

VENDOR INFO

BOOTH RENTAL

For the May 19th, 2018 event, food sale booth rentals are **\$300.00** and non-food sale booth rentals are **\$150.00** flat rate. There is an **additional \$50.00** clean-up deposit for ALL selling vendor types, both food and non-food.

Acceptable payment methods are cash, personal check, cashiers check & money orders, payable to *Pacific Islands Together*.

In order to increase variety, PIT will allow 1 Food Vendor per menu type. To verify if your menu options are available, please contact the PIT vendor group for more information on availability.

Booth Rental vendors will be allocated 12 X 12 foot lot space. For alternate/additional arrangements, please work with our event coordinators for accommodations. It will be each vendor's responsibility to obtain their own tent, as well as tables/chairs/etc. as needed for use in conducting your business.

Food Vendors are not allowed use of cooking oil on school premises without prior approval from PIT coordinators. If cooking oil/grease or other possible property damaging material is approved for use, you **MUST** come equipped with a method for preventing spillage or damage to the property. Sales/business may be halted or stopped completely if property damage occurs or is suspected without refund. Each vendor must cool down their oil and remove all oil from school premises within a fully enclosed container. Dumping of ANY oil waste is strictly prohibited and may result in forfeit of your deposit.

Vendors are able to arrive as early as 8am to begin their booth set-up. Closing/take down of your vendor area begins at the conclusion of the event. Area should be completely vacated within an hour thereafter.

In order for refund of your \$50.00 deposit, your area must be fully cleared out of supplies, trash, cooking materials, etc. with no damage to the venue property. Payment will be handled upon close-up of your area or mailed out to the address listed on your event application in the name of the responsible party/organization within 2 weeks time.

THERE WILL BE NO BEVERAGES sold by any vendor other than Pacific Islands Together (PIT), unless agreement has been reached with PIT event coordinators.

All vendors are responsible for their own power source, accommodations may not be readily available. There is a ZERO TOLERANCE POLICY for any alcoholic beverages by vendors, patrons, staff, etc..

Each paying vendor will receive ONE parking pass for preferential parking. Additional vehicles may help for set-up and loading, but would need to park with the general public and are subject to any applicable parking fees.

All APPROVED booth rentals are non-refundable after April 30th, 2018.

TABLING

Tabling for the May 19th event will be available to non-profit community organizations at no charge for promotional purposes. This option is being made available for purposes of increasing public awareness of beneficial community-related programs and not for commercial motives; so this offer is only open to these non-profit groups.

There will be no selling or financial transactions of ANY kind allowed.

Each group supplies all their own tabling needs and must be reserved in advance. Set-up of your area can begin as early as 7am & must begin take-down at the end of the event and completely vacated within 1 hour thereafter.

There are no parking passes for the tabling option.

For questions on the status of your Pacific Islands Festival vendor application, please contact the following PIT committee members:

Christina Ugaitafa, Melina Tagoai, Seini Houa via email: PITVendorInfo@gmail.com, Phone: 650-281-7860