

SACRAMENTO *Aloha Festival*

Aloha!

On behalf of the 2018 Sacramento Aloha Festival Committee (SAFC), we would like to invite you to our 8th Annual Sacramento Aloha Festival, October 6, 2018 from 9:00 a.m. to 6:00 p.m. The Festival will be held at the California Exposition and State Fairgrounds (Cal Expo), located at 1600 Exposition Blvd, Sacramento, CA 95815. Gates will open at 9:00 a.m. and an opening ceremony will be held at 9:30 a.m.

We are very excited! This is a **FREE** festival and we are anticipating a very large turnout. We will be featuring the following events:

- Native Hawaiian and Pacific Islander entertainment
- Educational, Health and Community Awareness Exhibits
- Cultural Workshops, Speakers and Presentations
- Keiki Korner – Arts & Crafts for Kids
- Merchandise Vendors
- Food and Beverages

Mahalo to those businesses and organizations who are considering participating in this year's event. Should you choose to participate, please read and understand the "**Terms and Conditions of Participation**" before filling out and submitting your completed application.

Booth space is limited and is anticipated to fill up quickly. Applications will be reviewed on a first-come, first-accepted basis and will be carefully examined for excessive duplications and to ensure a reasonable Polynesian connection. I urge you to please submit your application as early as possible to have the best chance of acceptance.

On behalf of the entire event staff, I thank you for your interest and consideration in this event. I look forward to working with you to ensure we have a successful festival.

Mahalo nui loa,

Mona Foster

Chair

7004 Burnham Drive, Citrus Heights, CA 95621
www.sacalohafest.org • sacalohafest@gmail.com

TERMS AND CONDITIONS OF PARTICIPATION

DATE AND HOURS OF OPERATION

Sacramento Aloha Festival will be open to the general public on Saturday, October 6, 2018, from 9:00 a.m. to 6:00 p.m. Gates will open at 9:00 a.m. and an opening ceremony will be held at 9:30 a.m.

SET-UP/TAKE DOWN/CLEAN-UP

Exhibitors will be allowed into the grounds for set-up on Friday (10/5) from 3 p.m. to 7 p.m. (to be confirmed) and on Saturday (10/6) starting at 7:30 a.m. to 8:30a.m. (to be confirmed). All vehicles must be removed from festival grounds before 8:30 a.m. Booths must be set up and ready to open at 9:00 a.m. and must remain open and operational until **6:00 p.m.** on Saturday (10/6). Exhibitors are solely responsible for the take-down/clean-up of their assigned space and items at the close of the event.

VEHICLE ACCESS AND PARKING

Vehicles may be driven onto designated areas for unloading and loading purposes only. However, all vehicles must be moved by 8:30 a.m. and cannot return until approved by security after the close of the event. This will not be before 6:00 p.m. and will be strictly enforced by the SAFC and Security personnel.

You may not break down your area and leave prior to 6:00 p.m. Anyone who does so will not be asked to participate in future events.

Discounted parking passes are available for advance purchase of \$5.00 each. If you are interested in purchasing additional parking passes, please make sure you mark the appropriate amount in the application.

APPLICATION PACKET

All application packets must be filled out and postmarked by September 3, 2018. Each packet should include completed application, completed Hold Harmless Agreement, proof of non-profit status and enclosed check.

CONFIRMATION POLICY

Submission of an application does not constitute acceptance. Exhibitor applicants will be notified of their acceptance or rejection either by telephone and/or email. Applicants not accepted will receive a letter stating the reason. You will be sent an exhibitors packet several days before the event which will include loading/unloading passes (tentative), a parking pass for the day of, maps to the event location and Resources booth locations.

CANCELLATION POLICY

All cancellations must be in writing and postmarked by September 21, 2018.

FEES

The cost of a 10'x10' booth is \$125.00. A 10'x20' booth will cost \$225.00. For non-profit organizations, a reduced booth fee of \$50.00 for a 10'x10' booth and \$100 fee for a 10'x20' booth will be extended **with** proper proof of non-profit status and identification number. All numbers will be verified.

There is an optional rental fee for one (1) table and two (2) chairs per 10'x10' booth. See booth information for details.

We accept check or money orders only. All fees are non-refundable and should be made payable to **Ka`onohi Foundation**. Exhibitor fees include a booth space and **one (1)** parking pass. All fees must be included with the application, postmarked no later than September 3, 2018.

