

Vendor Setup and Guidelines for a Successful Art and Wine Festival

- **Lafayette's Art and Wine Festival will be held September 23 and 24, 2023.**
- **All vendor booths are expected to be open both days, 10-7pm on Saturday and 10-6pm Sunday.** No unattended booths. And no leaving early.
- The **festival will be held rain or shine.** Sorry, but there will be no refunds due to inclement weather.
- **Footprint Setup starts Friday September 22nd – usually between 9-10pm and is open until 8am Saturday, September 23rd.** Vehicles will be allowed into the footprint for set up, only after the footprint has been secured and our Lafayette Police Sergeant gives the “all clear” to proceed. No exceptions.

All vehicles will enter at Dewing Avenue on Mt Diablo Blvd. Know your booth space as you will be guided to turn down either the north or south of Mt Diablo. Traffic runs in one direction. If you choose the wrong side, you must proceed all the way out at Moraga Road, then go back up and around to start over. Make sure any team members helping know the setup.

You may wish to wait until morning, the entry will be open until 8am Saturday as noted. At this time, all vehicles must exit the footprint. The CCC Fire Inspection begins at 8:15am prompt and all vendor vehicles must be gone.

- **Vendor Parking** – please see attached festival parking map. We ask all vendors to try to use the BART lot closest to Deer Hill Road in the upper right quadrant of the map. Please be respectful of our parking relationship with BART
- **Vendor spaces are 10x10** unless specifically noted in your contract. Your booth space will be numbered on the street or curb when you arrive. Your canopy or tent must fit within your marked vendor booth space. Please bring weights if needed for your canopy. You are not permitted to tie your canopy to landscaping. Vendors are required to supply their own tables, chairs, linens, and materials. Do not remove table and chairs from general areas for your own use.
- Booth locations are not guaranteed, and last-minute changes, although we try hard our hardest and it is unlikely, they may be made at the discretion of festival management when necessary. You will be notified immediately if this is the case.
- **All displays, merchandise, equipment, and staff must be contained within the assigned booth space.** No amplified music or walkway solicitation is allowed. Staff or personnel must be always within an arm-length of the tent. Please note this will be strictly enforced. Be respectful of your neighbors.
- Walking the grounds to sell merchandise or hand out fliers is strictly prohibited.
- **Activity Booth Vendors** who offer an interactive experience for festival attendees. Examples include: henna, photo booths, caricature artists etc. The sole operation of your booth must be the activity you were preauthorized for.

- **ELECTRICITY is limited to specific locations and must be preapproved.** Personal “whisper quiet” generators may be approved if use compliance is met. If needed, vendors must pre-pay for electricity and must supply their own extension cords (minimum of 25 feet) to reach the access point.
- **Vendors, their staff, employees, and agents must comply with all vendor policies, fire codes, laws, ordinances, and regulations pertinent to health, fire prevention and public safety.** Failure to comply may result in expulsion from the event without a refund.
- Vendor agrees to allow the Chamber of Commerce and the City of Lafayette to take photos of the booth and products during the event. Photos taken may be used for marketing and promotions.
- General overnight festival security is provided on Friday and Saturday night; however, the Lafayette Chamber is not responsible for any lost, stolen, or damaged goods. Please take any valuables with you overnight.
- The assigned booth space must be occupied and be open during regular festival hours (10-7pm Saturday and 10-6 pm Sunday). If the Exhibitor does not occupy the agreed to space, the Chamber is expressly authorized to occupy the said space in a manner deemed best for the interest of the festival with no refunds or allowances to the vendor.
- **Vendors may not sublet or allocate booth space to anyone else.**