



# ALOHA POLY FEST

San Francisco County Fair Building in Golden Gate Park

**September 2, 2017 - 11am to 7pm**



## Vendor Information

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**NUMBER OF ATTENDEES:** ALOHA POLY FEST continues to grow every year. With the savory scents of BBQ Food, sweet sounds of island music filling the air, and based upon our past six events, we anticipate a few thousand people will come and go throughout the weekend to our 5<sup>th</sup> Annual summertime event.

**NUMBER OF VENDORS:** At our past six events since 2013 we've averaged up to 15 participating Vendors, with the exception of our 2<sup>nd</sup> Annual summertime event in 2014 when we had 30 participating Vendors. Keeping the amount of spaces low gives everyone the opportunity to earn sales without having to compete with up to 100 other vendors at the same event.

**ADVERTISING:** Posters, flyers and postcards will be handed out at other events, posted in different community businesses, and listed on various social media platforms. Please help spread the news to others who may be interested. Last summer ALOHA POLY FEST was featured as "Tops weekend events in SF" on Channel 7 ABC News, and we may get more media exposure from others this year.

**CONTACT:** Charles Hamer (aka Uncle Charlie) is the contact for all Vendors. Call or send text message to (415) 374-3553 or Email to [charlie@alohapolyfest.org](mailto:charlie@alohapolyfest.org). Any message you leave will be returned as soon as it is retrieved.

**VENUE:** San Francisco County Fair Building (aka Hall of Flowers) in Golden Gate Park, located on the corner of 9th Avenue and Lincoln Way, is the location for this year's event. Nearby attractions in the park, such as the Japanese Tea Garden and California Academy of Sciences Museum, bring heavy foot traffic from tourists and park visitors all throughout the weekend. More landmarks such as the Golden Gate Bridge, Bay Bridge, Palace of Fine Arts, Fisherman's Wharf, Downtown Financial District, Union Square, Japan Town and China Town, are only a few minutes drive or bus ride away.

**RENT:** Space fees are listed on our "Vendor Application". Food Vendors must include the payment for Health Application and Permit fees listed on our "Vendor Application". **No Drinks may be sold at any Food booth.** Food Vendors using an open-flame or petroleum gas must also include the payment for Fire Application and Permit fees listed on our "Vendor Application".

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, you will receive our "Vendor Package" that includes 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.**

**BOOTH SIZES:** "Table space" allows enough room for one 2'X6' table and 2 chairs behind. We do not provide any tables or chairs. "Single space" allows room for one 10'x10' pop-up canopy. One 2'x8' table and two chairs will be provided upon check-in. "Double space" allows room for one 10'x20' structure. Two 2'x8' tables and up to four chairs will be provided upon check-in. **With the exception of height, extending beyond the front and sides is not allowed.**

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 indoors.

**PAYMENT:** All Checks and Money Orders are accepted, made payable to "Charles Hamer" with "Aloha Poly Fest 2017" on the Reference Memo line OR you can pay online. You will 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.

**DUE DATE:** Applications and payments are accepted no later than August 15, 2017 or until spaces are filled.

**SETUP & BREAKDOWN:** Setup time on Saturday, September 2, 2017 is from 8am to 11am. Breakdown time is allowed at 6pm to be completely vacated by 8pm.

You will be able to unload and load your vehicle from the Staff Parking Lot (located behind the San Francisco County Fair Building) by entering the open gate on Lincoln Way. Handcarts are available to transport things to your Vendor space.

**PARKING:** NO PARKING is allowed inside the Staff Parking Lot. Unauthorized vehicles may be towed at the owner's expense. Vehicles will be allowed to enter the Staff Parking Lot for unloading and loading only. ALL DAY FREE PARKING is available anywhere inside or outside of the park. Be careful to read street signs for restricted hours. Spaces fill quickly in the morning, but you will be able to find space if you keep looking. FREE Shuttle buses are available all day to transport passengers to various attractions inside Golden Gate Park. Optionally, an hourly Parking Lot is located only a few steps away from the San Francisco County Fair Building.

**SECURITY:** San Francisco Recreation & Parks Staff Leader, and/or San Francisco Police Department and/or private security will be on the grounds during the event. The building will be locked overnight. You may leave your structure and merchandise overnight at your own risk.