BOOTH INFORMATION

Booth spaces are available in 10'x10' or 10'x20'. Since exhibitors will be outdoors, you must provide your own canopy (not to exceed 15 feet high), preferably white and in good condition as well as a table covering.

Electricity is limited. If you will need electricity, please make sure you indicate this request in your application, as they are limited and go at a first come first serve basis. Space assignments will be made at the sole discretion of the SAFC.

You must provide your own canopy, tables, chairs, supplies and materials needed. If you cannot provide your own table and chairs, we will provide **one (1)** table **and two (2)** chairs per 10'x10' booth for an additional \$25 fee. Be sure to indicate on the application if you need us to provide these for you.

All exhibit components must stay within your booth space. The SAFC reserves the right to monitor or prohibit the use of any electronic equipment, machinery, or other activity that it determines, in its sole discretion, is distracting from other booths or attendees.

Exhibitors must keep their booth space neat and tidy. We encourage the use of recyclable/biodegradable products. Trash and recycling receptacles will be provided throughout the event areas.

AD SPACE

If you would like to purchase ad space for the 2018 Sacramento Aloha Festival Program, please mark the corresponding box in the application. Ad space payment is to be included with your payment for your booth space and any other fees applied to your booth. You will then be contacted to get the artwork you want to use for your ad space. Ad space breakdown can be found further in this application packet.

SPONSORSHIP

If your organization is interested in becoming a sponsor for this years' event, please contact the SAF Resource Vendor Coordinator immediately. We will send you the levels of sponsorship and the benefits for each level. Some of the many benefits include access to the VIP area; recognition on our website, Facebook page, program, flyer, radio spots, etc; parking passes; Event Goodie Bags; and booth space in specific area (shopping, Community, etc.).

EVENT HANDOUT AND ADVERTISEMENT

Vendors are prohibited from handing out flyers or otherwise advertising their product or service, outside of the space designated.

RAFFLE DONATIONS

We are accepting donations that will be given away in our raffle. If you have anything you would like to contribute please note so in your application. I will coordinate with you on receiving these donations.

ITEMS FOR SALE

Exhibitors may **not** sell any merchandise at their booth. Materials that create excessive trash may not be distributed from booth (i.e. poppers, streamers, egg shells, sawdust, etc.).

Food items may not be sold nor sampled at booths unless pre-packaged and approved prior to the event. Any discrepancies from the approved application may result in product removal per SAFC.

The SAFC reserves the right to sell official licensed goods such as event t-shirts, hats, programs and any other promotional items. These may not be sold at any other booth. The SAFC reserves the right to sell beverages, alcoholic beverages, bottled water and ice.

Any third-party sponsorship items and/or national corporation/franchise items displayed, distributed, promoted, or otherwise presented at the event without the express written consent of SAFC will be held in violation. Vendors found in violation of these rules are subject to immediate expulsion from the festival grounds with no refund of fees paid without prejudice to SAFC and its right to other claims or damages.

SECURITY

The California Exposition and State Fairgrounds will provide security for the day of event from 9:00 a.m. to 6:00 p.m. SAFC will provide one security guard overnight, but it is your responsibility to tightly enclose your booth to protect your specific items. Leaving any items overnight in your booth is done so at your own risk. Overnight sleeping in booths or parking lot is not permitted under any circumstances. You may, however make a reservation and bring an RV/trailer and stay overnight in the RV park. Spaces are limited and are on a first-come, first-serve basis and are solely handled by Cal Expo. For further details, visit: http://www.calexpo.com/html/rv_park.asp , call toll free: (877) 225-3976, or e-mail rvpark@calexpo.com.

FIRE AND LIFE SAFETY REQUIREMENTS

All participants must be in compliance with State Fire Marshal regulations. Please thoroughly review the attached State Fire Marshall Trifold Brochure and SAF Fire & Life Safety Form. **The completed Fire & Life Safety Form must be submitted with your application.** Exhibitors are responsible for completing the self-checklist in the Trifold Brochure and posting it in their booths prior to the event starting.

If you have any questions regarding the State Fire Marshal requirements, please feel free to contact our Safety Coordinator, Mary Mānoa Amey, at safety.sacalohafest@gmail.com. Participants are not authorized to contact the Office of the State Fire Marshal directly.

FESTIVAL LIABILITY

Involvement in the Sacramento Aloha Festival is at your own risk. All exhibitors will agree to and sign the Hold Harmless Agreement that is made a part of this application.

