



**City of Kerman**  
City Hall, 850 S. Madera Ave  
Kerman, CA 93630  
Phone: 559-550-2900

**Recreation & Community Services**  
Physical Address: 720 S. 8<sup>th</sup> Street  
Phone: 559-550-0962  
Email: [avillarreal@cityofkerman.org](mailto:avillarreal@cityofkerman.org)

January 31, 2025

Dear Vendor,

I am excited to announce that the City of Kerman is planning our 9<sup>th</sup> **Annual Almond Festival** and we hope you will consider being a vendor. This years' festival, to be held on **Saturday, May 3, 2025 from 11am to 3pm** at Kerckhoff Park, will celebrate local agricultural and the almond industry in Kerman and of the Central Valley. The event will include a benefit walk/run, food trucks, music, arts & crafts, car show and much more.

This will be a one-day event, which means you will have an excellent chance to reach many buyers. We are seeking crafters, nut growers, and flavored nut producers, produce growers, organic growers, farm stands, jewelry, packaged food, eat-on-site food and drinks, locally produced or hand-crafted goods.

We are accepting applications for the 9<sup>th</sup> Annual Almond Festival right now. We hope to sell out spaces early and need to get spaces assigned, so we recommend submitting your applications NOW. This year all food and arts & craft vendors will be required to complete the City of Kerman Special Event Permit Application for a Temporary Business Permit. The form has been included in the packet along with the Festival Vendor Application. Once Vendors are approved you will receive information on your set-up time. Once we sell out, the application process will be closed. We will be accepting applications thru April 18<sup>th</sup>.

Thank you for considering being a part of this great community event. If you would like additional information, please feel free to contact me at 559-550-0962 or [avillarreal@cityofkerman.org](mailto:avillarreal@cityofkerman.org). I look forward to working with you for this event.

Sincerely,

Arlene Villarreal  
Administrative Assistant  
Parks, Recreation & Community Services Department



**Kerman Almond Festival**  
**Saturday, May 3, 2025**  
**Setup 8:00 – 10:30am**  
**Vendor Application**  
**Deadline: Friday, April 18, 2024**



You'd be Nuts to Miss It!

Business/Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Vendor Detail – Choose Appropriate Category & Describe Offerings**

Arts & Crafts (10'x10' space) **\$55**  
**(Must complete City of Kerman Special Event Permit Application)**

Food & Beverage (10'x10' space) **\$85**  
**(Must complete Fresno County Community Event Food Vendor application and City of Kerman Special Event Permit Application)**

Informational/Educational (10'x10') **\$10**

**Fee Waived for Almond Vendors**

Offering: \_\_\_\_\_  
Offering: \_\_\_\_\_  
Offering: \_\_\_\_\_

I will require electricity: Yes  No

I will require \_\_\_\_\_ 10' x 10' vendor space(s) at \$\_\_\_\_\_ each = Total Amount Due \$\_\_\_\_\_  
Make checks payable to the City of Kerman.

**Vendor Terms & Conditions**

1. Food vendor space is limited to two (2) vendors per category. Vendor applications will be approved and assigned by the Kerman Almond Festival Committee. Vendor fee is non-refundable after application has been approved.
2. Certificate of Liability Insurance must be supplied by the vendor with City of Kerman as Additional Insured with limits of \$1,000,000 for Annual Kerman Almond Festival, an event at Kerckhoff Park on May 3, 2025.

**WAIVER AND RELEASE OF CLAIMS**

In consideration of you accepting my or my child's registration, I, the undersigned, hereby agree that neither I, my successors, assigns, nor anyone acting on my behalf will make claim against or sue the City of Kerman, its officers, agents, employees, or volunteers for injury or damage resulting from, or in connection with, the condition of any facility, or the negligence, carelessness, or other acts, howsoever caused by the City of Kerman, its officers, agents, employees, or volunteers. I hereby waive and release the City of Kerman, its officers, agents, employees, or volunteers from all claims, losses, liabilities or lawsuits that I, my successors, assigns, or anyone acting on my behalf may now have, or may hereafter at any time have for injury or damage: (1) resulting from the condition of any improved facility which has been reasonably maintained; (2) resulting from the condition of any unimproved city facility; (3) suffered by me or my family members while participating in or traveling to and from the event or activity set forth above; or (4) suffered by me or my family members in any other activity related to the event or activity aforementioned. This release does not apply to willful or intentional acts of misconduct by City of Kerman, or any of its officers, agents, employees or volunteers. I understand that this agreement and release of liability is enforceable against me only, as parent or guardian of such minor, and that said agreement and release of liability may not be enforced against such minor. Therefore, in further consideration for permitting such minor to participate in the aforementioned activity, I agree to defend and indemnify the City of Kerman, its officers, agents, employees, and volunteers against any claim or lawsuit for injury, loss, or damage arising from or in any way connected with such minor's participation in the event including any injury, loss, or damage in connection with the condition of any facility or from the negligence, carelessness, or other acts of the City of Kerman, its officers, agents, employees, or volunteers, as well as from any loss, damage, liability, cost or expense they suffer as a result of any such claim or lawsuit. I agree that city staff, its agents or volunteers may photograph or videotape me and/or my minor children and that the city may use such photographs or videotapes to promote city programs and classes. I expressly allow, and hereby waive any objection to the city's photographing and/or videotaping of me and/or my minor children when I and/or minor children are participating in a city recreation program. I understand all photos and videotapes will remain in the property of the City of Kerman Recreation and Community Services department. I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and agreement to defend and indemnify, and that it is a legally binding contract between the City of Kerman and me, and I sign it of my own free will.

