



Navigating Festival Compliance

Hierarchy for Festival Operations and Compliance:

- **Lafayette Police Dept**
- **Chamber Exec Director, Sara Regan**
- **Chamber Staff and Committee Leads**
 - **ALL** should be wearing a light blue polo shirt clearly identifying them as the Festival Team and most likely a Chamber name badge.
- **CCC Health Dept & Contra Costa County Fire Protection District**
- **ABC** California Department of Alcoholic Beverage Control
- **City of Lafayette**

Road Closures :

- **Private Parking Lots: Use begins as early as 8:00 AM for staging and building out tents. White Barn Home, Fiesta Lane, Uncle Yu's, BMO, etc...**
- **Parking Lanes and Metered Spots:**
 - **No parking starts at 4:00 PM**
 - **Cars will be towed if left in metered parking spaces.**
- **7:00 PM Sharp – Road Closures:**
 - **Dewing to Moraga Road on Mt Diablo Blvd**
 - **Lafayette Circle**
 - **Oak Hill access**
 - **North Thompson**

- **Vehicle Staging:**
 - You are welcome to stage your vehicle in the BART lot until the police give the okay to enter the festival footprint.
- **Road Closure Procedure:**
 - Once the roads are closed and the area is secured, the police will invite vehicles to enter at the Dewing entrance on Mt Diablo Blvd.
- **Admittance Protocol:**
 - **ONLY** the police can authorize security to grant admittance.
- **Timing Recommendation:**
 - We encourage you to wait until after 10:00 PM on Friday night to avoid being stacked up while waiting to enter.



- ### Festival Map Legend
- TICKET/GLOSS BOOTHS - BLUE SIGNS
 - WINE BOOTHS - RED SIGNS
 - BEER BOOTHS - YELLOW SIGNS
 - FOOD BOOTHS & TRUCKS
 - WATER STATIONS
 - ENTERTAINMENT STAGES

- PORT-A-POTTIES
- FIRST AID
- ATM MACHINE
- BART SHUTTLE STOP
- INFORMATION/LOST & FOUND



Map originally created by The Grapevine
 Map not to scale. Subject to change.

Lafayette BART Station, Vehicle Parking, Shuttle Bus Stops, Bike Valet

Take BART or park your car in the free Festival BART parking lots. Walk or take the free shuttle buses to the Festival! Bike Valet is located at 81 Lafayette Circle.



Thank you to our Shuttle Bus Sponsors



www.lafayettfestival.com

www.facebook.com/lafayettfestival

[@lafayettfestival](https://www.instagram.com/lafayettfestival) #lafayettfestival

Load-In and-Load Out :

- **Gate Instructions**
- **Vendor Packets – read and highlight your BOOTH #.**
- **Enter Gate at Dewing Ave.**
 - Be polite to security guards and volunteer.
 - Review your map.
 - Drive straight to your spot. Marked in paint on the street or with a placard if it is a Chamber booth.
 - Don't block your neighbor's space.
 - Stop. Unload. Leave a friend with belongings. Go park car outside footprint at BART.
- **ALL Vehicles must be OUTSIDE the footprint be 8:15am Saturday morning for fire inspection.**
- Be sure to remove all garbage and recycling, both nights when leaving.
- **Same protocols on loading out Sunday night. Enter festival footprint at Dewing once the police okay. You are welcome to walk stuff or use carts out anytime immediately at 6pm. Do NOT try to slide in any vehicles.**

Police & Security :

- **NO outside alcohol permitted at any time.**
- **NO smoking within the festival footprint.**
- **Police Chief and Sara sign our ABC application.**
 - **One permit for** entire festival footprint.
 - **NO money or financial transactions** in any Beer, Wine or Ticket Booth.
 - **NO money can be exchanged for donations or raffle tickets** in any Beer, Wine or Ticket Booth.
 - **NO one under 18** in any Beer, Wine or Ticket Booth.
- **If you are a non-profit running a raffle, please submit a copy of your state filing for the Dispatch Binder.**
- **YOU are on camera!**
- **Safety Precautions**
 - **First Aid kits are available in every ticket booth.**
 - **CERT will be set up in front of Bedazzled** (near Starbucks)
 - **Dedicated EMT and Fire Truck onsite in front of Safeway.**
 - **We have dedicated 911 number for the festival based on your location within the footprint.**
- **“See Something, Say Something”**

Important Information for Accepting Credit Card Payments :

1.Credit/Debit Cards Accepted.

2.Additional Fees: A % processing fee will be added to all credit card transactions.

3.Customer Disclosure:

- Inform your customers about the additional % processing fee **before** completing the transaction.
- Clearly display signage about the additional fee at your booth.

4.Receipts: Ensure all customers receive a receipt, either printed or digital.

Reporting Sales Tax:

- 1.Sales Tax Collection:** You are responsible for collecting sales tax on all taxable items sold.
- 2.Tax Rate:** The applicable sales tax rate for this event is **X%** (insert local sales tax rate).
- 3.Reporting:**
 - Accurately report and remit collected sales tax to the appropriate tax authority.
 - Keep detailed records of all sales and taxes collected for your records and reporting purposes.