



4th OF JULY CELEBRATION 2016
Vendor Information Sheet
DAY OF THE EVENT

I. SET-UP

a. Set-Up Time

FOOD VENDORS: You must be set up and prepared for inspection by 4:00 PM. Vendors will have vehicle **access for set up from 12:30 PM – 3:00 PM only.** City Staff will be available on site beginning 12:30am until close of event to answer questions.

b. Vehicles and Parking

DRIVE IN/DROP OFF PERMITS will be issued two each per group. The permit allows vendors to drive into the park on the bike path, between 12:30 PM- 3:00 PM. The permit must be displayed on your front dashboard. **Permit only valid on valid July 4, 2016**

Enter from the Veterans' Memorial Center parking lot only. Follow the path between the Tennis Courts and the west side of the Pool Building. All vehicles must exit around the east/south side of Pool Building (if your vehicle is too large to exit around the Pool Building, you may exit the way you came in giving right of way to oncoming vehicles). **Please Drive Slowly.**

Vehicles are not allowed to remain in the park without prior approval. Vehicles must be unloaded and loaded quickly (approximately 10 minutes). The Davis Police Department will issue citations to any vehicles left in the park unattended.

ALL VEHICLES MUST BE OUT OF THE PARK BY 3:00PM

c. Concession Locations

Please refer to the map of Community Park designating locations of all concessions. Wooden posts under the solar panel act as natural dividers between the large booths. Groups which have smaller booths (11' X 12') may wish to bring ropes, cones, etc. to divide their booth. Tables can also be used as dividers. Areas for concessions near the pathway and grass will be marked with paint on the day of the event.

d. Stakes

Stakes may not be driven into the ground without a Park Maintenance Worker's approval. (If not located properly, stakes could damage the underground irrigation system.)

e. Garbage

The City of Davis is aiming towards making the 4th of July Celebration a zero waste event. All vendors are requested to sort their waste into recycling, compost and trash (see attached memo). Please bring several garbage cans and can liners for your refuse. These should be placed in your booth and emptied periodically in dumpsters. (see map for location of dumpsters).

f. Tables and Chairs

All vendors must provide their own tables and chairs. Please **do not use picnic tables**; these tables are reserved for public use.

g. Decorations and Signs

Vendors are encouraged to decorate their booths in a colorful, patriotic manner. Please make large durable signs (poster board, etc.). Signs should show the name of your group, list items and prices of the items you are selling.

h. Water

There will be a faucet by the pool close to solar panel area for water. Vendors must bring their own buckets. A basic flat head screw driver will turn the water on, please have one with you.

i. Fire Inspection Info

Food vendors using open flame devices for cooking:

- 1) Shall protect the public from hot surfaces
- 2) Provide one 2-A:10B:C fire extinguisher
- 3) Provide a metal can on site for hot ashes, if using charcoal
- 4) All propane gas fire barbeques must be third party listed, such as UL or FM

II. ELECTRICITY

a. Electrical Check Setups

The City does not provide electricians to check vendors. Vendors should talk to a qualified electrician for any electrical related questions.

b. Extension Cords

The following specifications are a general guidelines for your electrical cords. Be sure to have the proper gauge cord based on your power needs. Extension cords must be grounded (3-pronged).

<u>Wattage</u>	<u>Gauge Cord Needed</u>
0-1500 watts	16 gauge cord
1501-1725 watts	14 gauge cord
1726-2300 watts	12 gauge cord

Each booth that requests electricity will have access to two outlets. Extension cords can be rented from All Star Rents and Ace Hardware.

Note on Conversion of Amps to Watts:

1 Amp = 100 watts (multiply the number of amps by 100 to get the number of watts;
e.g., 20 amps = 20 x 100 = 2000 watts)

c. **LIGHTS MAY NOT BE LEFT ON DURING FIREWORKS.**

III. TEAR DOWN/CLEAN UP

a. Location of Drain

Please do not dump water near your booth. See attached map for location of drain located in the grass, west side of the bike path, south of the Oak tree. Empty non-toxic only in this drain (water/ice/soda). **Do Not Dump Grease or Fats in this drain.**

b. Decorations and Signs

All decorations and signs must be removed. Please take them with you or dispose of them in the dumpsters.

c. Cleanup Charges

Groups are responsible for cleaning their area thoroughly before leaving. If additional clean-up is needed, vendors will be charged for the time it takes to have the area cleaned.

Any vendor that fails to clean their area will NOT be allowed to participate in the future.

d. Scheduling Your Take Down

Vendors are encouraged to keep their booths open all day. If you choose to close earlier you may do so. If you choose to close early remember that **Vehicles are not allowed to drive on the bike paths within the park again before 10:30 PM.** There are no exceptions to this rule.

If you decide to take your booth down **before 10:30 PM**, you will be responsible to walk the contents of your booth out of the park. **After the fireworks**, vendors must wait until the crowd has dispersed (**approximately 10:30 PM**) to bring their vehicle into the park. **DRIVE SLOWLY.**

IV. EMERGENCIES: Dial 758-3600 on a cell phone (911 to Davis PD from cell phone)

a. Emergency announcements can be made at the main stage by the Master of Ceremonies. Please find a City Employee working the event if an announcement needs to be made.

b. Emergencies may be reported to any of the several uniformed City Police Officers or City Park Staff on duty during the event. There will be an information booth/first aid booth available in the Community Pool building.

V. FIRST AID/LOST & FOUND (including lost children)

a. First aid will be available in the Community Pool Building. The area will have a sign and the location of the booth is marked on the vendor map. Lost and Found (including lost children) will also be handled at this booth.

VI. CANCELLATIONS

a. Approved vendors that fail to cancel **30 days prior to the event** will not be allowed to sell concessions following year.

VII. FOURTH OF JULY EVALUATION

a. An evaluation form will be mailed to you after July 4th. Please take the time to complete the form and return it to our office. Your input is greatly appreciated!

NOTE: *All vendors are expected to follow the guidelines outlined above in a professional manner. Following the guidelines and cooperating with all staff will allow you to participate in future 4th of July events. Thank you in advance for your cooperation in making this a wonderful event for all.*