

Craft Booth Application

CRAFT BOOTH APPLICATION

2017 PACIFIC ISLANDER FESTIVAL

September 23 & 24, 2017
Ski Beach, Mission Bay
SAN DIEGO, CA

AN ALCOHOL FREE EVENT

Sponsored by
The Pacific Islander Festival Association

Joseph Taumua - President
Brian Cruz - Vice President
Joann Aguon - Secretary
Sam Simpliciano - Treasurer

Directors

Aiga "Marie" Taumua, Alaisea Pauu, Anissa Acfalle, Bryson Kim,
Chrystell Brace, Jolene Ibarra-Brown, Rudy Tai

Committee Chairperson(s)

Aiga "Marie" Taumua
Estelle Taumua

Contact Name: _____

Organization/Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____

Alternate Phone: _____

E-mail: _____

Website address (optional): _____

(Providing PIFA your website address allows us to link your site from ours)

Describe Items for sale. Attach a separate sheet if more space is
needed: _____

USE OF GENERATORS AT THE FESTIVAL MUST BE APPROVED BY PIFA. USE OF PERSONAL GENERATORS WILL NOT BE ALLOWED UNLESS PROPER PERMITS ARE OBTAINED. THERE WILL BE AN ELECTRICITY SURCHARGE (TBD LATER). If electricity is needed, please identify the intended electricity usage on a separate sheet and attach it with your application. (i.e. food heaters, electric grills, computer, etc.)

Please circle which years you have participated as a booth vendor at our festival:

2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017

Hold Harmless Agreement

We agree to assume all risks and injuries arising out of or resulting from the use and participation in the non-profit and volunteer based Pacific Islander Festival, its location, its facilities, and/or properties located on site. We also agree to make no claim whatsoever for injuries and to hold harmless the Pacific Islander Festival Association, its members, agents, representatives, or employees, arising as of or resulting from the use of any of the buildings, grounds, real property, or personal property located at the festival site. Furthermore, we shall assume responsibility for the damages sustained to the equipment, grounds, furniture, and facilities resulting from the use of such and/or occupancy of said premises. No refunds in case of inclement weather, acts of nature or restrictions by government agencies to amend or cancel this event, over which the Pacific Islander Festival Association has no control.

Authorized Signature & Title

Date

1. DATES, TIMES, AND LOCATION:

Saturday, Sept. 23, 2017, 9:00 AM – 4:00 PM
Sunday, Sept. 24, 2017, 9:00 AM – 4:00 PM
Ski Beach, Mission Bay, San Diego, CA 92109

2. BOOTH INFORMATION

Craft Booths: One (1) 10'x20' canopied booth
Two (2) tables and two (2) chairs

Cost of Booth: **\$1,000.00** / Cleaning Deposit: **\$200** (Refundable upon inspection)
PLEASE MAKE SEPARATE CHECK FOR CLEANING DEPOSIT

All booths must be operational and staffed throughout the entire event. No early closing of booths is allowed.

ABSOLUTELY NO BEVERAGES OF ANY TYPE SHALL BE SOLD OR GIVEN FROM ANY BOOTH. PIFA HAS THE EXCLUSIVE RIGHT TO SELL ANY/ALL BEVERAGES.

Submit your completed application with the booth fee to:

Pacific Islander Festival Association
Attention: Booth Committee
P.O. Box 86046
San Diego, CA 92138

3. CRAFT BOOTHS:

All craft booths are for the sale of craft items made or purchased by each booth vendor. A complete list of items, quantities and the price of items being sold must be included on your application. NO EXCEPTIONS!

4. CRAFT BOOTH REGULATIONS:

Booth decorations are encouraged and should reflect the ethnic heritage represented. (Please do not permanently alter the canopy tops or poles, i.e. puncture, stain, discolor, etc.) Authentic and ethnic dress by booth participants is encouraged.

Signs acknowledging sponsoring organizations are permitted in the booth. A booth utilizing the services or products of a for-profit organization, i.e. commercial vendor, etc. may display a sign or banner advertising that for-profit organization.

5. BOOTH CONSIDERATION:

The Booth Committee will only consider applications with the following completed:

- Receipt of full payment of booth fees. A certified bank check or money order will only be accepted. We no longer accept personal or business checks.
- Completed Booth Application and Hold Harmless Agreement with required signatures.
- One self addressed, stamped business size envelope.
- Copy of your seller's permit issued by State Board of Equalization.
- Complete list of all items, quantities, and prices for each item for sale.

BOOTH APPLICATION DEADLINE IS JUNE 30, 2017

Applications and/or fees received after June 30, 2017, will be assessed a late fee of \$100.00 (no exceptions). Checks returned by bank to PIFA will be assessed a \$100.00 fee and may change your booth status and/or assignment (no exceptions). Applications might not be considered if received past the deadline or if the festival is sold out.

6. BOOTH ASSIGNMENT CRITERIA:

Booth Committee assigns booth location by:

- Chronological order of **completed** booth application as received.
- Items or displays (recruiting must list all equipment)
- San Diego-based Pacific Islander group/vendor (PIFA members will be considered first).
- Non-San Diego based Pacific Islander group/vendor (PIFA members will be considered first).
- Early submittal of booth fees, application, and seller's permit.
- How cooperative vendors and their staff work(ed) with our festival volunteers and staff.
- How well returning vendors cleaned up their booth location(s) at prior year's festivals.
- How many booths are purchased
- Prior year booth location

7. CHECK IN, SET UP, CHECK OUT, AND CLEAN UP:

Check In / Set Up:

Booths will be ready for vendor check-in between 2:00pm -6:00pm on Thursday, Sept 21 and 10:00am – 6:00pm on Friday, Sept. 22. **VEHICLES WILL NOT BE ALLOWED ON THE GRASS.** Each vendor will be allowed one parking space in vendor parking area. All booths are to be set up and ready for operation at 9:00 AM on Saturday, Sept. 23 and Sunday, Sept. 24.

