



Ninth Annual Chamorro Cultural Festival

March 24, 2018

Vendor Information and Rules

Welcome Vendors!

Thank you for participating in the 9th Annual Chamorro Cultural Festival

Registration and Payment Deadlines

- Food vendors: 5:00 PM, Friday, February 16, 2018
- Retail and Information vendors: 5:00 pm Saturday, February 24, 2018
- 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

Event Information

- Date: Saturday March 24, 2018
- 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: \$125 (with no monetary transactions); plus refundable cleaning deposit \$100
- Retail space: \$350; plus refundable cleaning deposit \$350
- Food space: \$500; plus refundable cleaning deposit \$500

Late Fees

- Late fee of \$200 will be imposed for food booth registrations received after February 16, 2018
- Late fee of \$200 will be imposed for retail and information booth registrations received after February 24, 2018
- No refund after March 3, 2018

Set-up

Pre-event setup will take place on Friday, March 23, 2018 from 11am to 6 PM. Setup begins promptly at 6am on the day of the event, Saturday, March 24, 2017. Setup must be completed by 9 AM. 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 6 PM. After closing, vendors must remove all trash, displays and merchandise from the space. Breakdown must be completed by **8 PM, Saturday March 24, 2018**. 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 6 PM. Final clean up inspection begins promptly at 8 PM. 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 23, 2018 upon arrival.

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

Mandatory vendor meeting:

Vendor packets will be distributed at the mandatory vendor meeting to take place March 2018. The vendor packet includes:

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

For additional information please contact June Hawkins:

(619) 655-2782

jun.hawkins55@yahoo.com

Please use the **2018 Vendor Registration Online Payment** option at www.CheluSD.org or mail registration form and payment to:

CHE'LU
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