



# 2017 VENDOR GUIDELINES

The 27th Annual Chalk it Up! Festival will be held Labor Day Weekend, Sat Sept 2 – Mon Sept 4, 2017, at Fremont Park, 1515 Q St, in Downtown Sacramento. Event Hours are from 10 am-6 pm Sat, Sun & Mon.

## SIGN UP and confirmation

- + Please complete the online vendor application.
- + Limited vendor spaces are available.
- + Chalk It Up reserves the right to select the most appropriate vendors from the applicant pool to ensure a diverse mix of quality items for the festival.
- + Vendors will be selected for the 2017 festival by June.
- + Upon festival confirmation, you will be given further instructions regarding payment and event logistics.

## PAPERWORK

- + All vendors must be able to provide a current Business License and Insurance Certification.
- + Chalk It Up must be named as additional coverage, many vendors use Act Insurance.
- Food Vendor must additionally:**
  - + Be permitted with the Sacramento County Environmental Health Dept as a Multi-Event Vendor (MEV) or Food Truck (MFF)
  - OR**
  - + Be signed up with us as a temporary food facility and provide to us a completed TFF Operator's packet. Contact us for more information.

## on-site information

- + Vendors will have space for a 10x10 pop-up tent or canopy (unless additional space is worked out in advance).
- + Space will be limited between vendor spaces.
- + Please contact us if you require additional space. Chalk It Up does not guarantee additional space.
- + Vendors are required to provide all items needed for their booth, including a tent/canopy, tables, chairs, etc.
- + Electricity and other utilities are not provided.
- + Gas generators are not allowed, however battery power is accepted.



# 2017 VENDOR GUIDELINES CONT.

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## SET UP and security

- + Vendor set-up is on Friday, Sept 1st from 1 pm -8 pm.
- + Any vendors not set up on Friday must arrive between 6:30 am-7 am Saturday.
- + Food Trucks must arrive by 9 am on Saturday, and by 9:30 am on Sunday and Monday.
- + Chalk It Up has 24-hour security onsite beginning Friday, through Monday evening.
- + However, Chalk It Up is not liable for vendor revenue, merchandise, and/or equipment.

## FESTIVAL rules

- + No external generators. Only food trucks with an on-board generator are allowed.
- + No Styrofoam, or other non-recyclable or non-compostable items may be distributed.
- + Please have all of your necessary paperwork on-site.

## FOOD VENDOR regulations

- + Please use eco-friendly alternatives, for your utensils. Use only recyclable or compostable spoons, forks and knives.
- + Food vendors must dispose of their cooking waste off-site.
- + Chalk It Up reserves the right to remove vendors who improperly dispose of waste, water, or grease.
- + All Food Vendors must have a fire extinguisher.
  - Minimum size: 2A 10 B: C – 5lbs
- + Food Vendors with a Deep Fat Fryer must have a K type extinguisher.