

# Chamorro Cultural Fest Vendor Booth Registration Rules



## **March 23, 2013**

Welcome vendors! Thank you for participating in the Chamorro Cultural Fest at Market Creek Plaza.

**Registration Deadline:** 5:00 p.m., Friday, **March 01, 2013**

### **Event Information:**

- **Date:** Saturday, March 23, 2013
- **Time:** 10:00 a.m. - 6:00 p.m.
- **Location:** Market Creek Plaza  
310 Euclid Avenue  
San Diego, CA 92114

### **Venue Fees and Rules:**

- **Booth Space:** Vendors will provide their own 10' x 10' pop up tent, tables/chairs. Tables and chairs are available at an additional cost. As a courtesy to other vendors, please do not set-up anything outside of your marked area.

### **Booth Fees:**

- **Resource/Information Space:** \$100.00 (No monetary transactions)
- **Retail Space:** \$150.00
- **Food Space:** \$200.00

### **Deposit:**

Deposit is required for all spaces. All checks and money orders should be made payable to Che'lu.

*(We do not accept credit card payments)*

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- **Late Fee:** \$25.00 late fee will be imposed for registrations received after March 01, 2013.

**No registrations will be accepted after March 08, 2013.** All registrations must be turned in to June Hawkins.

- **Cancellations:** No refunds after **March 08, 2013.**

- **Electrical:** Electricity **will not** be provided to booths.

- **Set-up:** Set-up time begins at 6:00 a.m. on Saturday, March 23, 2013 must be completed one (1) hour prior to the start of the event (9:00 a.m.). Once you have begun set-up, you must make sure your booth is attended at all times. Although plaza security will be monitoring the event, 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 6:00 p.m. After the closing, vendors must remove all trash, displays and merchandise from the space. Breakdown must be completed by 8:00 p.m. on Saturday, March 23, 2013. Some booths may be positioned in areas with vehicular access. Vehicles will only be allowed in the vendor area after pedestrian traffic has diminished sufficiently to allow areas during and after the event. Event security will determine when vehicular access is appropriate.

- **Clean Up:**

During the event, vendors are responsible for taking care of their own trash and putting it in the event's large trash container. Do not put trash into dumpsters belonging to area businesses. Vendors are responsible for cleaning up their booth areas during and after the event. Final clean up inspection begins promptly at 8:00 p.m. Please do not begin breakdown of your booth prior to 6:00 p.m.

- **Sales Information:**

Che'lu reserves the right to decide which vendors, organizations, and activities are most suitable for Chamorro Cultural Fest. Any vendor selling or displaying

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illegal drugs, paraphernalia, alcohol, controlled substances, or other merchandise or displays unsuitable for a family event will be asked to vacate the event.

Vendors will handle all cash transactions for their booth.

~~~Insurance Required: ????????????????????

### • 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 and must provide Che'lu with a complete list of ONE Chamorro combo plate dish and one authentic side dish. This list will be the only items sold at the festival; required at the time the vendor registration is submitted. In addition, food vendors are responsible for having the prescribed fire extinguisher in their booth.

### • Booth Decor:

Che'lu reserves the right to reject any vendor whose merchandise, décor or displays are deemed inappropriate for this event.

### • Space Assignments:

10x10 spaces will be assigned on a first-come, first-served basis. Assignments will be made and notices given when we receive your completed registration, space fee and security deposit.

### Other:

- Upon receipt of your signed contract and payment, you will be notified to attend a vendor orientation and receive your vendor packet to include:
  - . Site map
  - . Booth Location
  - . One (1) parking pass
- Incomplete registrations will not be processed. Space is limited, register early.

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- Special Instructions for Food Vendors.
- For additional information please contact **June Hawkins at (619) 655-2782 at [jun.hawkins@yahoo.com](mailto:jun.hawkins@yahoo.com) or Debbie Lizama Blas at [kaduka@cox.net](mailto:kaduka@cox.net)**

**Mail Registration Form to:**

**CHE'LU**

**P.O. Box 742126**

**San Diego, Ca 92174**