TRADEMARKS

SAFC reserves the right to the use of its logos, name, marks, symbols, and other intellectual property. Any use of these without express written permission is a violation of the agreement with SAFC and will result in expulsion from the festival.

PUBLICITY

Publicity for the Sacramento Aloha Festival will be provided through all forms of TV, print media, etc. as determined by the SAFC. Flyers and posters will be available upon request.

SUBLETTING

Absolutely NO subleasing of booth space or surrounding areas. If anyone subleases any portion of his or her space without prior written permission from SAFC, they will not be allowed to operate the booth and will forfeit participation.

GENERALMEDICAL INFORMATION

First-aid will be available at the SAFC Information Booth. Only service pets will be allowed in Cal Expo. Smoking shall be confined to designated smoking areas.

FOR QUESTIONS OR CONCERNS

Contact Mona Foster at sacalohafest@gmail.com



RESOURCE EXHIBITOR APPLICATION
Education, Health & Community Awareness

Please type or print neatly in blue or black ink.

Organization/Business: _____

Non-Profit ID # (if applicable): _____ Website: _____

Contact Person: _____ Title: _____

Primary Phone: _____ E-Mail Address: _____

Address/City/State/Zip: _____

Main Contact for Day of Event: _____ Cell Phone: _____ # of staff in booth: _____

Please provide a description of what you plan to exhibit, including the kinds of items, photos of your booth, and samples. It is the intent of the SAF to have the greatest variety of exhibits possible with little or no duplication. Quality of exhibition will also be screened to maintain a high standard of quality. Add additional sheet if necessary.

| Sacramento Aloha Festival 2018 - Resource Exhibitor Booth Fees | | | |
|--|-------------------------|----------------------------|-----------|
| Booth Fees | | | |
| 10'x10' space | _____ x \$125 - regular | _____ x \$50 - non profit | \$ |
| 10'x20' space | _____ x \$225 - regular | _____ x \$100 - non profit | \$ |
| Ad Space | | | |
| Business Card Size | | _____ x \$100 | \$ |
| 1/4 page | | _____ x \$175 | \$ |
| 1/2 page | | _____ x \$325 | \$ |
| Full Page | | _____ x \$625 | \$ |
| Other Items | | | |
| 1 Table plus 2 Chairs Rental (per 10'x10' booth) | | _____ x \$25 | \$ |
| Electricity (10 amp outlet per booth space) | | _____ x \$30 | \$ |
| Additional Parking Passes (1 complimentary per organization) | | _____ x \$5 | \$ |
| Late Fee (if postmarked after Septmeber 1, 2018) | | \$50 | \$ |
| Total Amount Due - Make check payable to: Ka'onohi Foundation | | | \$ |
| | | | |

The SAFC reserves the right to approve or deny any application, and the right to limit the number of applicants for any one type of exhibit thereby protecting all exhibitors and maintaining diversity for the event.

I understand that any cancellation must be made in writing and postmarked by **September 21, 2018**. I and/or my organization/business agree to assume all risk and injuries arising out of or resulting from the use of the California Exposition facilities and/or properties located thereon. And further, to make no claim whatsoever for injuries against the Sacramento Aloha Festival Committee, Ka'onohi Foundation, City of Sacramento, State of California, its agents or employees, arising as or resulting from the use of any booth(s), buildings, grounds, real property or personal property located thereon. I/we shall be personally responsible, on behalf of myself and/or my organization/business for any damages sustained to the grounds, buildings, or equipment because of the occupancy of said premises by myself and/or organization/business. I/we agree to abide by and enforce the rules, regulations and policies of the Sacramento Aloha Festival as stated in the Terms and Condition and this Exhibitor Application.

Signature: _____ **Date:** _____



HOLD HARMLESS AGREEMENT

In consideration for receiving permission to participate in the Sacramento Aloha Festival 2018, I and the members of my participating organization/business do hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE, the Sacramento Aloha Festival Committee, Ka`onohi Foundation, and their successors in interest, California Exposition and Fairgrounds, their committees, officers, agents, servants, volunteers or employees (hereinafter referred to as RELEASEES) and the State of California from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss damage, or injury, including death, that may be sustained by me, my organization / business, or any of the property belonging to me or my organization/business, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while, in on, or upon the premises located at 1600 Exposition Blvd, Sacramento, CA 95815 where the activity is being conducted.

