

SATURDAY, JANUARY 29 & SUNDAY, JANUARY 30, 2011

CHECK-IN PROCEDURES:

8:00-10:00AM, Balboa Park

Important! All vendors must be ready to operate at 10AM, an hour before the festival opens at 11AM.

Non Food Vendor must arrive between 8AM to 10AM to use unloading zone on festival premises. After 10AM non-food vendors will not be allow to enter the premises to unload.

- Refer to Friday, January 28 check-in procedures
- **Reminder:** Use appropriate loading zones before 10AM, check-in at Vendor Gate before 10AM to get wristbands and additional tickets. After 10AM no wristbands or additional tickets will be distributed.

CHECK-OUT PROCEDURES:

EARLY CHECK-OUT:

- Consult a Vendor Chair for early check-out.
- Gather all belongings and clean-up all trash before leaving.
- Return the one (1) table and two (2) chairs to Vendor Gate and make sure it is documented. Vendor Chairs or assigned festival personnel will personally inspect each booth. **Note:** Any unreturned, undocumented, or damaged items (tables, chairs, tent, grass) will be deducted from the \$200 deposit.
- **Important!** Do not leave without checking-out with a **Vendor Chair**. The \$200 deposit will be returned at check-out after the final inspection. If any vendor misses this opportunity or forgets to pick up their deposit, contact a Vendor Chair immediately to make arrangements to pick-up deposit by 7PM, January 30, 2011.

CHECK-OUT: Sunday, January 30, 5:00-7:00PM

- At the end of the festival gather all belongings and clean-up all trash
- Return the one (1) table and two (2) chairs to Vendor Gate and make sure it is documented. Vendor Chairs or assigned festival personnel will personally inspect each booth. **Note:** Any unreturned, undocumented, or damaged items (tables, chairs, tent, grass) will be deducted from the \$200 deposit.
- **Important!** Do not leave without checking-out with a **Vendor Chair**. The \$200 deposit will be returned at check-out after the final inspection.

Vendor Team	Caroline Le	Kim Le
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6th Annual San Diego Lunar New Year Tet Festival 2011

Balboa Park – January 28th, 29th, and 30th

presented by

Vietnamese American Youth Alliance
(VAYA)

Liên Hội Tuổi Trẻ Việt Nam San Diego

P.O. Box 5757, San Diego, CA 92165

Phone (619)320-8292 Fax (858) 863-4123

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NON-FOOD VENDOR CHECK-IN & CHECK-OUT PROCEDURES

Booth Name:

Contact:

Booth #:

WELCOME 2011 NON-FOOD VENDORS,

2011 TET FESTIVAL DATE & TIME:

Friday, January 28, 2011 5PM-10PM
Saturday, January 29, 2011 11AM-10PM
Sunday, January 30, 2011 11AM-5PM

Balboa Park, San Diego
(Corner of Park Blvd and Presidents Way)



Vendor Checklist:

- Completed and turned in Vendor Application and signed Vendor Contract
- Turned in booth fee, \$30 trash fee and \$200 refundable deposit
- Copy of Check-In and Check-Out Procedures
- Copy of VAYA Tet 2011 Layout
- Booth number and location
- Wristbands for booth workers (5 max.) or tickets for additional workers

THURSDAY, JANUARY 27

EARLY UNLOADING PROCEDURE:

5:00-7:00PM, Balboa Park

All vendors may begin set-up as early as Thursday afternoon between 5PM and 7PM to unload and set up. This is a great way for vendors who would like to avoid the festival's traffic on opening day early Friday afternoon. There will be over night security **each** night to watch vendors' items. We do not provide screens/panels to cover the entire booth. Each vendor is responsible for providing extra protection for their booth (ie. large tarp to cover sides).

Notify one of the Vendor Chairs if you are interested in early unloading by **Wednesday, January 26, 2011**. Please provide a time window in which you will be unloading on Thursday so that we may ensure you will be guided to the correct booth location and be able to check out necessary equipments (one (1) table, two (2) chairs), wristbands, etc.

Note: Do not move to or overtake other booth sites that are not yours during anytime of the festival. A penalty fee of \$100.00 will be deducted from your deposit.

FRIDAY, JANUARY 28, 2011

CHECK-IN PROCEDURES:

1:00-4:00PM, Balboa Park

Important! All vendors must be ready to operate when the festival opens at 5PM.

Non Food Vendor must arrive between 1PM to 4PM to use unloading zone on festival premises. After 4PM non-food vendors will not be allow to enter the premises to unload.

ARRIVAL:

- **Before 4pm:** Turn into Presidents Way and follow signs to vendor unloading zone. Vendors will be directed towards San Diego Air & Space Museum to **UNLOAD ONLY**. (Available volunteers will be present to help with unloading and transporting upon request.)
- After unloading, move vehicle other parking sites such as the Organ's Pavilion parking lot or across the street in the main lot. **Note:** Any vehicle parked within perimeter without a permit will be towed at owners expense.

CHECK-IN at Vendor Gate:

- Come to Vendor Gate to sign-in and obtain wristbands or buy additional tickets (5 max. wristbands per festival day, 5 max. additional tickets)
Note: After the Vendor Gate is closed off at 4PM, no more wristbands nor additional tickets will be distributed.
- A volunteer will help direct each vendor to their designated booth(s). **Make sure there is one (1) table, two (2) chairs, and working electricity. Let a Vendor Chair know if anything is missing before 5PM or you will be responsible for any missing items.**

Throughout the festival's operating hours, Vendor Team, volunteers, and festival personnel will be in circulation around food and non-food vendors to further assist and address any problems/concerns. Volunteers will not be accountable for any responsibilities given to them by vendors. Any major decisions must be advised by Vendor Chairs only, any other statements will not be acknowledged.