



# ALOHA POLY FEST



**June 23, 2018 - 11am to 5pm**

**San Francisco, California**

## Vendor Information

Page 1 of 2

**NUMBER OF ATTENDEES:** ALOHA POLY FEST continues to grow every year. It's estimated that a couple of thousand people will come and go throughout the day, including heavy foot traffic from locals, visitors, and a nearby marathon.

**NUMBER OF VENDORS:** Approximately 50 spaces will be available for all Vendors (including Food Trucks).

**ADVERTISING:** Posters, flyers and postcards will be handed out at other events, posted in different community businesses, and listed on various social media platforms. Last year ALOHA POLY FEST was a featured story, "Aloha comes to the Bay Area", in the San Francisco Chronicle newspaper, and "Tops weekend events in SF" on Channel 7 ABC News in 2016. We plan to have more media exposure this year. Help spread the news!

**CONTACT:** Charles Hamer (aka Uncle Charlie) is the contact for all Vendors. Call or send text message to (415) 374-3553 or Email to charles.hamer@gmx.com.

**VENUE:** Marina Green West (aka Little Marina Green Picnic Area), located at 3650 Yacht Rd. (intersection of Mason St. & Marina Blvd.) in San Francisco, California, is the location for this summer's event.

**RENT:** Space fees are listed on the "Vendor Application". Only California permitted Food Truck Vendors are welcome to participate at this year's event. No structured Food Booths will be allowed. Where applicable, Public Health fees are included in the Vendor Space fees. **No Drinks may be sold by any participating Vendor, including Food trucks.**

Space is limited and will be assigned according to date and type of merchandise or service being offered. Up until the night before the event or upon check-in at the event, you'll receive the space assigned to you, check-in details, and receipt of payment. **Sharing booths with another Vendor is not allowed unless pre-authorized by us. Absolutely no subleasing of any booth is allowed.**

Trash and Recycle bins will be onsite. **DO NOT use these to throw away any large items or packaging (such as boxes, paper...).** These are strictly for the public's use for trash from food and drinks. Vendors that violate this rule will be fined \$50.

**BOOTH SIZES:** "Single space" allows room for one 10'x10' setup. "Double space" allows room for one 10'x20' setup. "Triple space" allows room for 10'x30' Food Truck. There may be a little extra room to extend beyond all spaces. **All Food Trucks must have their own hot water to wash hands that is separate from their own dish washing station. NO Water or electricity will be provided.** Small generators are acceptable.

**EQUIPMENT:** You must bring your own canopy tent, structure walls, tables, chairs and other equipment needed to operate your business. DO NOT use nails, screws, glue or anything other than blue tape and rope to hang things from the walls, plants or trees on the premises. DO NOT stake anything into the ground. Open flames, candles, sparklers, balloons, fog machines, and smoke are NOT ALLOWED.

**PAYMENT:** All Checks and Money Orders are accepted, made payable to "Charles Hamer" with "Aloha Poly Fest 2018" on the Reference Memo line OR you can pay online through [www.Venmo.com](http://www.Venmo.com). **You'll receive a confirmation by email if your application is accepted, and after your payment clears.** If your application is not accepted, your payment will be returned before the event along with the reason why we did not accept your application. You'll be assessed a \$50 fee if your check is returned by any financial institution for any reason.

**DUE DATE:** Applications and payments are accepted until enough spaces are filled, and announced on the official website. The deadline may extend if there's enough space available.



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Page 2 of 2

**SETUP & BREAKDOWN:** Setup time on Saturday, June 23, 2018, is from 9am to 11am. Breakdown time is allowed at 4:30 pm to be completely vacated by 6pm. Make sure to bring a handcart to transport things to and from your space from the parking lot or street curb.

**PARKING:** ALL DAY FREE PARKING is available anywhere in or out of the parking lot and surrounding area. Be careful to read street signs for restricted hours.

**SECURITY:** San Francisco Recreation & Parks Ranger, San Francisco Police Department and/or San Francisco Sheriff's Department will be on the grounds during the event.

**INSURANCE, LICENSES & PERMITS:** We have event insurance that covers property damage and bodily injury only. We recommend, but not require, that you have your own liability insurance. You **MUST** possess a valid California Business Seller's Permit or Non-Profit certificate in order to rent a Vendor space at ALOHA POLY FEST. Please make sure to include a copy with your "Vendor Application". Vendors who sell only one time per year in California may obtain a "Temporary Business Seller's Permit" by visiting [www.taxes.ca.gov](http://www.taxes.ca.gov). You are solely responsible for collecting and filing your own taxes. **Food Truck Vendors must include the SFDPH Mobile Food Facility Concessionaire Application ([www.alohapolyfest.org/mff\\_application.pdf](http://www.alohapolyfest.org/mff_application.pdf)) with the "Vendor Application".**

**DONATION:** Anything you're able to donate is welcome, but not mandatory. Every donation received will be used in a raffle or giveaway to the public in order to help with event expenses. An identifiable ALOHA POLY FEST representative will collect your donation if you are unable to drop it off at the ALOHA POLY FEST booth. Please include your name or business card for recognition.

