

*31st Annual
Pescadero
Arts & Fun
Festival*

When: August 19 & 20, 2023
Where: I.D.E.S Grounds
Pescadero, California
Why: Community Involvement &
Showcase for Local Art,
Crafts, Entertainment &
Country Cooking
How: Fill out & return Application

VENDOR APPLICATION

DEADLINE FOR ALL APPLICANTS: JUNE 15, 2023

The Pescadero Arts and Fun Festival is a Not for Profit 501(c)3 organization dedicated to raising funds for local youth, providing the community a FUNdraising opportunity, and showcasing local art and artists.

TO APPLY: Please read and complete following application sections:

<u>ALL VENDORS:</u>	<u>FOOD VENDORS ONLY:</u>
The following Documents make up the completed application, due June 15, 2023	Please submit the following required forms to PAFF by July 15, 2023*
<input type="checkbox"/> Initialed R&R and Acknowledgement	<input type="checkbox"/> Food Permit
<input type="checkbox"/> Booth Fee	<input type="checkbox"/> Food Permit Fees
<input type="checkbox"/> Completed Vendor information	<input type="checkbox"/> Food Handling Quiz
<input type="checkbox"/> Insurance Waiver	<i>*Please see FOOD VENDOR section.</i>
Enclose Check payable to PAFF	
MAIL TO:	
PAFF, c/o Jury	
P.O. Box 528, Pescadero, CA 94060-0528	

APPLICATION & SELECTION CRITERIA

- **Wares must be handmade by the applicant, direct employer, related group or organization.** Third party resale of manufactured and/or imported goods conflicts with our mission, with few exceptions.
- **All New and Returning vendors interested in participating must submit a COMPLETED application.**
- **All applicants must include booth fees at this time.** * Fees explained on next page.
- **Accepted applicants' checks will be deposited** by June 30, 2023, or within 90 days of receipt, whichever comes first. **
- Applications must include five or more photos of your work. **DO NOT** send samples of your work.
- Please include your name on all photos.
- If you wish photos to be returned, include a self-addressed stamped envelope with enough postage to cover cost of return.
- **All applicants will be juried**, regardless of previous participation.
- **Application does not guarantee acceptance.**
- **DEADLINE FOR ALL APPLICANTS: JUNE 15, 2023**
- It is your responsibility to comply with this deadline. Your understanding and cooperation are appreciated.
- All applicants will be notified of acceptance or non-acceptance by June 30.

** Booth fees are non-refundable for accepted applications. Checks will be destroyed if application is not accepted.*

***There will be a fee of \$35 for returned checks. *** PAFF will not be held liable for bank fees charged to applicant if applicant cancels their check, or for insufficient funds at time of check deposit.*

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BOOTH INFORMATION

2023 Standard Booth Fees:

	Received by June 15, 2023	Received after June 15
Non- Residents:	\$200	\$225
Local Residents:	\$150	\$175
Local nonprofits:	Exempt	Exempt

(Local: Pescadero, La Honda, San Gregorio & Loma Mar)

- **Standard Booth spaces are 10x10** (100 sq.ft.). Booths exceeding this dimension must be stated on their application for further review/placement. If approved, additional fees will apply. There is no multiple space discount. Please contact us for more information.
- **Booth space assignments will be given at check in.**

RULES & REGULATIONS

<u>Festival Hours</u>	<u>Set Up</u>
Saturday, August 19, 2023 – 10:00 a.m. to 6:00 p.m. Sunday, August 20, 2023 – 10:00 a.m. to 6:00 p.m.	Friday, August 18, 2023 – 12:00 p.m. to 6:00 p.m. Saturday, August 19, 2023 – 7:00 a.m. to 9:00 a.m.
<u>Break Down</u>	
Sunday, August 20, 2023– 6:00 p.m. to 9:00 p.m.	

GENERAL INFORMATION

1. Absolutely **NO PETS** on grounds during festival.
2. All vendors must bring adequate change! No central change booth available.
3. Booth assignments are subject to change if necessary. We appreciate your understanding and cooperation.
4. **All vendors must comply with state and local laws regarding the consumption of controlled substances and vehicle operation. We ask you to practice common sense when consuming substances which may pose an unnecessary risk to yourself or the community.**
5. **Absolutely NO outside alcohol is permitted on festival grounds.**
6. **Absolutely NO illegal substances permitted on festival grounds.**
7. **NO overnight camping on festival grounds.**
8. Failure to adhere to the Festival Rules and Regulations could result in non-approval for next year's event.