SIGNATURE OF PARTICIPANT

DATE

**Return Completed Vendor Application, Copy of Certificate of Liability Insurance, and Payment to:**

City of Kerman, Attn. Arlene Villarreal, 720 S. 8<sup>th</sup> St., Kerman, CA 93630

Phone: (559) 550-0962

Email: [avillarreal@cityofkerman.org](mailto:avillarreal@cityofkerman.org)



City of Kerman  
850 S Madera Ave  
Kerman, CA 93630  
(559) 550-2900

## 2025 SPECIAL EVENT PERMIT APPLICATION

Company Name \_\_\_\_\_

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

### ALL FEES ARE PAYABLE TO CITY OF KERMAN

EVENT NAME: \_\_\_\_\_

City of Kerman Special Event Permit Fee \$10.65 per day \*Included in Fee

Public Dance w/o drinks or alcohol \$28.94 per day

Public Dance w/ drinks or alcohol \$37.26 per day

Carnival Rides/Games/Food & Beverage Stands (Harvest Festival) \$173.62 per day

Circus/Acrobat Performance \$72.18 per day

Circus-Jugglers/Magician/Rope Dancing/ \$20.63 per show

Merry go Round/Horses Ride \$28.94 per day

Concert Singers \$140.36 per day

Trained Animals \$42.25 per day

Astrologer/Fortune Teller/Spiritualist/Hypnotist \$88.81 per day

Current Kerman Business License-Application Only-No Fees

Non-Profit Organization Application Only-No Fees

Person to call in case of emergency \_\_\_\_\_

Phone \_\_\_\_\_

Describe item/service being sold \_\_\_\_\_

You are required to pay for a City of Kerman Temporary Business Permit unless you are a ***non-profit organization*** or current ***City of Kerman Business License holder***.



## NORTH CENTRAL FIRE PROTECTION DISTRICT

Fire Chief: Timothy V. Henry, CFO, EFO

Fire Prevention Division  
15850 W. Kearney Blvd., Kerman, CA 93630  
(559) 878-4560 Office • (559) 846-3788 Fax  
[Fire.Prevention@northcentralfire.org](mailto:Fire.Prevention@northcentralfire.org)  
[www.northcentralfire.org](http://www.northcentralfire.org)

### FIRE INDUSTRY BULLETIN 2021-001

#### Vendor Tent Permit Requirements

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This handout provides the minimum requirements needed for approval by the North Central Fire Protection District to erect a tent within the County of Fresno or the City of Kerman. Additional requirements may be necessary and will be indicated during the plan review process and/or field inspection of the tent permit. Other Departments within the County of Fresno or City of Kerman may have additional requirements. Please contact the other Departments for their requirements.

- Tent permits are required when the tent (or aggregate of tents installed closely together) exceeds 400 square feet.
- A scaled or dimensioned site plan shall accompany the tent permit application.
- Tent locations shall be checked to ensure that adequate access to existing buildings and fire hydrants are maintained.
- Tents shall not be located within 20 feet of lot lines or buildings.
- All tents shall be flame resistant and the fabric shall be listed and approved by the State Fire Marshal.
- Smoking is not permitted in any tent and “No Smoking” signs shall be conspicuously posted on all sides of the tents open to public.
- Provide a minimum of one 2-A:20-B:C portable fire extinguisher for any vendor with a portable generator.
- Provide an additional minimum 2A:10B:C portable fire extinguisher for each additional 2,000 square feet or fraction thereof.

- The maximum travel distance to a portable fire extinguisher shall not exceed 75 feet. The portable fire extinguisher shall be mounted no higher than five feet above the ground.
- Open flame or any device emitting flame or spark shall not be used in or immediately adjacent to any tent while open to the public.
- Flammable and combustible liquids shall not be stored in tents and shall be stored a minimum of 50 feet away. This includes generators using flammable or combustible liquids.
- Heaters shall not be permitted under tents and shall be kept a minimum of 20 feet away.
- Tents used for cooking shall be separated from other tents by not less than 20 feet.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent.
- Parking of vehicles necessary to the operation of the tent shall be parked a minimum of 20 feet from any tent. All other vehicles shall be parked a minimum of 100 feet away from any tent. Exception: vehicles parked on a public street shall park at least 20 feet from any tent.
- Hay, straw, trash and other similar materials shall be stored more than 50 feet from any tent.
- Combustible waste shall not be permitted to accumulate on the grounds either inside or outside the tent.
- Exits shall be provided per the California Fire Code, Chapter 31.

The tent permit is not approved until a field inspection has been conducted by the North Central Fire Protection District – Fire Prevention Division to determine compliance with all applicable codes and regulations. After inspection vendors will be given a certificate of compliance to display at their location.

If you have any questions or require additional information, please email at [Fire.Prevention@NorthCentralFire.org](mailto:Fire.Prevention@NorthCentralFire.org)