

# San Diego Shaka Fest Vendor Rules



Perpetuating The Hawaiian Culture One Keiki At A Time™

## ***Mahalo for your interest in the Annual San Diego Shaka Fest!***

Below are the vendor expectations that each and every vendor agrees to adhere to as an approved vendor at the Annual San Diego Shaka Fest.

### **Event Day**

#### ***Set-up:***

Setup begins at 6:30am on Event Day. Set up must be completed by 8:00am. You must make sure your booth is attended at all times. Although security is present, Nā Koa Kai Canoe Club, Inc. will not be responsible for any lost or stolen items.

#### ***Breakdown:***

Vendors must remain open until the close of the event at 4pm. After closing, vendors must remove all trash, displays and merchandise from the space. Breakdown must be completed by 6pm on Saturday April 23, 2016. Absolutely no vehicles of any kind allowed on the grass. Please come prepared to carry, dolly, or cart your vendor booth items from your vehicle in the parking lot to your vendor booth.

#### ***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. Vendors are responsible for cleaning up their booth areas during and after the event. Please do not begin breakdown of your booth prior to 4pm. Final clean up inspection begins promptly at 6pm. Vendor booths not meeting inspection requirements and/or requiring clean up by San Diego Shaka Fest personnel will not be refunded their booth deposit.

### **Merchandise and Permits**

#### ***Suitable merchandise and activities:***

Nā Koa Kai Canoe Club, Inc. reserves the right to select vendors, organizations and activities that are most suitable for the San Diego Shaka Fest. Any vendor selling or displaying illegal drugs, paraphernalia, alcohol, controlled substances or other merchandise or displays deemed unsuitable for a family event, will be asked to vacate the event.

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## ***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. All vendors both Food and non-Food vendors are responsible for having the prescribed fire extinguisher in their booth.

## ***Booth Décor:***

Nā Koa Kai Canoe Club, Inc. reserves the right to reject any vendor whose merchandise, décor or displays are deemed inappropriate for a family oriented event.

Other:

**All vendors will be expected to handle their own cash or other monetary transactions. Booth clean-up deposits will be refunded within 15 business days after event.**

## **Fees and Booth Space**

### ***Booth Fees***

\$175 - 10x10 Retail Booth

\$100 - Information Booth

**\*\*\$50 Clean up fee** will also be charged upfront but will be refunded 15 days after the festival if the area around the vendor is cleaned up after the event.

### ***Booth Space***

Per vendor application, vendors will need to bring their own 10 x 10 pop up tent, tables and chairs. As a courtesy to other vendors, please do not set up anything outside of your marked area.

## **Cancellation**

Cancellation of booth reservations must be requested in writing and confirmation of receipt of the request by San Diego Shaka Fest Committee by **April 1<sup>st</sup>** to receive a refund less a service fee of \$25,

There will be no refunds after April 1<sup>st</sup>.