INITIAL

BOOTH DESIGN AND DISPLAY

1. All booths must be self-supporting structures.
2. NO modifications of any kind may be made to any buildings or utilities, including any electrical or plumbing.
3. Absolutely NO nails, tacks, or staples into any buildings or structures.
4. NO tape or adhesive of any kind on buildings
5. Digging holes is not permitted.
6. All booths must be maintained throughout the Festival, kept clean, and operated by a responsible adult at all times.
7. Vendors must attractively and creatively provide complete displays. No tackiness will be tolerated.

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8. Displays may not exceed the dimensions of the designated booth.
9. Displays may not impede walkways.
10. Displaying items by spreading them on the ground is not permitted.
11. No 'Bargain' or slashed price 'Sale' signs are permitted.
12. **Electrical power is limited.** If your booth requires power, you must state and describe the usage on the application. Priority will be given to those with need. **GENERATORS ARE NOT PERMITTED.**
13. Vendors must provide their own UL Approved cords and lighting fixtures. Runners must be used to cover any cords over which the public will be walking. All electrical cords must be heavy-duty, 3-prong 12-gauge grounded cords, minimum 50' length.
14. All items displayed at event must be the same type and quality as presented to festival organizers at jurying.
15. No drug paraphernalia may be sold on Festival grounds.

INITIAL _____

FOOD VENDORS

1. **All vendors serving food or beverages must have and conform to San Mateo County health permits.**
2. **Permit applications and fees from accepted food vendors are due to PAFF July 15th, 2023.**
3. **All vendors involved in cooking must provide their own fire extinguishers.** All food vendors will be checked for compliance on Saturday.

INITIAL _____

BOOTH BREAKDOWN

1. Show hours must be adhered to. Leaving early will make the show look incomplete. Exceptions will be made for emergencies and must be approved by the festival organizers.
2. Booths may not be disassembled until 6:00 p.m. on Sunday.
3. Entertainment and festivities run late on Sunday Evening and guests tend to linger and mingle. For public safety, we do not allow vehicles on the grounds during this time.
4. **Have your booth/property packed down and ready to load prior to driving onto grounds. Vehicles will not be permitted on grounds until guests have vacated the premises and a PAFF Staff member opens gates. Actual time is subject to STAFF discretion.**
5. The festival grounds will close at 9:00 p.m. on Sunday. All vendors must be out at that time. There will be no security on Sunday night.
6. All debris must be removed from the grounds or put into appropriate containers by vendor.

INITIAL _____

VEHICLES ON GROUNDS

1. **NO VEHICLES WILL BE ALLOWED ON THE GROUNDS AT ANY TIME ON SATURDAY.** If you need to drive onto the grounds to set up, please arrive between 12-6pm on Friday.*
2. **NO VEHICLES WILL BE ALLOWED ON THE GROUNDS SUNDAY EVENING UNTIL ALL FAIR GOERS HAVE LEFT.** You may breakdown your booth and use a hand truck to carry out your booth starting no earlier than 6pm.*
3. **To bring your vehicle on the grounds:** you must first completely break down your booth and have it ready to pack into your vehicle. Once you are ready, check in with the vendor coordinator. Once they verify you are ready, they will give you a pass to show the person at the gate.

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4. Trailers are not permitted on the grounds until all other vendors have cleared out.
5. **PLEASE BE PREPARED TO BRING A DOLLY OR CART TO TRANSPORT – LIMITED DOLLYS/WAGOND WILL BE AVAILABE TO BORROW.**
6. **CARS PARKED IN UNPERMITTED AREAS MAY BE TOWED.**

INITIAL _____

VENDOR INSURANCE

1. Beginning 2022, PAFF Festival Organizers require each participating vendor to submit a certificate of coverage from your liability insurance provider, naming “The Pescadero Community Foundation- Pescadero Arts and Fun Festival” as additional insured in the amount of one million dollars, for the duration of the event.
2. Due to set up and take down scheduling flexibility, this is from **Friday, August 18 through Sunday August 20.**
3. This requirement is in addition to the submission of the signed liability waiver.
4. **Please DO NOT insure your booth for PAFF until AFTER your application has been approved. PAFF will not be liable for repayment of fees if application is declined.**

INITIAL _____

ACKNOWLEDGMENT

I, (*printed name*) _____, acknowledge that I have read and agree to abide by the **Rules and Regulations** set forth by the **Pescadero Arts and Fun Festival Committee**, and that my participation in this event is contingent upon my submission of the required documents.