I and the members of my participating organization/business hereby AGREE AND INDEMNIFY, DEFEND AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to our organization’s participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.

We further understand that this Hold Harmless Agreement is intended to be as broad and inclusive as permitted by the laws of the State of California and that if any portion hereof is held invalid, we agree that the balance shall, notwithstanding, continue in full legal force and effect.

IN SIGNING THIS RELEASE, WE ACKNOWLEDGE AND REPRESENT that we have read the foregoing Hold Harmless Agreement, understand it and sign it voluntarily as our own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; our authorized representative that has signed below is at least eighteen (18) years of age and fully competent; and executes this Release for full, adequate and complete consideration fully intending to be bound by same. Any deviation or amendment to this Agreement must be in writing and executed by both parties, including the Chief Operating Officer of SAFC. The duty to defend, indemnify and hold harmless includes the duties to defend as set forth in California Civil Code §2778.

This must be submitted with your application.

Organization/Business: _____

Address/City/State/Zip: _____

Representative: _____ Title: _____

Signature: _____ Date: _____

Checklist for Mailing in Completed Application:

- Application (filled out, signed and dated)
- Hold Harmless Agreement (filled out, signed and dated)
 - Proof of Non-Profit status (if applicable)
 - Completed Fire and Life Safety Form
- Enclosed Payment (booth, table/chair, ad space, late fee, etc.)

RETURN COMPLETED APPLICATION TO:

**Sacramento Aloha Festival
Attn: Mona Foster – Resources
7004 Burnham Drive
Citrus Heights, CA 95621**

IMPORTANT DATES TO REMEMBER:

Application Deadline

Monday, September 1, 2018

Cancellation Deadline

Friday, September 21, 2018

Exhibitor Booth Set-Up Times

Friday, October 5, 2018 ~ 3:00 p.m. to 7:00 p.m. (to be confirmed)

Saturday, October 6, 2018 ~ 7:30 a.m. to 8:30 a.m. (to be confirmed)

Day of Event

Saturday, October 6, 2018 ~ 10:00 a.m. to 6:00 p.m. at Cal Expo

Gates will open at 9:00 a.m.

Opening ceremony at 9:30 a.m.



GENERAL:

Fire and life safety requirements shall be applicable to any exhibit space, booth, trailer or tent within the fairgrounds. This list is not meant to cover all possible situations and the Promoter or Fair is responsible for adhering to all applicable regulations.

1. Plans identifying the configuration of exhibit spaces shall be submitted to the SFM for review and approval 30 working days prior to the event. Plans shall indicate the location and size of all exit doors and aisles, and shall show exhibits both inside and outside of any building. Where seating is provided, the plan shall indicate the number of rows and seats between aisles. Final approval is subject to field inspections.
2. SFM may enter any portion of any exhibit space/ booth at any time for the purpose of inspecting the premises for fire and life safety.
3. No display or exhibit shall be installed or operated that will interfere or block in any way with access to any exit or with the visibility of any exit sign. No display shall block access to fire-fighting equipment, such as fire extinguisher stations, fire alarm pull stations, fire hose cabinets and fire hydrants or access by fire suppression vehicles or equipment.
4. The location of all hydrants, fire extinguishers, water barrels, etc. shall be clearly marked in all areas.
5. The exhibition of vehicles powered by internal combustion gasoline engines inside buildings shall require the following:
 - a. Fuel tank shall be no more than 1/4 filled and the gas cap shall be taped in place to deter removal.
 - b. The battery or batteries shall be disconnected and the battery terminals taped with electrical tape.
 - c. Vehicles shall be inspected by SFM.
6. No open flame is allowed in any Fair Building.
7. Bark dust or like material shall be kept moist at all times.
8. All carpet edges shall be securely taped in place. Carpeting shall only be used on the floor.
9. "NO SMOKING" signs shall be posted. Outside Smoking areas shall be provided with appropriate non-combustible containers for ashes.
10. A housekeeping program shall be maintained and adequate non-combustible trash receptacles shall be provided in all areas and all trash will be removed on a regular basis.

BOOTH CONSTRUCTION/LOCATION:

1. Booths shall be located a minimum of 20 feet from any permanent structure. If conditions warrant, distance may be reduced as approved by the SFM.
2. All fabric or pliable canopy covers, side/back drops and decorative material must be:
 - a. Inherently fire resistive and labeled as such; or
 - b. Treated by a SFM licensed applicator. If the booth is owner occupied, it may be treated by the owner with a SFM approved fire retardant chemical (*empty can and dated sales receipt may serve as proof*).
3. Exit openings shall be a minimum of 3 feet wide and 6 feet, 8 inches in height.

