



## 2016 Chamorro Cultural Festival

### *Vendor Information and Rules*

## **Welcome Vendors!**

## **Thank you for participating in the 2016 Chamorro Cultural Fest**

### **Registration and Payment Deadlines**

- Food vendors: 5:00 PM, Friday, February 19, 2016
- Retail and Information vendors: 5:00 pm Saturday, February 27, 2016
- Mandatory vendor meeting in mid-March. Place and time to be announced.
- All booth payments must be made at the time of registration.
- Online payment is available at [www.CheluSD.org](http://www.CheluSD.org).

### **Event Information**

- Date: Saturday March 19, 2016
- Time: 10am – 6pm
- Location: Cal State - San Marcos - 333 South Twin Oaks Valley Road, San Marcos, CA 92078

### **Booth Space**

Vendors will be assigned space via first-come-first serve basis. Vendors must furnish their 10' x 10' pop-up canopy, tables and chairs. Table and chair rental is available at an additional cost. As a courtesy to other vendors, please do not set up anything outside of your assigned area.

### **Booth Fees**

- Resource/Information space: \$100 (with no monetary transactions); plus refundable cleaning deposit \$100
- Retail space: \$275; plus refundable cleaning deposit \$275
- Food space: \$325; plus refundable cleaning deposit \$325

### **Late Fees**

- Late fee of \$200 will be imposed for food booth registrations received after February 19, 2016
- Late fee of \$200 will be imposed for retail and information booth registrations received after February 27, 2016
- No refund after February 29, 2016.

### **Set-up**

Pre-event setup will take place on Friday, March 18, 2016 from 11am to 6pm. On Saturday, March 19th, set up begins promptly at 6am. Set up must be completed by 9am on day of event. Vendors must ensure their booth is attended at all times. Although security is present, CHE'LU will not be responsible for any lost or stolen items.

### **Breakdown**

Vendor booths must remain open until the close of the event at 6pm. After closing, vendors must remove all trash, displays and merchandise from the space. Breakdown must be completed by **8pm on Saturday March 19, 2016**. Vehicles will only be allowed in the vendor area after pedestrian traffic has diminished sufficiently, which will be determined by security.

### **Clean up**

During the event, vendors are responsible for collecting their own trash and placing it in the event's large trash container. Do not place trash in unapproved receptacles. Vendors are responsible for cleaning their booth areas during and after the event. Please do not begin breakdown of your booth prior to 6pm. Final clean up inspection begins promptly at 8pm. Refundable cleaning deposit, equal to the amount of booth registration fee, will be collected before booth setup.

**Suitable merchandise and activities:** CHE'LU reserves the right to select vendors, organizations and activities that are most suitable for the Chamorro Cultural Festival. Any vendor selling or displaying inappropriate drug paraphernalia, alcohol, controlled substances or other merchandise or displays unsuitable for a family event, will be asked to vacate the event.

**Licenses and Permits:**

All vendors are responsible for obtaining the required licenses and permits. Merchandise vendors are required to obtain a resale number for the event. Food vendors must obtain the appropriate health permits. Food vendors are responsible for having the prescribed fire extinguisher in their booth.

**Booth Décor:** CHE'LU reserves the right to reject any vendor whose merchandise, décor or displays are deemed inappropriate for this event.

**Space Assignments:** 10' x 10' spaces will be assigned according to a combination of the festival layout, space needs, seniority and a combination of other considerations. Space assignments are available on Friday, March 18, 2016 upon arrival.

**Other:** All vendors will be expected to handle their own cash and monetary transactions.

**Mandatory vendor meeting:**

You will be notified to attend the mandatory vendor meeting in March 2016 to receive your vendor packet to include:

- Site map
- Booth location
- One parking pass
- Special instructions for food vendors

**For additional information please contact Alanna Panglininan at (619) 253-8534 or email [alanna671@gmail.com](mailto:alanna671@gmail.com) or June Hawkins at (619) 655-2782 or email [jun.hawkins55@yahoo.com](mailto:jun.hawkins55@yahoo.com)**

Please use the **2016 Vendor Registration Online Payment** option at [www.CheluSD.org](http://www.CheluSD.org) or mail registration form and payment to:

CHE'LU  
P.O. BOX 742126  
San Diego, CA 92174-2126