Vendor Signature

Date

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VENDOR INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

EMAIL: _____

WEBSITE: _____

*Preferred contact method: Email Phone Postal Mail

**unmarked preferences will default to email. Please enter the domain @pescaderoartsandfunfest.org in your email safe senders list to avoid missing email updates.*

BUSINESS / ORGANIZATION NAME: _____

NOT FOR PROFIT? (check primary activity): Public Awareness Child/Family Activity

RESALE PERMIT # (PERMIT REQUIRED): _____

TYPE OF ART, CRAFT, FOOD or ACTIVITY: _____

DESCRIPTION OF ART FORM/TECHNIQUE/PROCESS: Attach additional pages if necessary. _____

PRICE RANGE: _____

BOOTH SIZE: (Please select accurate spacing): 10x10 10x15 10x20 Other

Explain: _____

ELECTRICAL ACCESS: Not Applicable Preferred Required

Explain requirement: _____

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***LOCATION PREFERENCES:** Please circle all that apply.

**Every effort will be made to honor requests for specific booth sites. However, no guarantees are made that the space requested will be available. Priority will be given based on need and to applications submitted on time. Please contact us for more information.*

Same location as last year / Somewhere else / Anywhere is fine Sun / Shade

Corner / End / Between Central to Entertainment / Quiet area

Other: _____

VEHICLE INFORMATION

Please complete the following section with information pertaining to the vehicle(s) you will be using to transport goods on festival grounds. This information will be used to contact you in any event regarding your vehicle. Please notify us in the event your vehicle information changes or if a rental is used for festival purposes.

PRIMARY VEHICLE LICENSE PLATE: _____ YEAR: _____

MAKE _____ MODEL: _____ COLOR: _____

SECONDARY VEHICLE LICENSE PLATE: _____ YEAR: _____

MAKE _____ MODEL: _____ COLOR: _____

OTHER VESSEL (i.e. trailer) LICENSE PLATE: _____

VESSEL DESCRIPTION: _____

SIGNATURE: _____

DATE: _____

Mail to:
PAFF, c/o Jury
P.O. Box 528, Pescadero, CA 94060-0528

Enclose Check payable to PAFF

Please direct application questions to
650-879-0610 or vendors@pescaderoartsandfunfest.org
www.pescaderoartsandfunfest.org

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PARTICIPANT INSURANCE WAIVER

Thank you for your interest in participating in the 30th Anniversary Pescadero Arts & Fun Festival. We look forward to a fun-filled weekend

As a participant in the Festival, vendors are responsible for the safety and contents of their booth. Vendors are also responsible for providing a safe environment in and around their booth area (i.e., no loose wires, no loose building supplies, etc.). Food vendors are required to have operating fire extinguishers in their booth.

The festival organizers have asked the Sheriff's Department to provide frequent coverage along Stage Road during the Festival. Ultimate responsibility for booth security and valuables are borne by the vendor and festival organizers are not responsible for any lost or stolen items.

There will be a first aid station available during Festival hours.

Please carefully read the paragraph below. In addition to your certificate of coverage, in order for you to participate in the Festival, the form below must be signed and returned with your application to:

PAFF
P.O. BOX 528
PESCADERO, CA 94060-0528

AS A PARTICIPANT IN THE 31st ANNUAL PESCADERO ARTS & FUN FESTIVAL, I AGREE TO WAIVE ANY CLAIMS AGAINST I.D.E.S. OR THE FESTIVAL ORGANIZERS ARISING OUT OF THIS EVENT WHATSOEVER DUE TO ANY NEGLIGENCE, CONDUCT OR INTENTIONAL ACTION(S).

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

DAYTIME PHONE: _____ **EVENING PHONE:** _____

EMAIL: _____

SIGNATURE: _____

DATE: _____