



## Vendor Agreement Form

You must provide your own tables, chairs, canopy/tent, equipment, power, etc. **No electricity is available.** **DO NOT ATTEMPT TO USE ANY ELECTRICITY AT UTILITY POLES OR YOU WILL BE ASKED TO LEAVE THE EVENT.** Although we discourage booths requiring electricity, you may bring a **WHISPER-QUIET GENERATOR** to supply power. Placement of the generator must take safety and courtesy to neighboring booths and businesses on Main Street into consideration. **DO NOT ASK BUSINESSES FOR USE OF THEIR ELECTRICITY ON THE NIGHT OF THE EVENT.**

**PDA RESERVES THE RIGHT TO MONITOR THE SOUND AND AIR QUALITY TO ENSURE THAT THE NOISE LEVEL AND/OR FUMES EMITTED DO NOT DISTURB OR INTERFERE WITH OTHER VENDORS, BUSINESSES, OR ATTENDING PUBLIC. IF WE DETERMINE THAT SOUND AND/OR AIR QUALITY IS AN ISSUE, YOU WILL BE ASKED TO SHUT THE GENERATOR OFF.**

- **DO NOT ASK MERCHANTS TO USE RESTROOMS.**
  - Permanent public restroom facilities are located at First & Angela Streets
  - Portable restrooms will be located in the parking lot behind the Museum on Main

### **SET UP:**

- Space numbers are located on **ROUND BRASS DISCS** located between the double yellow lines in the **CENTER** of Main Street. If your booth is located in an intersection where there are no yellow lines look for the round disc. **Ask for assistance from Block Captain Volunteers if necessary.**
- **FOR PLACEMENT OF BOOTH -. DO NOT TAKE UP MORE THAN YOUR ALLOTTED SPACE.**
- **BOOTHS WILL BE SET UP IN SECTIONS, WITH SOME BOOTH FRONTS FACING EAST AND SOME FACING WEST TO INCREASE PEDESTRIAN TRAFFIC ON BOTH SIDES OF MAIN STREET.**

If your booth number in the box above includes an "E" (i.e. 100-E), this means that the front of your booth should be **FACING EAST**. If your booth number includes a "W" (i.e. - 101-W), this means that the front of your booth should be **FACING WEST**. The discs do not reflect the east/west directions.

**NOTE: THE MAP DOES NOT SHOW INDIVIDUAL BOOTH SPACES.**

- **Set up begins at 9:00AM with an event start time of 11:00AM**
- **Main Street will be closed to all vehicular traffic.** You will need to unload your items from your vehicle on one of the side streets and carry them in. Please refer to the map to locate your nearest side street.
- **It is your responsibility to find parking on available streets in the surrounding area**
- Booth set up should be completed by **10:45am.**

### **DURING EVENT:**

- **DO NOT LEAVE YOUR BOOTH SPACE TO PASS OUT MARKETING MATERIALS, APPROACH POTENTIAL CLIENTS, GATHER SIGNATURES, ETC. YOU MAY BE ASKED TO LEAVE THE EVENT IF YOU DO NOT RESPECT THIS RULE.**
- **If you are selling or giving away any food or beverages, including pre-packaged candy and drinks, the PDA Event Coordinator must be aware and you must have a health permit AND a booth which meets the Alameda County Environmental Health Services requirements.** Contact Alameda County Environmental Health Services, 510-567- 6700 if you have questions, require information and/or a "Health Permit Application for Food and Beverage Booths at Temporary Events".

**CLEAN UP:**

- The event ends at **3:00pm**.
- **DO NOT** dismantle, take down or leave your space prior to 3:00pm.
- **NO VEHICLES ARE ALLOWED ON MAIN STREET as the street will remain closed to vehicles until Sunday**
- All equipment must be removed from the street

**PLEASE TAKE EVERYTHING WITH YOU AND LEAVE YOUR SPACE AND SURROUNDING AREA IN A CLEAN AND SAFE CONDITION.** Do not leave helium tanks, broken tables, chairs, racks, etc.

**PLEASE DO NOT leave garbage (food & beverages) in the street. Do not use trash receptacles for empty boxes, etc.**

**If we find that your booth space is left in an unclean or unsafe condition, you may not be allowed to participate in any remaining events. NO REFUND(S) WILL BE GIVEN.**

**FYI:**

- **NO BOOTH LOCATION CHANGES WILL BE MADE THE NIGHT OF THE EVENT.**
- Block Captains assigned to your block will be on-site to assist you. Look for them (**YELLOW SAFETY VESTS**) to answer any questions or concerns you may have during set-up. .
- **NO REFUNDS. NO EXCEPTIONS.**

\_\_\_\_\_ (Initial Here) I agree to all terms and conditions as listed above.

\_\_\_\_\_ (Initial Here) I acknowledge that there are no refunds for this space rental.