



Sheriff's Office of San Mateo County
14th North Fair Oaks Community Festival
Sunday, August 16, 2015

BOOTH RESERVATION RULES & REGULATIONS

Exhibitor registration packets will be mailed the week of **August 3**. If you have not received your packet by August 10 please phone us at 650.368.2497.

You will not receive a registration packet if your reservation is incomplete.

A valid reservation includes completed reservation form, payment in full and any other required documentation (IRS tax exempt certificate if you are non-profit organization; Temporary Event Permit Vendor Application if you are a food vendor.)

Early Bird Special for reservations is **July 6, 2015**. Booth prices will go up on **July 7, 2015**.

No **refunds** will be made after **July 18, 2015**.

Returned check charges are **\$30**. Reissued payments may be either online through PayPal's secure website or certified funds.

EXHIBITOR SET UP

Vehicles for **non-food** vendors will not be allowed into the festival grounds before 9 AM.

Vehicles will be allowed to enter from 5th Avenue ONLY.

If you arrive early, you may park in the designated "tow away" zone on the north side of 5th Avenue and wait. Festival staff and booth monitors will assist you once entry is permitted.

You must enter on the east side of 5th Avenue. Traffic will be in a one-way loop. Enter on the east side of 5th Avenue; exit on the west side of 5th Avenue. We do not recommend U-turns from 5th Avenue if you are traveling westbound.

You will receive a laminated, exhibitors "pass" -- one per vehicle. You must have this pass prominently displayed inside your windshield so traffic control officers may admit you into the festival grounds. Vehicles without passes will not be permitted to enter.

We will have booth monitors assist in directing you to your appropriate booth space.

Your vehicle must be removed from the festival midway by 10:00 AM. Follow all directional signs to ensure that you are complying with the one-way traffic system.

We strongly encourage you to carpool or “right size” your vehicle to minimize the number of vehicles you bring.

A vehicle pass is not a parking pass. It only gets a vehicle into the festival area to unload in the morning and load up at the end of the festival. The more vehicles an exhibitor brings the more parking spaces to find.

ADDITIONAL VEHICLE PASSES

Anyone needing more vehicle passes after **August 3** has one of two options:

- 1) Come to the substation and pick up additional vehicle passes. We will NOT be able to mail anything.
- 2) Arrive earlier in the AM on Sunday and get additional vehicle passes as you enter the festival. This will slow things down, but if you identify yourself to our booth monitors and you are on the list, our staff will give you a vehicle pass right then and there to allow you to get through the CHP barricade.

EXHIBITOR CREDENTIALS

You will receive the number of credentials you requested on your registration form in your registration packet.

If the number of credentials you have received is insufficient, ask for additional badges **on the day of the festival** once you get to your booth.

It is not critical that every exhibitor has a credential. We provide them for identification purposes -- so that the public and our staff know who you are.

Each block of booths has a "block monitor" who will have a limited number of extra credentials.

If you are having shifts of workers at your booth, we encourage you to hand them off to the incoming shift.

We may be giving out exhibitor credentials at the substation ahead of the festival. You will also be able to get more credentials on the day of the festival.

PARKING

You are responsible for finding your own parking on the street. Please park only in legally designated spots. The Sheriff's department will be citing and towing illegally parked vehicles.

FULL BOOTH

Booth space is 10 x 10 with a canopy. Side walls are three (3) feet high. There are no banner poles. Electricity outlets are behind your booth. You will be provided one table and two chairs unless you have made special arrangements with us for more.

We strongly recommend you bring a table cover/ table cloth.

SPACE ONLY

Under special circumstances, and only with explicit permission, you may be assigned “space only” – but only if you request it. We will provide tables and chairs upon request; you provide your own canopy. You may be sharing half- or full-walls or a back wall with a booth behind or beside you.

Use of your own canopy requires a Certificate of Liability Insurance with a minimum of \$1,000,000 coverage per event. The Sheriff's Office of San Mateo County must be listed as the Certificate Holder.

BANNER

You are responsible for affixing your own banner. Zip ties/ cable ties are available from booth monitors if you didn't bring your own. Your banner should have grommet holes in each corner. Banners are also allowed draped from tables or threaded with a dowel across the back wall of the booth. Do not perforate the booth canopy. Other recommended banner affixing supplies include bungee cords or duct tape.

ELECTRICITY

All booths have access to electricity. It is your responsibility to advise us if you have extraordinary requirements.

FOOD & BEVERAGES

If you are a non-food exhibitor, you may sample but not **sell** any food products without prior arrangements with the Festival Management. You may not offer any open container food products unless you completed a San Mateo County Temporary Event Permit vendor application. Examples of prohibited “open container” foods are raw fruit, bowls of M & Ms, tubs of Red Vines, served samples of beverages, etc.

Free food products that are factory packaged/ sealed are exempt from this requirement.

You may neither sell nor give away bottled water.

RAFFLES, AUCTIONS & LOTTERIES

You may not conduct lotteries, raffles or auctions that involve the exchange of money.

BAN ON PLASTIC BAGS & POLYSTYRENE CONTAINERS.

San Mateo County has banned plastic carryout bags and polystyrene products.

FOOD VENDORS

You are required to attend a MANDATORY meeting on **Monday, August 10 at 6 pm** at the festival offices. **Registration packets will be given to you at the end of the meeting.**

San Mateo County prohibits the use of polystyrene containers. If you have any questions regarding where to buy these containers please call us or visit our website for a list of suppliers in this area.

We strongly encourage the use of compostable and recyclable materials.

We recommend you bring your own broom and dust pan to keep your area tidy.

You must plainly post your menu with prices in both English and Spanish.

We do not provide running water. Waste disposal, waste water disposal, oil disposal, recycling bins, electricity, tables and chairs are all provided and are included in the cost of your booth.

PARADE

All personnel must vacate booths before the start of the Parade. The Parade begins promptly at 11 AM. We cannot allow anyone to remain in his or her booth for safety reasons.

LOAD-OUT

We ask that you not abandon your booth before 6.00 PM.

You may drive your vehicle back into the festival grounds after 7.00 PM or when CHP deems it safe to do so.

Use the same, one-way traffic system and vehicle pass to re-enter.

Please take all materials with you. Any materials left behind will be immediately disposed of.

We have recycling containers and debris boxes at every intersection. We encourage you to recycle.

BOOTH PRICES

Early Bird Special for reservations is **July 6, 2015**. Booth prices will go up on **July 7, 2015**.

REFUNDS

No refunds are made after July 18. The cut-off date to request a refund is **July 18, 2015 by 5 pm.** Refund requests must be made in writing, by fax or email. Reasonable effort should be made to ensure we actually received your request in a timely manner.

Booth reservation fees include a charitable gift to the Sheriff's Youth Programs. Refunds will not include the charitable portion of the booth reservation fee (non-profit and government agency fees are "at cost" and do not have any charitable contribution included.)

Refunds will be made within 30 days of receipt of request.

EXCLUSIVES

The festival reserves the right to offer exclusive brand or product opportunities.

**Direct any additional questions or concerns to victor@northfair Oaks festival.org
or phone 650.368.2497.**