**2022 VENDOR SALES INFORMATION**

Event: Northern California Ukulele Festival

When: Sunday, April 24, 2022 from 9:00am to 5:00pm

Where: Holly Community Center, 31600 Alvarado Blvd., Union City, CA 94587

Deadlines: Applications must be mailed & postmarked by **Saturday, February 19, 2022**

The Northern California Ukulele Festival Committee welcomes you to join us for the celebration of this year’s ukulele festival. Following is information for Vendors interested in applying for a booth at the Festival. **Be sure to read these documents in their entirety.**

**This packet contains:**

* 2022 Vendor Sales Information ~ for your records/do not return
* 2022 Vendor Application ~ Complete and return by mail for processing with one check for all fees.

**Please note**:

* **Vendor insurance is not required for this venue this year**
* **Vendor Dept. of Environmental Health fee/permit not required for this venue this year**
* **City of Union City license fee and license are not required for this venue this year**
* **Vaccinations, boosters and masks required at this event this year**
* **Please view our website for additional information:** [**https://www.norcalukulelefestival.org/**](https://www.norcalukulelefestival.org/)

1. GENERAL PROVISIONS

* 1. The Vendors will be open to the public from 9:00am to 5:00pm on Sunday, April 24, 2022. Vendors may start sales before 9:00am since the Vendor area is outdoors.

* 1. Vendors have access to check-in to start setup at 7:00am on Sunday, April 24, 2022. **Vehicles should enter parking lot via Union City Blvd. and proceed through parking lot for check-in an unloading.** **Due to limited space vehicle traffic will be heavily monitored. There is no staging allowed on Union City Blvd as this is a busy city street. Please note limited access may cause delays.**  Vendors agree to finish unloading supplies and remove all vehicles from parking lot areas no later than 9:00am. Parking lot unloading/loading pass is required. Refer to Section V-D. **Additional options for parking are located at the corner of Union City Blvd & Horner St, Alvarado Blvd & Union City Blvd and on Amy Pl. (L at Alvarado Blvd, U Turn at Fredi, R at Lily St).**
	2. Vendors agree to take down all displays and clean-up booth/surrounding area. Vendors will begin booth breakdown no earlier than 5:00pm and Event Staff will not allow vehicle access to Sports Center parking lot until 5pm. Vehicles with loading/unloading passes only will be allowed onto the Sports Center parking lot. **Please note limited access could cause delays.** Vehicle traffic will be closely monitored and controlled to ensure the safety of everyone.

* 1. The Festival reserves the right to cancel any Vendor booth without notice. In this case, the affected Vendor may be entitled to a refund of the booth space fee.

* 1. Vendors are responsible for booth space fees regardless of whether their materials arrive in sufficient time for the Festival. Vendors should make appropriate plans to have all materials available and ready prior to the Festival start time on Sunday, April 24, 2022.
	2. Vendors assigned to a booth will not have overhead cover and will have the option of and be responsible for providing a canopy no larger than **10’ x 10’.**

1. CHARGES

* 1. Arts & Crafts Rental

 The Arts & Crafts booth space rental fee is $75.00 which does NOT include tables or chairs (see Vendor Application for details regarding pricing). Vendors are responsible for providing tables to be used within your designated booth space. Arts & Crafts Vendors are not permitted to sell non-prepackaged food. Alameda County Department of Environment Health prohibits the sale of home-prepared foods. Arts & Crafts Vendors are not permitted to sell non-prepackaged food. The sale of home-prepared foods is prohibited.

* 1. Food Booth Rental

 The Food booth/truck rental fee is $100.00 (see Vendor Application for details regarding pricing). This fee covers a 10' x 20' space. Vendor is responsible for providing tables to be used within your designated booth space.

* 1. Vendors must provide their own water, ice, and refrigeration if required. A tap water source is available.

* 1. Use of electrical power is not available per the City of Union City. **Per the Health Department** **cooking fuel tanks must be in non-tippable containers**.

* 1. **All food Vendors using open flames or power are required to have a fully charged fire extinguisher. A multi-purpose 3-A, 40-B:C fire extinguisher is suggested.**

* 1. City of Union City is an environmentally friendly venue and **Styrofoam containers and plastic silverware are strictly prohibited.**

* 1. ‘Gray’ or ‘dirty’ water **ONLY** is allowed into the drains (solids and oils are not permitted).

* 1. Method of Payment for booth fees: personal or business checks payable to:

 Northern California Ukulele Festival.

 A $35**.00** (thirty-five dollars) fee will be assessed to each returned check.

1. REFUNDS / CANCELLATIONS / ASSIGNMENT & SUBLETTING

* 1. Vendors may cancel their reservation subject to the following conditions:

* + - Full refund if cancellation occurs on or before **March** 12**, 2022**
		- No refund if cancellation occurs on or after **March** **13, 2022**

* 1. The Festival will not issue refunds for bad weather or other conditions beyond its control.

* 1. Payments for ‘wait list’ vendors will be returned once all booth spaces sell out. Applicants will be placed on a waiting list should a booth become available.

* 1. Vendors may not assign or sublet/share their booth space without the explicit permission of the

Festival.

1. INDEMNIFICATION / INSURANCE

* 1. The Festival shall not be held responsible for any damage or loss sustained by Vendors prior to, during or after the Festival. If Vendors wish to protect themselves from loss, they should make arrangements to purchase appropriate levels of insurance prior to the event. The Festival will not provide insurance to cover a Vendor's loss.
	2. Vendors agree that in the event any claim or suit is made upon the Festival, its assignees, executors, agents, principals and/or employees as a result of any act or omission by Vendor prior to, during or after the Festival, that Vendor agrees to defend, indemnify, and hold harmless the Festival for those claims and suits, except for those claims that arise solely out of the gross negligence of the Festival.

1. IMPORTANT RULES AND REGULATIONS

 Vendors agree to abide by the rules and regulations that have been set by the Northern California Ukulele Festival for the Festival. Any violation to any of these rules could result in the cancellation of Vendor's booth without refund and/or loss of Vendor booth privilege to future Festivals.

* 1. The Vendor Application is not binding until countersigned by a member of the Northern California Ukulele Festival’s Committee or its designees. The Festival reserves the right to cancel booths not in the best interest of the Festival.

B. Food Vendors must have their **food menu** **items and pricing** approved in advance by the Festival.

C. City of Union City policies: Smoking, alcoholic beverages and animalsare not allowed on the venue premises, including parking lots and sidewalks.

D. Vendors needing vehicle unloading/loading access to Sports Center parking lot must pre-register vehicle(s) with Vendor Coordinator.

 VI. DUE DATES AND CONTACT INFORMATION

 All Vendors who participated in the previous Festival and apply by the deadline will have first priority in being assigned a booth space. After the deadline, all remaining booth spaces will be assigned to ‘wait list’ Vendors. Food Vendors who apply late run the risk of not being approved. (See Section III regarding refunds.)

Vendor Coordinator

Address: PO Box 1961, Union City, CA 94587-6961.

e-mail: stacey.ncuf@gmail.com

phone: 510-490-3930 (receives a quicker response)