**CANCELLATION:** Full refund is available if the event is cancelled for any reason before the scheduled event date. If the event is cancelled for any reason, you'll receive a full refund whether or not you cancel up to the day of the event. Otherwise, you'll receive a Full refund if you cancel in writing up to 30 days before the event OR Half refund if you cancel in writing up to 15 days before the event. No refund will be available if you cancel in writing less than 15 days before the event. No refund will be available if you don't show up, or are removed due to any violation of the rules and regulations outlined in these "Vendor Information" pages.



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## Vendor Application

Name: \_\_\_\_\_ Onsite Representative: \_\_\_\_\_

Business or Entity Name (dba): \_\_\_\_\_

California Business Seller Tax Identification OR Non-Profit License Number (attach a copy): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Text: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_

List all things you will offer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| VENDOR TYPE   | Single Space<br>(10'x10')                        | Double Space<br>(10'x20')   | Triple Space<br>(10'x30')   |
|---|--|-----------------------------|-----------------------------|
| Information Provider (Non-Profit)                               | <input type="radio"/> \$0                        |                             |                             |
| Information Provider (Profit)                                   | <input type="radio"/> \$150                      |                             |                             |
| Service Provider (Non-Profit)                                   | <input type="radio"/> \$0                        |                             |                             |
| Service Provider (Profit)                                       | <input type="radio"/> \$150                      |                             |                             |
| Massager  | <input type="radio"/> \$100 (per Chair or Table) |                             |                             |
| Retail Merchandise (NO Packaged Food and Drinks)                | <input type="radio"/> \$200                      | <input type="radio"/> \$375 |                             |
| Retail Merchandise (WITH Packaged Food and Drinks)              | <input type="radio"/> \$325                      | <input type="radio"/> \$500 |                             |
| Packaged Food and Drinks (NO Other Merchandise)                 | <input type="radio"/> \$250                      |                             |                             |
| Drinks prepared and served (Coffee, Fruit Blends, Shave Ice...) | <input type="radio"/> \$300                      |                             |                             |
| Hot Food (Trucks only; NO Booth Structures)                     | <input type="radio"/> \$350                      | <input type="radio"/> \$350 | <input type="radio"/> \$350 |
| <b>APPLICATION AND FEE SUBMITTED AFTER MAY 31, 2018</b>         | <input type="radio"/> ADD \$50                   |                             |                             |

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

| FOR OFFICE USE ONLY   |
|-----------------------|
| Date Received: _____  |
| Amount: _____         |
| Payment Method: _____ |
| Booth Number: _____   |

**ALL CHECKS AND MONEY ORDERS PAYABLE TO: Charles Hamer**

**RETURN TO: Aloha Poly Fest c/o Charles Hamer • 499 Vienna St. • San Francisco, CA • 94112-2831**



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## Vendor Agreement

The authorized undersigned, at least 18 years of age, as a participant at ALOHA POLY FEST held in San Francisco, California, on Saturday, June 23, 2018, agrees to all of the terms and conditions listed below:

1. The undersigned, herein known as the representative and sole-decision maker of the Business/Organization listed on the "Vendor Application", has read and understands, and agrees to educate and inform his/her staff and employees everything outlined in the "Vendor Application".
2. The undersigned agrees to hold harmless in case of damage or loss to their own property, and injury or death arising from their attendance at ALOHA POLY FEST all participants, associates, and others closely associated with ALOHA POLY FEST, and assume all risk and injuries arising out of or resulting from the use of the Venue facilities and property.
3. The undersigned agrees to be responsible, on behalf of the business, for any damages sustained to park grounds, buildings, or rented equipment during participation at ALOHA POLY FEST caused by the undersigned, their employees or representatives.
4. The undersigned agrees not to sell any drinks (such as canned or bottled juice, soda, water, coffee, fruit blends or shave ice) or other merchandise at ALOHA POLY FEST unless approved by us.
5. The undersigned agrees to represent ALOHA POLY FEST in a positive and helpful manner, to act responsibly, and to avoid conflict with anyone at the event.
6. The undersigned agrees to be photographed and filmed by our representative for the use on any souvenir, website and other promotional material only produced for and used in conjunction with ALOHA POLY FEST.
7. The undersigned agrees to allow us to publish their name, business name, description and contact info on any souvenir, website and other promotional material only produced for and used in conjunction with ALOHA POLY FEST.
8. The undersigned agrees to abide by and enforce the rules, regulations and policies as stated in this "Vendor Agreement".

**Please retain a copy for your records, and return this signed "Vendor Agreement" with your "Vendor Application".**

Date: \_\_\_\_\_

Signed \_\_\_\_\_

**RETURN TO: Aloha Poly Fest c/o Charles Hamer • 499 Vienna St. • San Francisco, CA • 94112-2831**