

VENDORS FRIDAY LOGISTICS

FRIDAY (10/19)

12pm~6pm: Vendors Set Up (please see online logistic page for your specific booth number & designated vendor sign-in time)

<https://www.socalvegfest.org/vendor-info/>

CHECK-IN

What's my booth number & which row? Please download see on logistic page under <https://www.socalvegfest.org/vendor-info/>

INDOOR SPONSORS/VENDORS

(Rows A ~ J : Please check-in at the side of Costa Mesa building)

- a) Park in the vendor parking lot first
- b) Come grab your vendor envelope
- c) Check-out your table/chairs for the booth
- d) Carry table/chairs into the building, a volunteer will help you find your booth if you come at the designated time. Set up your table/chairs. Make trips if needed.
- e) Cart in rest of your booth set up

NOTE – only INDOOR vendors receive tables/chairs (unless you have rented extra from us).

OUTDOOR SPONSORS/VENDORS

(Rows K ~ S) : Please check-in on the side of the fence area.

You can drive in & unload your things.

- a) Pick up your envelope at the check in table
- b) Keep driving in – one way system (1 way IN and 1 way OUT)
- c) A volunteer will guide you along the way to your booth
- d) Unload time = 20 mins MAX

VENDOR BADGE:

To be picked up on Friday 10/19 during your vendor check in time.

GETTING EXTRA Staff Passes - for NON FOOD VENDORS only -

****If during the event**, you can purchase with CASH FOR \$5 at the VEGFEST OFFICE.

STAFF PASS/BADGE

Vendor You must display your VENDOR badge at all times to enter the festival
Saturday – we will be setting up as early as 7am. Vendor/Staff Check-In desk will be at the side of Costa Mesa Building

Sunday – we will be setting up as early as 9am. Vendor/Staff Check-In desk will be at the side of Costa Mesa Building

PARKING PASSES:

----- **What if I absolutely can not come on Friday to set up & pick up the parking passes?**

If you do not pick up the passes on Friday, you can come set up early Sat

morning @ 7:00am. However, please note that you MAY need to pay \$8 for daily General Admission parking & park at General Admission parking lot. SCVF have no control when the Venue Parking Staff decide to begin selling parking. You will need to cart in your things from a parking lot that is much further away.

** Food vendors: please note that the health inspectors are arriving between 8:30~9am. If you are NOT ready, you will not be allowed to begin at 11am as they will need to circle back to you for check up.

PARK IN STAFF/VENDOR PARKING LOT:

ONLY people with the given vendor parking hang tags (picked up on Friday or pre-paid shipping) can have access to the staff/vendor parking lot. Otherwise, will need to park in the General Admission Parking Lot & pay \$10 per car per day.

BUY ADDITIONAL PARKING PASSES

Limited quantities of parking passes are available for sale: \$10 per parking pass, CASH only at VEGFEST OFFICE

ELECTRICITY

Can I purchase addition electricity tomorrow or during the event times?

Today is the last day to purchase power (under 10 amps).

BUY ADDITIONAL TABLE/CHAIRS

Can I purchase additional tables/chairs tomorrow or during event times?

Sorry, the deadline to rent has passed.

OVERNIGHT SECURITY

The Festival will be secured within fences & locked building. The venue will have security guard onsite.

SATURDAY (10/20) SET UP

CHECK IN AREA FOR STAFF

Same as Friday for the designed Indoor **vs** Outdoor Vendors. Outdoor vendors will **NOT** be able to drive in to unload anymore besides the FoodTrucks. All things will need to be carted in.

If You are a Food Vendor:

Food/Equip Setup – come as early as **7am** to set up your food & booth.

Health Permit Inspection – be ready by 8:30am

HAND WASHING STATION (filling up your igloos with hot water) – Between 7:45~8:30am.

There are 2 scullery/locations to fill up your igloos/handwashing station really fast.

See the attached map for the outdoor (purple dot) or outdoor location (blue dot)

** please note that festival staff **WILL NOT** be able to help you carry your igloo to/from the sculleries. We are very short on staff with volunteers during early Saturday morning.

** If you need refills during the festival, please use the 3 compartment sink**

** You may ONLY dump waste water into the 3-compartment sink**

FOOD VENDOR ALLERGEN DISPLAY will be provided on Friday and Saturday morning

Print Your Health Inspection List for Saturday morning:

<http://www.ocfoodinfo.com/tff#Checklist>

Kitchen Sink assignments – see the previous sent email on Health Department Updates

Buy Ice

During Event, Ice will be sold ONLY at the VEGFEST OFFICE. \$10 per 20lb bag.

VIP LINES - RESTAURANT VENDORS

There will be a stanchion created to separation between VIP (left line) vs regular (right line) attendee lines. At the Service Windows – we will give you a sign to hang up as indication of VIP FAST LANE line. VIPs will always be the first one to receive their orders on the front of line – right after serving the customers.

FOOD VOUCHERS COLORS

ONLY RESTAURANT vendors will accept the food vouchers

Pink Vouchers = Saturday usage

Blue Vouchers = Sunday usage

LINE OF COMMUNICATION

BEFORE THE FESTIVAL BEGINS, IF THERE ARE ISSUES:

FOOD Vendors - Contact Health Permit Event Coordinator: Laura

You can call/text Rebecca, Office Manager at (949) 726 - 2613.

Let her know of your:

- Booth name
- Booth number
- Issue
- Contact Number

Your issue will be addressed in the order received.

NON-FOOD Vendors - TEXT Maryam (714) 402 - 5629. Let her know of your:

- Booth name
- Booth number
- Issue

Your issue will be addressed in the order received.

VOLUNTEERS

Lilac Color Shirt – Staff members

Orange color – Regular volunteers

DURING THE FESTIVAL BEGINS, IF THERE ARE ISSUES:

During the Festival Hours, if you have an issue, please go to VEGFEST OFFICE to report your concerns. Your issue will be addressed in the order received.

SUNDAY (10/21) SET UP

CHECK-IN AREA FOR VENDOR

Same as Saturday and come as early as 9am.

Side door/Fence will be close by 10am - you can then only come through Main Entrance (Costa Mesa Building).

Please have your badges ready.

TEAR DOWN

Begins at 6pm.

RESTAURANT VENDORS

Please come to the VegFest office to turn in your food vouchers.

Reimbursement will be done through partial refund of your booth

payment before November 6th. You **MUST** turn in the food vouchers during/right after the festival in person otherwise **NO** late vouchers will be accepted and thus no reimbursements will be given.

