

U.C. CELEBRATION 2018 BOOTH APPLICATION

Dear U.C. Celebration Prospective Participant:

Wednesday, July 4, 2018, University City will hold its 29th annual Independence Day celebration at Standley Park. We hope you will be a part of the day's festivities. We are anticipating that this 29th Anniversary year will be an especially exciting summer highlight! The entire event is planned and executed with support of community volunteers, with the important support of neighborhood merchants, entrepreneurs, and entertainment.

Attached is the U.C. Celebration Booth Application to reserve your space for a booth or activity. The booth prices will remain the same as last year for Early Bird participants. Early Bird booth prices are in effect for registrations received **by May 26, 2018!** Note that your check should be payable to the order of **SPRC (Standley Park Recreation Council)**. Booth positions will be assigned on a first-come, first-served basis. Please submit your completed application with payment in full as soon as possible to receive the Early Bird price and select a space best suited to your needs.

Attached is a list of booth-related Rules and Procedures. Be sure to read them carefully!

The UC Celebration begins at 8:00 a.m. and ends with the headline entertainment from 5:00 to 7:00 p.m. Plan to arrive at Standley Park to set up your booth or activity between 9:00 a.m. and 11:00 a.m. Celebration Committee members will be glad to assist you in finding your booth/activity location. Please note that motor vehicles may not be driven beyond the parking lots.

Non-food booths and activities operate from 11:00 a.m. to 4:00 p.m. All equipment and supplies must be removed by 5:00 p.m., when the final concert begins. Booths selling food may remain open until 7:00 p.m. We will be providing a 3-compartment sink to assist food vendors in complying with Health Department Regulations, as the Rec Center's kitchen will not be available during the event.

Vendors serving food are required to pay an extra \$20 for the added service, health permit costs, and extended hours. In addition, food vendors **must have an off-premises food service permit** required by the San Diego County health department.

If you have any questions, please do not hesitate to contact me. I look forward to seeing you on the 4th of July!

Sincerely,

Jemma Samala
4th of July U.C. Celebration Committee Co-Chair
jemmasamala@gmail.com

4th of July U.C. Celebration

Standley Park Recreation Council

RULES AND PROCEDURES

- 1) Booth space positions will be assigned on a first-come, first-served basis. Booth spaces are approximately 10' x 10'. Vendors may request specific booth space by space number, however, such request does not guarantee securing requested space.
- 2) If electricity is needed, up to two outlets may be requested at an additional cost of \$15.00 per outlet. Booths requiring electricity will be placed on spaces most convenient to connection. We cannot be held responsible for power failures.
- 3) You must bring your own canopies, tables, chairs, heavy-duty extension cords and generators, if needed. Balloons are not permitted. Music or announcements from your booth cannot interfere with event performances and announcements.
- 4) No motor vehicles will be permitted beyond the parking lots. This is a safety regulation of the Park and Recreation Department and **MUST** be enforced.
- 5) In view of item (4) above, you must provide your own non-vehicular means of transporting equipment between the parking lot and your booth space.
- 6) Please unload in the Standley Recreation Center parking lot, then park your vehicle(s) in the Standley Middle School or Spreckels Elementary School parking lots. Vendors may not remain parked at the Rec Center or pool parking lots after unloading.
- 7) Your application form must specifically describe your booth activities and list the items you will be selling.
- 8) Each booth must have a sign displaying the name of the organization and/or sponsor, and, if applicable, the price of the activity or item(s) offered. Booths may begin operation earlier but must be open by 11:00 a.m.
- 9) Booths selling food are subject to San Diego County Health Department inspection. Protective screens are required where food is prepared. Operators of booths selling food must pass county requirements for food handling. **The Celebration Committee is not responsible for obtaining health permits for vendors.**
- 10) To avoid duplication, food vendors must specify on the booth application **all food items they will be selling.** They will be restricted to only those items.
- 11) Non-food booths must close at 4:00 p.m. and be removed by 5:00 p.m. Booths selling food may remain open until 7:00 p.m.
- 12) To insure that there is no misunderstanding, please bring a copy of this page with you to the Celebration.

4th of July U.C. Celebration 2018

Standley Park Recreation Council

U.C. CELEBRATION BOOTH APPLICATION

BEFORE May 26, 2018: Non-Profit/Civic \$45.00; All Others \$90.00

AFTER May 26, 2018: Non-Profit/Civic \$65.00; All Others \$120.00

Use one form per booth/activity.

Name of Organization/Business: _____	
Contact Person: _____	
Mailing Address: _____ _____	
Email Address: _____	
Telephone Number: _____	
Describe your booth/activity: _____	
Is electricity required?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, # of outlets (2 max, add \$15 per): _____
Will you be serving food?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, add \$20. Please specify <u>all</u> food items you plan sell at this event.

Who is responsible for obtaining health permit (name/phone # if different from above)? _____	

"I have read the 4 th of July UC Celebration regulations and request a booth/activity space on July 4, 2018"	
_____	_____
Name (printed)	Signature

- **Please review the 4th of July UC Celebration regulations carefully prior to submitting your application.**
- To reserve space for your booth or activity, complete the above application form and send with your entry fee to (including electricity charge, if applicable) to:
Standley Park Recreation Council
Attn: UC Celebration Committee
3585 Governor Drive
San Diego, CA 92122

Make your check payable to SPRC (Standley Park Recreation Council)

Any returned check will be charged a \$30.00 fee