FIRE SAFETY TIPS:

1. Know where the fire extinguisher is located and how to use it.
2. Do not leave food cooking unattended.
3. Do not wear loose-fitting clothing when cooking.

4. Keep combustibles away from heat sources.
5. In case of emergency, dial 9-1-1.

ELECTRICAL:

1. Electrical extension cords shall be of the heavy-duty three-wire (grounded), hard-usage type. No two-wire extension wiring shall be allowed. All extension wiring shall be protected from physical damage and shall be limited to 20 feet in length. This shall be temporary use.
2. Electrical equipment and installation shall be inspected and approved by a qualified person or concern acceptable to the SFM.

LIVESTOCK/BARN AREAS:

1. Heat production appliances, such as space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances which may be used for cooking purposes, shall **not** be permitted in the barn or livestock areas. Electrical devices in good repair and properly maintained and used in direct connection with the care of animals may be exempt from the above.
2. Smoking shall not be permitted within the barn, stable, or livestock areas, or in exhibits using sawdust, hay or like materials on the floor.
3. The storage of flammable or combustible liquids or machines containing such shall not be permitted inside any livestock areas.
4. Fire hoses, fire extinguishers or other fire equipment shall not be used except in cases of emergency. These devices shall not be blocked or obstructed at any time.
5. The roads around the barns shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.
6. No vehicles shall be parked in any barn or livestock areas.

RV PARKING: Fire and life safety requirements shall apply to the use or parking of recreational vehicles on undeveloped sites on the fairgrounds.

1. Plans identifying the configuration of the site shall be submitted to SFM for review and approval at least 30 days prior to site development.
2. The site shall maintain an all-weather surface with adequate roads having 20 feet minimum width for fire department apparatus.
3. A minimum of 30 feet of clearance shall be provided between the site and any adjoining fair structure or surrounding property.
4. All combustible growth shall be cleared from the site and from the property surrounding the site for a distance of at least 30 feet.
5. Painted lines, fences, posts, ropes, etc. shall be used to designate roadways from vehicle parking areas.

FOOD SERVICES AREAS: Fire and life safety requirements shall be applicable for all food services areas, including temporary concession stands inside or outside of buildings and food concession trailers.

1. The use, storage and handling of any flammable or combustible liquid shall be subject to approval by SFM. Location of use and storage of any flammable or combustible liquid shall be noted on the plans prior to approval (see General Item #1)
2. The use and storage of portable containers of Liquefied Petroleum Gas (LPG) inside buildings or tents is subject to approval by SFM. Location of use and storage of any portable container of LPG shall be noted on the plans prior to approval (see General Item #1). All cylinders must be secured to prevent tipping or falling over.

3. Commercial cooking may be allowed only in approved locations with approved equipment. SFM Approval is required prior to use.
4. Cooking booths must be separated from non-cooking booths by 10 feet.
5. A California licensed company shall service all Automatic Fire Extinguishing Systems (Hood System) every six months. The company performing the service shall either be licensed by the SFM and possess an Automatic Systems License, or possess a C-16 license issued by the California State Contractor's Licensing Board.

Fire Extinguishers:

1. Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher.
2. Each booth with deep fat fryer shall have a Class K portable fire extinguisher.
3. All portable fire extinguishers must be serviced by a SFM licensed company annually, with a service tag attached.

Deep fat or flambé type cooking operations may require additional and/or larger units, as per the SFM. Fire extinguishers shall conform to the following:

- a. The fire extinguisher must be mounted or secured so that it will not fall over.
- b. It must be visible and accessible and away from cooking area.

Deep Fat Fry/flambé Cooking: Deep fat Frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed. Such enclosures shall conform to booth construction requirements as previously outlined, but the top of the enclosure shall be OPEN or, when required by the Health Department, shall be provided with METAL SCREENING with a minimum height of 7 feet.

Wood Barbecue Cooking:

1. Wood barbecue cooking is prohibited inside of booths.
2. Wood barbecue cooking shall be performed only in areas away from public access.
3. Distances from wood barbecues to permanent structures or festival booths shall be as approved by the SFM.
4. Fuel wood shall not be stored inside of booths.
5. Coals shall be disposed of only in metal containers that have been designated for such use and approved by the SFM. Dumping coals in trash containers is prohibited!

