



# 2017 GENERAL EVENT & VENDOR INFORMATION & RULES

## 1) EVENT INFORMATION

**Date – Friday May 5, 2017**

**Time – 4:00 pm to 9:00 pm**

**Admission - Free**

**Location – Roseland Shopping Center, Santa Rosa, California**

**Organizer – Roseland Cinco de Mayo Festival, a Non-Profit Organization**

- a) The *Roseland Cinco de Mayo Festival* is a family-oriented, community-centered, cultural celebration intended for the enjoyment of people of all ages. As such, the Roseland Cinco de Mayo Festival reserves the right of final approval of all booths, vendors, entertainers, or participants.
- b) Set up time is 11:00 am to 3:00 pm - All festival activities must be operating by 4:00 pm and must continue operating until 9:00 pm.
- c) Without exception all set-up or support vehicles must vacate festival area by 3:00 pm.
- d) Due to safety and logistical considerations, vendors arriving after 3:00 pm will not be permitted to bring their vehicles into the festival area.
- e) After 3:00 pm, only official event vehicles will be allowed on the festival premises.
- f) Roseland Cinco de Mayo Festival reserves the right to limit the number of vendors who sell similar items.
- g) No electricity will be provided by the organizers of the event.
- h) No alcoholic beverages will be permitted in festival area.
- i) All vending activities must be within the designated booth space.
- j) Vendor may not use any other unused or unauthorized space.
- k) Vendor must display the event permit issued by the Vendor Coordinator for each activity.
- l) Vendor must provide a contact person and phone number responsible for booth during the event.
- m) Festival staff will perform routine checks to enforce all festival rules.
- n) Festival staff will not be available to assist vendors with set up, breakdown, or clean up.

## 2) HEALTH PERMITS, FIRE PERMITS & INSURANCE INFORMATION

- a) Vendor must provide in advance the appropriate liability insurance certificate.
- b) Vendor must provide in advance a Fire Permit if using propane gas.
- c) All vendors planning on using liquid propane gas must call the Santa Rosa Fire Department, 707-543-3500, for approval of the vendor's propane set-up at least two weeks prior to the event.
- d) *Use of Liquid Propane Gas is subject to the regulations of the Santa Rosa Fire Department.*
- e) All food **must** meet the Department of Health Special Event Health Permit Requirements.
- f) Vendor must display Menu signs indicating menu pricing.
- g) Deadline for Proof of Insurance and Health and/or Fire Permits is **April 20<sup>th</sup>, 2017.**

### **3) MERCHANDISE NOT PERMITTED FOR SALE OR DEMONSTRATION**

- a) No glass containers of any kind may be used or allowed at any time.
- b) No selling of toy guns or weapons.
- c) No selling of self-propelled flying objects or demonstration of such objects.
- d) No selling of merchandise that contains shock sensitive explosive compounds that provide noise and smoke that creates a loud sound simulating a gunshot and a puff of smoke.

### **4) BOOTH INFORMATION**

- a) Location of booth is assigned by the Vendor Coordinator.
- b) Vendor Coordinator reserves the right to move a vendor to another booth space as needed to meet Santa Rosa Fire Department guidelines.
- c) Booth size is a 10 foot x 10 foot space.
- d) All vendor activity is restricted to the assigned booth space – no roving vendors.
- e) No sharing or subletting booth space to a third party.
- f) No moving to another booth space without prior authorization of the Vendor Coordinator.
- g) Booth space must be kept clean at all times.
- h) Do not leave garbage in booth space at the end of the event.
- i) Garbage may be dumped into nearby dumpsters throughout the festival area.
- j) Vendor is responsible for:
  - i) Providing all necessary people to help set up, breakdown, or clean up.
  - ii) An approved fire extinguisher.
  - iii) All materials required for complying with the Department of Health requirements including, but not limited to, fully enclosed booth (if required), hand-washing station, and proper clean-up area.
  - iv) Any equipment needed; including, but not limited to, tables, chairs, cooking and heating supplies, small generators, propane gas.
  - v) The necessary apparatus for keeping food a minimum of 2 (two) feet off the ground.
  - vi) Possessing a 50-gallon trash receptacle for properly disposing of food preparation and/or supply refuse produced by the vendor.
  - vii) Possessing a 50 gallon metal garbage can for properly disposing of any hot coals used by the vendor.

### **5) SET UP & BREAKDOWN RULES & REQUIREMENTS**

- a) Set Up starts at 11:00 am and ends at 1:00 pm
- b) All vehicles must be removed from the festival vending area by 3:00 pm
- c) No vehicle will be allowed in the festival vending area after 3:00 pm
- d) All late arrivals must unload all supplies in designated area and pack into booth space
- e) Breakdown starts at 9:00 pm and ends at 10:00 pm.
- f) Food sales ends at 9:00 pm - NO EXCEPTIONS – PLEASE RESPECT THIS RULE
- g) Place all garbage in the designated area
- h) Do not leave garbage in the booth space at the end of the event
- i) Booth area must be cleaned and returned to pre-event condition by 11:00 pm
- j) Vendors must start breaking down as the event ends at 9:00 pm and leave the festival vending area by 11:00 pm