



**CELEBRATE CLAREMONT  
FAMILY FESTIVAL**

**BOOTH PARTICIPANT REQUIREMENTS AND RULES  
FOR A SAFE AND PRODUCTIVE FESTIVAL EVENT**

(Updated May 2010 – Subject to change)

- **PARKING** - All Booth Participant vehicles less than 7-feet in height will park on the 4<sup>th</sup> floor of the First Street Parking Structure. Vehicles higher than 7 feet will park on the 1<sup>st</sup> floor. Each Booth Participant is allocated just **one parking space** in the Parking Structure, including all booth personnel. Booth staff with additional vehicles must park in Metrolink parking. Booth Participants must provide transportation for their staff from Metrolink parking to the event. No parking on any adjacent public streets or other public parking lots is allowed for any Booth Participant vehicles.
- **SALES TAX** – All Booth Participants that sell products or services determined to be taxable under State law shall charge sales tax and report it to the **State Board of Equalization** at intervals specified by the Internal Revenue Service. It shall be reported specifying that the taxable income was generated in the City of Claremont.
- **GROSS SALES REPORTING/SUPPLEMENTAL PAYMENTS** – Booth Participants shall report gross sales weekly to the Festival Manager located at the Sponsor Booth and will pay monies owing, if any prior to leaving Festival grounds. They will further specify a) revenues and b) sales tax collected.
- **OBEY LA COUNTY RULES** - As applicable to participant: Follow all regulations of the Los Angeles County Departments of Health and Agriculture.
- **GROWERS & FOOD VENDORS** - Keep Grower's Certificate, Health Department Permit and Sellers Permit on display at your booth at all times.
- **DRESS CODE** - To ensure a Festival look worthy of the City of Claremont, Booth Participants will refrain from wearing clothing that is dirty or torn, or that displays skin between and including the armpit and the knee. Clothing may not display images or verbiage inappropriate to a family audience.
- **NO SMOKING** - Out of courtesy for our guests and regard for youth attendees, the Festival is a smoke-free environment. Thank you for your cooperation.
- **NO ALCOHOLIC BEVERAGES** - The consumption or sale of alcoholic beverages or open containers of alcoholic beverages are strictly prohibited on Festival grounds.
- **NO PETS** - City and County codes disallow pets from Festival Grounds. Attraction animals (e.g. petting zoo, ponies) are to be kept within areas specifically designated by the Event Manager at all times during the Festival.
- **OBEY EVENT MARSHALS** - Booth Participants will be expected to comply with instructions from the Event Manager and Marshals, including instructions for set-up and tear down, and emergency procedures.
- **BOOTH SET UP** - Booth Participants are responsible for providing items required for booth setup, including **10x10 canopy(ies)**, a **50-foot grounded electrical cord**, minimum **lighting** of 100 watts (maximum 200 watts), and an **identifying banner**. Optional items include but are not limited to tables, chairs, merchandise, informational materials, specialty equipment.
- **CLAREMONT BUSINESS LICENSE DISPLAY** – All Booth Participants with businesses based in Claremont will visibly display their City of Claremont business license towards the



front of their booth. The business license should not be obstructed from plain sight of patrons passing the booth.

- **ADDITIONAL ELECTRICAL** – Booth Participants must provide an extension cord and minimum of 100 watts of booth lighting. Electrical usage that exceeds 200 watts must be approved in writing by the Event Manager.
- **SAFE EXHIBIT AREA** – All booths areas must be safe and free of tripping, fire, stacked heavy objects, and all other hazards.
- **AMBASSADOR** – It is encouraged that Booth Participants act as positive ambassadors for the *Celebrate* Claremont Family Festival by telling friends and family about the event and urging participation. Booth Participants will also be called upon to assist in enforcing the Festival's Code of Public Conduct.
- **ATTENDANCE** – If you will be unable to participate during one or more week of your festival Block, as a courtesy, please give the Event Manager 24-hour notice if at all possible so adjustments may be made to the event site plan. We're sorry that missed nights cannot be credited or refunded.
- **CLEANLINESS, TRASH REMOVAL** - All Booth Participants must arrive at the Festival with a trash receptacle sufficient to contain all the trash they and their patrons will generate at the event. Upon the close of the Festival, participants are to thoroughly clean their booth area, and pack out their own trash. Receptacles provided by the Festival are for use by the public ONLY. Dumpster containers in the Festival area are private and cannot be utilized by Booth Participants. Deposit of refuse by a Booth Participant into a private dumpster without express written permission is expressly forbidden and may result in exclusion from the event without a refund.
- **HOURS** - Festival hours are specific. Booth Participants shall arrive for set-up at 4:00 p.m., and must be ready to operate by 5:00 p.m. All Booth Participants need to begin break-down promptly at 8:00 p.m. and complete breakdown and clean-up by 9:00 p.m. To maintain the look and feel of the festival, no Booth Participants will be allowed to break-down prior to 8:00 p.m.
- **BOOTH PLACEMENT** - Locations will be utilized to the greatest advantage for the Festival. Although the Event Manager will work to honor participant requests for specific booth space, management reserves the right to place participants.
- **GUEST RELATIONS** – Festival Management is committed to providing a high-quality customer experience for attendees to the Celebrate Claremont Family Festival. Booth Participants will be expected to set aside personal issues that might distract from providing excellent service and being fully considerate of our Festival guests.
- **ENFORCEMENT** – Festival Management shall enforce all Rules and Regulations in a fair and equitable manner.
- **KEEP CURRENT** - To ensure continuous participation, submit all required materials and make timely payment of your participation fee.
- **FAILURE TO COMPLY** with any of these Rules and Regulations, to engage in unlawful behavior on Festival grounds during Festival hours, or to behave in a manner inconsistent with a high-quality experience for guests or that creates safety concerns will be grounds for suspension or dismissal from Festival participation and with no credits or refund.