**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 responsible for collecting and filing your own taxes.

All Food Vendors must carefully read and understand all of the following documents:

1. SFDPH Food Concessionaire Application ([www.alohapolyfest.com/vendors\\_tff\\_app.pdf](http://www.alohapolyfest.com/vendors_tff_app.pdf))
2. SFDPH TFF Operating Requirements ([www.alohapolyfest.com/vendors\\_tff\\_requirements.pdf](http://www.alohapolyfest.com/vendors_tff_requirements.pdf))
3. SFDPH TFF Concessionaire Operating Requirements & Checklist ([www.alohapolyfest.com/vendors\\_tff\\_checklist.pdf](http://www.alohapolyfest.com/vendors_tff_checklist.pdf))
4. SFFD Permit Application ([www.alohapolyfest.com/vendors\\_tff\\_fire\\_app.pdf](http://www.alohapolyfest.com/vendors_tff_fire_app.pdf))
5. SFFD Vendor Acknowledgment Receipt Form ([www.alohapolyfest.com/vendors\\_tff\\_receipt.pdf](http://www.alohapolyfest.com/vendors_tff_receipt.pdf))

**DONATION:** Anything you are able to donate is welcome, but not necessary. 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 of payment is available soon after the event if you cancel in writing on or before August 15, 2017, or if the event is cancelled any time before September 2, 2017. Half of refund is available if you cancel in writing after August 15 and before September 1, 2017. No refund is available after September 1, 2017 or if you do not 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

How do you want to receive future communication from us?  Email  Postal Mail  Telephone  Text Message

Name: \_\_\_\_\_

Business or Entity Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

List all things you will offer (attach extra sheet, if needed.): \_\_\_\_\_

Table Space (4'x6')	Fees
Sample Giveaways and FREE Raffles	<input type="checkbox"/> \$0
Non-Profit (Information only)	<input type="checkbox"/> \$50
Non-Profit (Sales)	<input type="checkbox"/> \$75
Merchandise and Services	<input type="checkbox"/> \$100
Food (Packaged only; No Merchandise)	<input type="checkbox"/> \$205 (includes Fees)
Single Space (10'x10')	
Donor, Sponsor, Entertainer, Event Service Provider	<input type="checkbox"/> \$0
Merchandise and Services (Workshops Leader)	<input type="checkbox"/> \$150
Merchandise and Services	<input type="checkbox"/> \$200
Merchandise (with Packaged Food)	<input type="checkbox"/> \$350 (includes Fees)
Food (Packaged only; No Merchandise)	<input type="checkbox"/> \$305 (includes Fees)
Double Space (10'x20')	
Merchandise and Services	<input type="checkbox"/> \$350
Merchandise (with Packaged Food)	<input type="checkbox"/> \$500
Food (using Open-Flame)	<input type="checkbox"/> \$507 (includes Fees)
Food (using Liquid Petroleum Gas)	<input type="checkbox"/> \$507 (includes Fees)
Food (using Open-Flame and Liquid Petroleum Gas)	<input type="checkbox"/> \$607 (includes Fees)

Fees paid by Food Vendors
Health Application and Permit Fees (Low-Hazard) - \$105
Health Application and Permit Fees (High-Hazard) - \$207
Open-Flame Application and Permit Fees - \$100
Liquid Petroleum Gas Application and Permit Fees - \$100
Fees paid by ALOHA POLY FEST
Health Application Fee - \$153
Open-Flame Application Fee - \$100
Liquid Petroleum Gas Application Fee - \$100
Fire Permit Fee - \$345
Fire Inspector's Fee - \$360

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

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

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

**RETURN TO:** Aloha Poly Fest c/o Polynesian Gift Hut • 499 Vienna St. • San Francisco, CA • 94112 • (415) 374-3553



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## Vendor Agreement

The authorized undersigned, at least 18 years of age, as a participant at ALOHA POLY FEST held at San Francisco County Fair Building (aka Hall of Flowers), 1155 9th Avenue in Golden Gate Park - San Francisco, California on Saturday, September 2, 2017, 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 its 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 San Francisco County Fair Building in Golden Gate Park 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, its employees or representatives.
4. The undersigned agrees not to sell any drinks (such as canned or bottled juice, soda, water, coffee 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, phone app and other promotional material only produced for and used in conjunction with ALOHA POLY FEST.
7. The undersigned agrees to allow us to publish his/her name, business name, description and contact info on any souvenir, website, phone app 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 our "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 Polynesian Gift Hut • 499 Vienna St. • San Francisco, CA • 94112 • (415) 374-3553**