

*Northern California*  
**UKULELE FESTIVAL**

**2023 VENDOR SALES INFORMATION**

Event: Northern California Ukulele Festival  
When: Sunday, April 30, 2023, from 10:45am to 5:00pm  
Where: Logan High School, Center for the Performing Arts, Union City, CA 94587  
Deadline: Applications must postmarked or received via email by **Saturday, January 28, 2023**

The Northern California Ukulele Festival Committee welcomes you to join us for the celebration of 27 years of the 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:**

- 2023 Vendor Sales Information ~ for your records/do not return.
- 2023 Vendor Application ~ Complete and return by mail/email for processing with one check or pay via Venmo for all fees.
- 2023 Alameda County Environmental Health form/link (food vendors only) ~ Complete and return with Vendor Application for processing. DEH link is included on Vendor Application form. Original signature is required on application.

Please note ~ The festival is using a new insurance company (Hub International Insurance Services / <https://www.hubinternational.com/programs-associations/event-insurance/>) which requires each vendor to submit for and obtain insurance on a vendor's behalf. As the New Haven Unified School District requires insurance, each vendor must obtain a certificate of insurance that meets the requirements listed in section IV, C of this document. Insurance for Vendors is required and the fee must be included with the Vendor Application fees. If a vendor is able to provide a certificate of insurance with coverage of (per the Unified New Haven School District website):

- \$2,000,000 general aggregate
- \$1,000,000 personal and advertising injury
- \$1,000,000 each occurrence limit
- **The New Haven Unified School District must be named as additional insured**
- **Northern California Ukulele Festival and its volunteers must be named as additional insured**

**I. GENERAL PROVISIONS**

- A. The Vendors will be open to the public from 10:00am to 5:00pm on Sunday, April 30, 2023. Vendors may start sales before 10:00am since the Vendor area is outdoors.
- B. Vendors have access to check-in to start setup at 8:00am on Sunday, April 30, 2023, **(access to H Street prohibited before 8:00am)**. **Vehicles should enter parking lot via Syracuse St and proceed through lot to H Street. Due to limited space on H Street vehicle traffic will be heavily monitored. Please note limited access may cause delays.** Vendors agree to finish unloading supplies and remove all vehicles from H Street areas no later than 10:00am. H Street unloading/loading pass is required. Refer to Section V, D.

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- C. Vendors agree to take down all displays and cleanup booth/surrounding area. Vendors will begin booth breakdown no earlier than 5:00pm and Event Staff will not allow vehicle access to H Street before 5:00pm. Vehicles with loading/unloading passes only will be allowed onto H Street. **As with Vendor setup, due to the limited space only a few vehicles will be allowed onto H Street at a time. Please note this may cause delays.** Vehicle traffic will be closely monitored and controlled to ensure the safety of everyone.
- D. 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.
- E. 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 30, 2023.
- F. 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'**. Bring materials necessary to balance tables and displays due to uneven surfaces and prepare for all types of weather, including wind.

## II. CHARGES

### A. Arts & Crafts Rental

The Arts & Crafts booth space rental fee is \$100.00 which includes 2 chairs (see Vendor Application for details regarding pricing). Vendors are responsible for providing tables to be used within designated booth space. Arts & Crafts Vendors are not permitted to sell non-prepackaged food. Alameda County Environmental Health prohibits the sale of home-prepared foods.

### B. Food Booth Rental

The Food booth rental fee is \$120.00 (see Vendor Application for details regarding pricing). This fee covers a 10' x 20' space and 2 chairs. You are responsible for providing tables to be used within your designated booth space.

- C. Vendors must provide their own water, ice, and refrigeration if required. A tap water source is available onsite.
- D. Use of electrical power is not available since the premises are not properly equipped. **Per the Health Department cooking fuel tanks must be in non-tippable containers.**
- E. **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.**
- F. Logan High School is an environmentally friendly venue and **Styrofoam containers are strictly prohibited.**
- G. 'Gray' or 'dirty' water **ONLY** is allowed into the drainage systems via the drains (solids and oils are not permitted).

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H. Method of Payment for booth fees: checks payable to: Northern California Ukulele Festival or via Venmo

A \$30.00 (thirty dollars) fee will be assessed to each returned check.

### III. REFUNDS / CANCELLATIONS / ASSIGNMENT & SUBLETTING

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

- Full refund if cancellation occurs on or before **February 25, 2023**
- No refund if cancellation occurs on or after **February 26, 2023**

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

C. 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.

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

E. Alameda County Health Permit fees are non-refundable.

### IV. INDEMNIFICATION / INSURANCE

A. 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.

B. 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.

C. Vendors agree to submit a Certificate of Insurance for event date and include the following:

Additional Insured: 1. New Haven Unified School District

34200 Alvarado-Niles Road, Union City, CA. 94587

2. Northern California Ukulele Festival and its volunteers

Failure to provide the required Certificate of Insurance by due date revokes this agreement. There will be no refunds. Certificate must be post-marked by Saturday, January 28, 2023, and mailed to: Northern California Ukulele Festival, Attn: Vendor Coordinator PO Box 1961, Union City, CA 94587-6961.



## V. 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.

- A. 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. **Submit completed Alameda County Environmental Health Permit Application with your Vendor Application and fees.**
- C. School Policies: Smoking, alcoholic beverages and animals are not allowed on school premises, including parking lots and sidewalks.
- D. Vendors needing vehicle unloading/loading access to H Street areas must pre-register vehicle(s) with Vendor Coordinator.
- E. Between 10am and 5pm foot traffic only is allowed. This means moving vehicles with wheels are not permitted (i.e., cars, trucks, motorcycles, bicycles, skateboards, etc.). To ensure the safety of the public, nothing should move faster than a walking pedestrian.

## 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 and/or assessed an additional fee by the Alameda County's Environmental Health Department. (See Section III regarding refunds.)

Vendor Coordinator  
Address: PO Box 1961, Union City, CA 94587-6961  
e-mail: [stacey.ncuf@gmail.com](mailto:stacey.ncuf@gmail.com)  
phone: 510-490-3930 (receives a quicker response)