications with supporting documentation are due to KCSM by **Friday, May 29, 2026**. No late applications will be accepted. Booth spaces are reserved on a first come, first served basis.
2. Food Vendors must be in compliance with the San Mateo County Health Department prior to the event and must obtain a health permit for this event. Vendors are responsible for understanding and complying with all San Mateo County Health Department Regulations; "REQUIREMENTS FOR TEMPORARY EVENT FOOD SALES". *Food Vendors will need to complete the San Mateo Health Department Temporary Event Food Safety Quiz if there will be no employee on-site with a valid **Food Manager Certificate** or **Food Handler Card**.* Vendors are responsible for any fees or fines charged by the health department. **The San Mateo County Health Department Vendor Temporary Event Permit Applications are due to KCSM JOTH no later than Friday, May 29, 2026.**
3. KCSM reserves the right to limit the number of Food Booths and Food Truck Vendors in a particular food category (ie: hot dogs).
4. KCSM reserves the right to deny a vendor based on appropriateness of product or service and vendor duplication. *Vendors may not sell alcoholic beverages of any kind. KCSM reserves the right to set a per unit price for all beverages 30 days prior to the event date. All beverages must be sold in their original container.*
5. Vendors are responsible for understanding and complying with the San Mateo Fire Department "FIRE AND LIFE SAFETY REQUIREMENTS" and "SAN MATEO FIRE FOOD & STREET FAIR REQUIREMENTS". If a Vendor's smoke from cooking is excessive, Vendor could be held liable for damage done to event location, adjacent booths, and event attendees.
6. Booth location will be assigned by KCSM Event Staff. Booth locations cannot be changed before or during the event. NO VEHICLES ARE ALLOWED ON THE MAIN PEDESTRIAN GROUNDS OF THE COLLEGE OF SAN MATEO. All booth inventory, signage, and materials must be transferred by hand/hand-truck. DESIGNATED DRIVEWAYS WILL BE AVAILABLE FOR FOOD TRUCK VENDORS ONLY.
7. Vendors must provide their own booth tent (screened tent for food vendors), displays, tables, chairs, etc. All signage and booth inventory must be contained within the Vendor's booth.
8. "Public Tasting" of any kind must comply with all San Mateo County Health Department Regulations.
9. Electricity and Ice will **NOT** be provided by KCSM.
10. Please arrive on time. Set-up is from 9:00am to 10:30am on the day of the event. Late set-up will not be allowed.
11. Break-down is from 6:00pm to 7:15pm. No in/out privileges from 10:30am to 6:15pm.
12. The event will occur rain or shine. No vendor fee refunds will be processed.
13. Vendors are responsible for providing their own insurance for the event. Vendors shall procure and maintain liability coverage which shall not be less than the following amounts:
  - Comprehensive General Liability and Property Damage insurance including Bodily Injury Liability insurance which provides for injuries including accidental death, per any one occurrence in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate; and Property Damage insurance in an amount not less than \$1,000,000 per occurrence. Liability coverage must include both participants and spectators if event involves them.
  - Automobile Liability insurance in an amount not less than \$1,000,000 including coverage for owned, non-owned and hired vehicles;
  - Umbrella liability in an amount not less than \$2,000,000 per occurrence and annual aggregate. Endorsements and Certificates of Insurance. **San Mateo County Community College District, its Officers, Agents and Employees** must be named by endorsement on Vendor's Comprehensive General Liability and Property Damage Policies as co-insured or additional insured.
14. Security will be present during the event but vendors are responsible for their property (both business and personal) at all times.
15. San Mateo County Community College District, College of San Mateo, and KCSM-Jazz On The Hill reserves the right to use photographs/video of attendees, students, and vendors and/or their art, craft and vendor products, for the purposes of instruction, advertising and promoting the College of San Mateo and KCSM-Jazz on the Hill.

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16. **HOLD HARMLESS:** I hereby release and hold harmless, San Mateo County Community College District or any other sponsoring agency and their agents, officers, directors, employees, servants, and anyone else connected with the management of this event from any cause whatsoever of any form of known or unknown damages, injuries, losses, judgments, and from any and all liability and public property damage that may occur as a result of my participation in this event. I agree to follow the attached Vendor Rules and Regulations for this event and agree to adhere to all reasonable and necessary requests.
17. I agree to follow the attached Vendor Rules and Regulations for this event and agree to adhere to all reasonable and necessary requests.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### VENDOR CHECKLIST:

- KCSM VENDOR APPLICATION     KCSM VENDOR FEES     COPY OF SELLER'S PERMIT     COUNTY HEALTH FOOD SAFETY QUIZ  
 COPY OF COUNTY'S MOBILE (TRUCK) FOOD PERMIT     HEALTH DEPT VENDOR TEMP EVENT PERMIT APPL.     HEALTH DEPARTMENT FEE

**OFFICE USE ONLY:**     DATE RECEIVED     FEE PAID \$ \_\_\_\_\_     CHECK # \_\_\_\_\_