



42nd Annual Cypress Community Festival

Booth Vendor Policies & Procedures

OCTOBER 6TH & 7TH – OAK KNOLL PARK
2023 THEME: SADDLE UP CYPRESS

BOOTH VENDOR POLICIES AND PROCEDURES

BOOTH CATEGORY DEFINITIONS

Artisan/Craft Booth <i>Section 800</i>	Hand crafted or artistically altered items by you, the vendor. Food is prohibited. Note: Submission of pictures are mandatory for artisan/craft applications.
Business Expo Booth <i>Section 700</i>	A business, partner, or independent representative, including direct sales representatives (i.e. Cutco, ColorStreet, Mary Kay, Paparazzi Jewelry, Tupperware, etc.), offering or promoting a product or service.
Food Booth <i>Food Hall / Section 400</i>	All food vendors are responsible for completing and submitting any and all documents required by the Orange County Health Department, prior to the event, and must be self-contained. A Health Department Representative will inspect all food booths at the festival. Food booths will be coordinated by the Cypress Community Festival Booth Coordinator.
Chili / Salsa Booth <i>Section 200</i>	Any business, organization or individual whose booth will only service chili and/or salsa tasters to the public for free as a donation to the community. No sales of chili and/or salsa will be allowed. Each booth shall comply to OC Health Care Agency requirements (to be provided to all booths in advance). Booths will supply (1) taster of either chili and/or salsa to members of the public who have purchased a ballot from the Festival Committee.
Kids / Game Booth <i>Section 600</i>	Any business or organization whose booth is geared towards children and will be placed in the children's area. Game booths are managed by and benefit a non-profit organization in the Children's Area.
Independent Specialty Booth <i>Section 800</i>	A home-based business, without a logo, and has no affiliation to a commercialized entity or subsidiary, providing a service, or goods, and subsequently conduct the service or exchange of goods during the festival. Any products or services from a retail location (permanent or temporary), where customers can walk in (or up) to and purchase goods or services will be considered a Business Expo booth vendor. Note: Submission of pictures are mandatory for independent specialty booth applications.
Information Booth <i>Section 300</i>	A non-profit organization providing information only; not selling or promoting a product or service.

BOOTHS

All booths are a 10' x 10' space. Vendors must provide their own table(s), chair(s), and canopy. Booths are available on a first-come first-serve basis. The booth committee has the right to prohibit any item(s) of the artisan/craft merchandise that is not approved to be hand crafted or artistically altered by the vendor. Vendors will be asked to remove such items. All applications will be reviewed to determine the vendor's business meets the criteria described in the definition above. Only items on the approved application can be sold. **SPACES ARE LIMITED.** Vendors will only be accepted until capacity is reached.



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BOOTH FACILITATOR

Business Expo booths are facilitated by a representative of the Cypress Chamber of Commerce. Artisan/Craft, all Food, Game, Independent Specialty, Information and Non-Profit booths are facilitated by the Cypress Community Festival Booth Coordinator.

CANDLES/INCENSE

Due to safety issues, burning of candles or incense is prohibited.

DESCRIPTIONS

Descriptions of each item to be sold is required. Photos are required for artisan/craft and independent specialty booths. Only the items described on the approved application are to be sold.

DUPLICATION

Duplication of individual food among the food vendors and artisan/craft vendors may occur. However, business expo vendors will not be duplicated. The Cypress Community Festival Association, Inc., reserves the right to limit duplication of product services.

ELECTRICITY

Electricity is available, upon request, on a first-come first-served basis, for an additional fee of \$40 per outlet, due at the time of registration. Business Expo Booths 749-770 include electricity at no extra cost. Exhibitors and food vendors using electricity are encouraged to bring a heavy-duty extension cord, at least 50 feet. **GENERATORS ARE STRICTLY PROHIBITED.**

FIRE EXTINGUISHER

All vendors cooking or using materials that require fire or gas **MUST** have a fire extinguisher in their booth at all times. Vendors must provide their own extinguishers.

LITERATURE

Dissemination of any literature is limited to the confines of the booth that the individual or organization has rented.

LOADING/UNLOADING/PARKING

One loading/unloading permit pass will be included in the final vendor packet, along with a map and parking instructions. Final vendor packet will be sent by regular USPS mail, at least one week, prior to the festival. Assistance is not available for loading or unloading of equipment. Business Expo and all Food Vendor booths will set up beginning 9:00 AM and vehicles must be cleared from the Business Expo and Food Hall area by 11:30 AM. The Arts & Crafts, Information and Specialty Vendor booths will set up beginning 9:00 AM. **All vehicles must be cleared from the festival grounds by**



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11:30 AM. All Vendors must clear the grounds by 9:30 PM. Vendors are expected to stay for the duration of the Festival. *Vendor parking is limited and available on a first come, first served basis at the designated off-grounds parking area located at Morris Elementary School, 9952 Graham St, Cypress, CA 90630.*

REFUNDS/CANCELLATIONS

Requests must be made in writing and mailed to the appropriate booth facilitator. Refund requests must be post marked by September 9, 2021. **Refunds requested after this date will be made on a case-by-case basis.**

SIGNAGE

Vendor signage is not included. Each vendor must provide their own signs. Signs may not be larger than the booth. Signs should identify the type of activity or food, and the sponsoring organization. Letters must be a minimum of 2" in height.

WAIVER

The *Cypress Community Festival Waiver, Release and Indemnity Agreement* must accompany each application. Any applications received without the signed waiver will be considered incomplete and not processed until the signed waiver is received.