Charcoal Barbecue Cooking:

1. Charcoal barbecue cooking is prohibited inside of booths or tents.
2. Only commercially sold charcoal fuel may be used.
3. Charcoal cooking shall be performed only in areas away from public access and shall be located a minimum of 15 feet from any booth with a minimum of 20 feet from any permanent structure.

**THIS FORM MUST BE COMPLETED AND POST-
ED IN EACH BOOTH, BARN, EXHIBIT HALLS
PRIOR TO EVENT**

BOOTH CONSTRUCTION/LOCATION:

- Minimum of 20 feet from any permanent structure.
- All fabric or pliable canopy covers, side/back drops and decorative material must be inherently fire resistive or treated.
- Exit openings shall be a minimum of 3 feet wide and 6 feet 8 inches in height.

ELECTRICAL:

- Electrical extension cords shall be of the heavy-duty three-wire (grounded), hard-usage type.
- Electrical equipment and installation shall be inspected and approved by a qualified person.

LIVESTOCK/BARN AREAS:

- No space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances.
- No storage of flammable or combustible liquids or machines.
- Fire hoses, fire extinguishers or other fire equipment shall not be blocked or obstructed at any time.
- The roads around the barns shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.
- No parking of any vehicles in any barn or livestock areas.

RV PARKING:

- The site shall maintain an all-weather surface with adequate roads having 20 feet minimum width for fire department apparatus.
- A minimum of 30 feet of clearance shall be provided between the site and any adjoining fair structure or surrounding property.
- All combustible growth shall be cleared from the site and from the property surrounding the site for a distance of at least 30 feet.

FOOD SERVICES AREAS:

- No use or storage of portable containers of Liquefied Petroleum Gas (LPG) inside buildings or tents.
 - All cylinders must be secured to prevent tipping or falling over.
 - Cooking booths must be separated from non-cooking booths by 10 feet.
 - All Automatic Fire Extinguishing Systems (Hood System) have been serviced within the last six months.
- Fire Extinguishers:**
- Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher.
 - Each booth with deep fat fryer shall have a Class K portable fire extinguisher.
 - All portable fire extinguishers have been serviced by a SFM licensed company annually with a service tag attached.

- The fire extinguisher must be mounted or secured so that it will not fall over.
 - All fire extinguishers must be visible and accessible.
- Deep Fat Fry/flambé Cooking:**
- Deep fat Frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed.
- Wood Barbecue Cooking:**
- No wood barbecue cooking inside of booths.
 - Only wood barbecue cooking shall be performed in areas away from public access.
 - No fuel wood shall be stored inside of booths.
 - Metal containers shall be provided for hot coal and ashes.
- Charcoal Barbecue Cooking:**
- No charcoal barbecue cooking inside of booths or tents.
 - Only commercially sold charcoal fuel may be used.
 - Charcoal cooking shall be performed only in areas away from public access
 - Charcoal cooking shall be located a minimum of 15 feet from any booth
 - Charcoal cooking is at least 20 feet from any permanent structure.

EXHIBIT HALLS

- No open flame.
- Exiting**
- Illuminated exit sign.
 - No blocking or obstruction of exit.
 - Doors shall not be locked or chained.
 - Aisle width shall be maintained according to approved site plan.
- Fire equipment**
- No blocking of fire hydrants.
 - No blocking of fire extinguishers.
 - No blocking of standpipe and fire hose cabinets.
 - No blocking of fire sprinkler systems.
 - No blocking of manual fire alarm pull stations.
 - No blocking of fire alarm audible/visual devices such as horns or strobes.
 - No blocking of first aide equipment.
- Vehicle Static Display**
- Battery terminals disconnected.
 - Fuel tank shall be no more than 1/4 filled.
 - Locked or taped gas cap.
- Decorative Materials**
- Shall be inherently flame resistive or treated.

I have reviewed and verified this check list that all applicable items listed above are in compliance.

