

# SACRAMENTO *Aloha Festival*

## **MERCHANDISE VENDOR TERMS AND CONDITIONS OF PARTICIPATION**

### **Date and Hours of Operation**

Sacramento Aloha Festival will be open to the general public on Saturday, September 16, 2023 from 10:00 am to 7:00 pm. Gates open at 9:30 am; opening ceremony is at 10:30 am.

2023 admission charge is \$5.00, children 10-under and seniors 65+ are free. Vendors may request up to 4 complimentary admission tickets with the rental of a 10x10 booth or 8 complimentary tickets with the rental of a 10x20 booth. This is for your working staff members only, and only required for ages 11-64.

### **Set-up/Take-down/Clean-up**

Exhibitors will be allowed onto the grounds for set-up on Friday, 9/15/23 from 12:00 noon to 7:00 pm and on Saturday, 9/16/23 beginning at 7:00 am. Booths must be set up and ready to open at 10:00 am and must remain open and operational until 7:00 pm on Saturday 9/16/23. You may not break down your area and leave prior to 7:00 pm. Anyone who does so will not be invited to participate in future events. 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. All vehicles must be removed by 9:30 am on 9/16/23 and cannot return until approved by security after the close of the event, which will not be before 7:00 pm. This will be strictly enforced by the SAFC and Security personnel.

All vendors using the vendor lot must have vehicles parked by 9:30 am. No auto access to that lot is allowed after 9:30 am. Additional vehicles may park in the main lot. Parking Prices: \$10.00 per Large Vehicle, \$8.00 per Car, and \$5.00 per Motorcycle.

### **Fees/Deposits**

All fees must be paid in full at the time that the application is submitted. Please review the application for the fee schedule and deadlines. Applications will not be processed and your space is not guaranteed until all fees and documents are received.

Payments will be deposited immediately upon receipt, with the exception of the cleaning deposit (which must be submitted as a separate check). In order to have your deposit check returned, the following must be completed no later than 9:00 pm on 9/16/23:

- All trash removed from your assigned area and deposited in dumpster.
- Assigned area is cleaned of all products and debris.
- When cleaning requirements are completed, contact the Merchandise Vendor Coordinator for inspection and approval, at which time your deposit check will be returned to you.

Vendor use of trash cans intended for public use is not allowed at any time.

### **Confirmation Policy**

Deposit of your booth fee does not constitute acceptance. No post-dated checks will be accepted. Booth applicants will be notified of their acceptance or rejection by email. Applicants not accepted will receive a refund of their booth fees and a letter stating the reason for the return.

### **Cancellation Policy**

No refunds will be given in case of inclement weather, acts of nature, forfeiture, failure to obtain required permits (see below for more information), or by restrictions of government agencies to amend or cancel the event, over which the SAFC has no control.

All cancellation requests must be in writing and postmarked by July 1, 2023. There will be no refunds for cancellations after July 1, 2023.

### **Booth Information**

Booth spaces are available in 10'x10' or 10'x20'. You must provide your own tables, table covering, chairs, supplies and materials needed. You may optionally rent one (1) table and two (2) chairs per 10'x10' booth. Merchandise vendors booths are available both indoors and outdoors.

- Indoor booths will have pipe and drape dividers. No tents are necessary.
- For outdoor booths, you must provide your own canopy (maximum 15' high, in good condition and preferably white).

Electricity is limited and provided on a first come first serve basis. If you need electricity, please check this box on your application. Space assignments will be made at the sole discretion of the SAFC.

All items for sale and stock storage 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.

Vendors must keep their booth space neat and tidy. We encourage the use of recyclable/biodegradable products.

### **Subletting**

**Absolutely NO sub-leasing** of your booth space or surrounding areas is permitted. If anyone sub-leases 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 all fees paid.

### **Sellers Permit**

All vendors must submit a copy of their valid California Sellers Permit with their application. For more information, go to <https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm>.

### **Workers Compensation Insurance**

All vendors must provide a copy of their workers compensation insurance if they have paid staff.

### **Approved Items for Sale**

Only items listed on the application and approved may be sold at Sacramento Aloha Festival. Merchandise that creates excessive trash may not be sold (i.e. poppers, streamers, eggshells, sawdust, etc.) Any discrepancies from the approved application may result in product removal per SAFC. Food items will be reviewed in order to prevent duplication and ensure diversity.

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 merchandise booth.

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 is prohibited. 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 Ka`ōnohi Foundation will provide security for the day of event from 9:00 am to 8:00 pm. On the day before SAF, one security guard will be on duty overnight, but it is your responsibility to tightly enclose your booth to protect your 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. However, you may reserve a space in the RV park and stay overnight in an RV or trailer. Spaces are limited and are on a first-come, first-serve basis and are solely handled by Gold Country Fairgrounds and Event Center. For further details, visit: <http://goldcountryfair.com/rv-camping/>.

### **Fire and Life Safety Requirements**

All participants must be in compliance with State Fire Marshal regulations. Please thoroughly review the State Fire Marshall Trifold Brochure (see application). The SAF Fire & Life Safety Form (included in application) must be completed, signed, and submitted along with your other mail-in items.

A copy of the “Fire & Life Safety Form” must be displayed in your booth on the day of the event.

If you have any questions regarding the State Fire Marshal requirements, please contact our Safety Coordinator, Mike Hakari, at [safety@sacalohafest.org](mailto:safety@sacalohafest.org), 916-708-7458. Participants are NOT authorized to contact the Office of the State Fire Marshal directly.

### **Liability Insurance**

A Certificate of Insurance must be submitted with your application naming ALL of the following as additional insured with a minimum general liability limit of \$1 million:

- Sacramento Aloha Festival
- Ka’onohi Foundation
- Placer County, Gold Country Fairgrounds and Event Center

If you do not have your own insurance, you may purchase insurance directly from Gold Country Fairgrounds and Event Center. Please send your CFSA Insurance request form and payment with your other items to the Merchandise Vendor Coordinator. We will submit all forms and payments.

### **Festival Liability**

Involvement in the Sacramento Aloha Festival is at your own risk. All vendors are required to 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.

**General Medical Information**

- First-aid will be available at the SAFC Information Booth.
- Only service pets will be allowed in Gold Country Fairgrounds and Event Center.
- Smoking is confined to designated smoking areas in the upper parking lot.

**For questions or concerns:**

Contact the Merchandise Vendor coordinator at [merchandise@sacalohafest.org](mailto:merchandise@sacalohafest.org).