FAILURE TO CHECK-IN FORFEITS YOUR BOOTH SPACE AND PAYMENT.

Check Out: On Sunday at 4:00PM, all items are to be removed and each vendor **must check out with PIFA**. A final inspection of your area will be done and a determination will be made at this time whether or not the check out process is complete. **All vendors must complete the check out process.**

Booth Space: All booth vendors are responsible for keeping booth space and surrounding areas neat and clean and for disposing of their trash during and after the festival. Trash must be in heavy-duty plastic trash bags and tied closed. All trash bags are to be disposed of in large dumpsters at the trash designated area. There will be inspections conducted by PIFA at irregular times. **You are not allowed to use more than 10 feet behind your booth space for storage only. We can no longer allow more than 3 feet. Failure to comply can result in immediate booth shut-down and no refund will be issued.**

On Sunday at 4:00 PM, all perishable and non-perishable items are to be removed from booth space and surrounding areas.

8. CONFIRMATION/REFUNDS:

Final booth acknowledgements will be mailed on or before August 1st. A cashed booth fee payment does not mean you have been accepted and/or approved to participate as a vendor in the 2016 festival. It is understood that there are absolutely **NO REFUNDS**. There will be no refunds in case of inclement weather, acts of nature, forfeiture or by restrictions of government agencies to amend or cancel the event, over which PIFA has no control.

9. PARKING:

Vendors will be provided a special-event parking permit. One parking permit will be provided for each booth (**no exceptions**). There will be a shuttle bus available for other attendees. Unauthorized vehicles (no parking permit) in parking area will be towed at owner's expense. **No overnight parking or UHAULS allowed! Only vehicles allowed are those that fit in a normal parking space.** No parking is allowed on the grass for any reason including offloading.

NO OVERNIGHT PARKING ALLOWED BY ANY VEHICLE OR TRAILER.

10. PIFA POLICIES AND GUIDELINES:

- PIFA reserves the right to approve or deny any booth application for any reason.
- PIFA reserves the right to refuse or remove any inappropriate merchandise displays, decorations, handbills, fliers, brochures, or signs.
- PIFA reserves the right to limit the number of applicants for any one type of goods/services thereby protecting all vendors and maintaining diversity for the Festival. PIFA also reserves the right to

change or substitute vendor spaces for the good of the Festival and its participants.

- **Absolutely NO subleasing of booth space or surrounding areas.** If anyone subleases any portion of his or her space without PIFA permission, you will not be allowed to operate the booth and you will forfeit all fees paid.
- **No firearms, ammunition, alcoholic beverages, or drugs are allowed on Festival grounds.**
- **No solicitation of tobacco or alcohol products is allowed.** Violators will be expelled immediately. Alcohol sales and/or consumption of alcohol in booth area are strictly prohibited and will be enforced by police and security.
- **No live animals are permitted within any booth area.**
- **All amplified music shall be kept at a level as not to interfere with the operation of neighboring booths and the main stage at the festival.**
- **No lewd or suggestive material or products allowed**

LAST SALE IS AT 4:00PM ON BOTH DAYS

Failure to comply with **ANY** of the festival rules may result in loss of current festival participation privileges, the forfeiture of fees paid for the current event, and/or any future festival participation privileges.

THIS IS AN ALCOHOL FREE EVENT – ABSOLUTELY NO ALCOHOLIC CONSUMPTION ON PREMISES DURING THIS EVENT! ANY PERSON FOUND IN VIOLATION WILL BE REMOVED. PIFA, SECURITY AS WELL AS THE SAN DIEGO POLICE DEPARTMENT WILL ENFORCE THIS.

11. SECURITY:

Perishable and non-perishable items must not be left unattended at any time during operating hours:

Saturday:	9:00 AM – 4:00 PM
Sunday:	9:00 AM – 4:00 PM

Overnight security will only be provided Saturday night. Any items left overnight in the booths will be at your own risk. PIFA assumes no responsibility for any loss of any kind at any time.

12. LOST AND FOUND:

Lost and Found items recovered during the festival may be claimed at the PIFA Security/Command Center.

13. INSURANCE REQUIREMENTS:

Vendors are required to show proof of liability insurance policy. The applicant must secure the policy as the Pacific Islander Festival Association of San Diego (PIFA San Diego) does not provide insurance for any Loss, Damage claims or Theft/Stolen items.

- A. The vendor must obtain, maintain and provide proof of insurance with a minimum of one million dollars (\$1,000,000) of General Liability coverage, for bodily injury and property damage claims, including contractual and personal injury liability coverage. Umbrella or excess liability insurance may be used to meet limit of liability requirements.
- B. Upon request, Vendor will provide to PIFA San Diego duly executed certificates of insurance evidencing this coverage, together with satisfactory evidence of the payment of the premium thereon. Each certificate shall specify that the policy cannot be cancelled without providing PIFA San Diego at least 30 days prior written notice and that the insurer waives any subrogation rights against PIFA San Diego.

I have read the Craft Booth Application and agree to PIFA's Policies and Guidelines.

Authorized Signature and Title

Date