Signature

Host Vendor Exhibitor
Title (circle one) Date

State of California

**OFFICE OF THE
STATE FIRE
MARSHAL**



**FIRE & LIFE SAFETY
DIVISION**
**Special Events and/or
DAA Fairs**

Sacramento Headquarters
1131 "S" Street, Sacramento, CA 95814
(916) 445-8550
(916) 324-3784 Fax

Monrovia Regional Office
602 E. Huntington Drive, Suite A
Monrovia, CA 91016
(626) 305-1908
(626) 305-5173 Fax

Web Site: <http://osfm.fire.ca.gov>

SACRAMENTO Aloha Festival

FIRE & LIFE SAFETY FORM

I and the members of the following participating organization/business: _____, hereby:
Organization/Business Name

Confirm that the Sacramento Aloha Festival Committee (SAFC) has provided our organization/business with a copy of the *Fire & Life Safety Division - Special Events and/or DAA Events* trifold brochure published by the State of California Office of the State Fire Marshal (hereafter referred to as “SFM Trifold Brochure”).

(initial)

Confirm that we have read the SFM Trifold Brochure and understand the fire & life safety compliance requirements contained within the SFM Trifold Brochure.

(initial)

Understand that all questions relating to fire & life safety for the Sacramento Aloha Festival must be directed to SAFC’s Safety Coordinator (safety.sacalohafest@gmail.com). Due to hourly fees billed by the State Fire Marshal, participating organizations/businesses are not authorized by SAFC to contact the Office of the State Fire Marshal directly regarding Sacramento Aloha Festival. Furthermore, we understand that all fees billed to SAFC by the Office of the State Fire Marshal resulting from unauthorized contact will be billed to the participating organization/business responsible for the unauthorized contact.

(initial)

Understand that we are fully responsible for compliance with all fire & life safety requirements for our booth. Furthermore, we understand the SAFC bears no responsibility for fire & life safety compliance related to our booth. Any fees billed to SAFC related to bringing a non-compliant booth into compliance will be billed to the participating organization/business responsible for the non-compliance.

(initial)

Understand that we are required by the State Fire Marshal to complete the self-inspection checklist on Page 2 of the SFM Trifold Brochure and display the completed self-inspection checklist in our booth prior to event opening.

(initial)

Understand that all festival canopies/tents and fabric decorations must comply with the State Fire Marshal’s booth construction requirements.

(initial)

- Canopies/tents and fabric decorations must have an affixed label certifying it is inherently fire resistive.
- Canopies/tents and fabric decorations without a fire resistance certification label must be treated with flame retardant chemical using one of options listed below.
 - Professionally treated by a [State Fire Marshal Licensed Applicator](#) (with proof of professional treatment is required to be present in the booth during the event) or,
 - Self-treated by owner with a [State Fire Marshal Approved Flame Retardant Chemical](#) (empty fire retardant chemical can and dated receipt are required to be present in the booth during the event as proof of self-treatment).

Understand that open flames in booths is strictly prohibited by the State Fire Marshal. Use of Sterno cooking fuel (or similar food heating products with open flame) is not allowed in booths, including food booths.

(initial)

Understand that the State Fire Marshal requires fire lanes to be free and clear of obstructions at all times during the event. All participating organizations/businesses (including food vendors) are required to park vehicles in designated parking areas and are not allowed to park vehicles directly adjacent to booths during the event. Parking supply vans directly behind booths (including food booths) during the event is strictly prohibited by the State Fire Marshal.

(initial)

FIRE & LIFE SAFETY FORM (Continued)

Understand that our booth may be subject to field inspection by the State Fire Marshal. Professionally treated and self-treated owner-occupied canopies/tents may be subject to a higher level scrutiny during SFM field inspection that may include trimming a piece from the canopy/tent to test flammability. Areas of non-compliance found by the State Fire Marshal during their inspection may be subject to (but not limited to) a warning, immediate correction any areas of non-compliance, breakdown of non-compliant structures/items, and/or closure of the booth. We understand the SAFC is not responsible for any damage to our personal property and/or decisions made by the State Fire Marshal as a result of the State Fire Marshal's fire & life safety field inspection of the festival.

(initial)

Agree to indemnify, defend and hold harmless SAFC from and against all liabilities, damages and costs (including settlement costs, fines, penalties, and reasonable attorneys' fees and costs) resulting from a third party claim or action arising out of or related to our organization's/business's gross negligence, or non-compliance with applicable laws, rules and regulations, including but not limited to the fire & life safety requirements contained within the SFM Trifold Brochure.

(initial)

Organization/Business: _____

Address/City/State/Zip: _____

Representative: _____ Title: _____

Signature: _____ Date: _____