Vendor Setup & Guidelines

FESTIVAL DATES & HOURS

- **Saturday, September 19** – 10:00 - 7:00 PM
- **Sunday, September 20** – 10:00 - 6:00 PM
- **Mandatory Attendance**: Booths must be open both days for the full hours
  - **No early tear-down and no unattended booths**
  - Non-compliance = exclusion from future festivals
- Rain or Shine – No refunds for inclement weather

SET UP & VEHICLE ACCESS

Setup Window

- **Friday, September 18** - 9:00 PM to 8:00 AM Saturday
- Entry begins **only after** Lafayette Police give the OK

Vehicle Entry Route

- Enter from **Dewing Avenue on Mt Diablo Blvd**
- Know your **booth number** in advance
- You'll be guided to turn **north or south** on Mt Diablo
  - If you enter the wrong side → proceed all the way out at Moraga Road and loop back

Saturday Morning Setup

- Entry allowed until **8:00 AM sharp**
- All vehicles **must exit** by 8:15 AM—**no exceptions**
- **CCC Fire Inspection** begins at 8:30 AM – no vehicles in footprint

PARKING

See **Festival Parking Map** (on festival website)
Vendors are allowed to park in the **BART lot near Deer Hill Road** (upper right on map)
Please respect our parking agreement with BART

BOOTH SPECIFICATIONS

- Standard size: **10' x 10'** unless noted in your contract
- Booths will be **numbered on street/curb** upon arrival
- **Must fit entirely within your marked space**
- **Required:**
  - Canopy/tent weights (no tying to landscaping)
  - Your own tables, chairs, linens, and materials
- **Not allowed:**
  - Taking tables/chairs from general areas
  - Amplified music or walkway solicitation
  - Selling or handing out flyers outside your booth space

DISPLAY & STAFFING

- Keep **all displays, merchandise, and staff** within your assigned booth
- A staff member must be **within arm's reach of the booth** at all times
- **Be respectful of neighboring booths**

Specialty/Activity Booths (facepainting, photo booths):

- The sole activity must be what you were **pre-authorized for**

ELECTRICITY & EQUIPMENT

- Limited electrical access – **must be pre-approved & prepaid**
- If using power: bring **min 25 ft extension cord**
- "Whisper-quiet" generators must be preapproved with compliance

POLICIES & COMPLIANCE

- Follow all **vendor policies, fire codes, laws, ordinances, and health/safety regulations**
- Booth location changes may occur at the discretion of festival management (you will be notified immediately if so)
- Vendors may **not sublet or share** booth space
- Lafayette Chamber & City of Lafayette may photograph booths/products for marketing use
- **Security provided overnight** (Friday & Saturday), but Chamber is not responsible for lost, stolen, or damaged goods Take valuables with you

FAILURE TO OCCUPY BOOTH

If you do not occupy your booth during festival hours, the Chamber may reassign the space without refund

IMPORTANT LINKS

- Festival Website: https://lafayettefestival com/
- Booth Information: https://lafayettefestival com/booths/