

We are excited to have you all!

SoCal VegFest (SCVF) is happening less than 18 days away!!

This packet contains Setup, Check-in and Teardown information for INDOORS VENDORS (Rows A, B, C, D, E, F, G, H, I and J).

Please read through very carefully:

**Venue Directions** (see Map) on [website](#).

- Exit 405 on Fairview
- Left on Arlington (East direction)
- Enter the OC Fair & Event Center at Gate 4

**Friday Oct 18th is the official setup date.**

We have about 200 vendors! Please follow these procedures for an easy flow. Time slots have been assigned to booth rows.

***Please arrive to set up during your corresponding time slot.***

**SETUP TIMES:**

Non Food Vendors: **Friday Only**

Food Vendors: **Friday:** *Setup display, tent, and kitchen.* **Saturday:** *Setup food.*

Food Trucks: **Please arrive between 7~8 am on SATURDAY.**

FRIDAY - Oct 18th:12pm~6pm	
<p><b>VISIT</b>  <a href="https://www.socalvegfest.org/vendor-info/">https://www.socalvegfest.org/vendor-info/</a>            Please check the booth placement map for directions and for your booth letter/number.</p>	<ul style="list-style-type: none"> <li>• 12pm-2pm: Rows H, I, J</li> <li>• 2pm - 4pm: Rows D, E, F</li> <li>• 4pm-6pm: Rows A, B, C</li> </ul>
<p><b>WHAT TO BRING</b></p>	<p>Dollies/cart            Extension Cords</p>
<p><b>CHECK-IN</b>            Please check-in on the side of the fence area.</p>	<ol style="list-style-type: none"> <li>(1) Park in the <u>Festival Asphalt</u> and walk to the <b>Costa Mesa Building</b> - proceed to the CHECK-IN desk. NO drive-in allowed for indoor buildings</li> <li>(2) A staff member will review vendor procedures with you &amp; give you a vendor package.</li> <li>(3) Once checked-in, you will receive your assigned number of table(s) and chairs (please check for your set up time). There is a CHECK-OUT desk for the table(s)/chairs that you signed up for in your paid application</li> </ol>

	<p>(4) Volunteers will be wearing GREEN-colored t-shirts with the "SoCal VegFest" logo. They will help guide you to the right location. SCVF Staff will be wearing PURPLE-colored t-shirts.</p> <p>(5) ALL vehicles must be OFF the grounds by 7PM on Friday night. Please plan accordingly.</p>
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**General Guidelines:**

- Food Vendors: **DO NOT** bring any food on Friday to set up at your booth unless you have previously bought food storage space with SCVF.
- We will provide a refrigeration truck for prepackaged food items for an extra fee of \$130/pallet size. Please contact us asap if this service is needed. Space is very Limited!
- NO Tents allowed indoors

**SATURDAY - Oct 19th: 7am ~ 11am SETUP**  
**SUNDAY - Oct 20th: 9am ~ 11am SETUP**

<b>SETUP TIME</b>	<p>Saturday Setup begins AT 7:00 A.M</p> <p>(1) Bring Food/beverage for the day.</p> <p>(2) You must be fully setup for the health inspection <b>by 9:00 A.M.</b> We have about 100 food booths for inspection. It will be a very busy morning for health inspectors. <b>IF</b> you are not ready for the inspection <u>by 9:00 am</u>, the health inspector <b>will not</b> be able to circle back to approve your booth until all other booths that are ready are inspected first. Hence, you may not be able to open until after the festival starts. Please keep in mind, SoCal VegFest is NOT responsible for any tardiness.</p> <p>Sunday Setup begins at 9:00AM.</p>
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<b>PARKING (see Map for Parking)</b>	<ul style="list-style-type: none"> <li>• The Festival Asphalt/Campground parking will be closed to access by 9am on Saturday morning. This space does get filled up fast in early morning.</li> <li>• By 10am on both Saturday and Sunday, ALL cars need to be OFF the festival site and in a parking spot. Fences will be closed up by 10am.</li> <li>• You must have a Parking Hangtag in order to park in the vendor parking lot (Festival Asphalt, Campground + LOT E)</li> <li>• The gate to regular vendor parking area (Festival Asphalt/Campground) will be closed down by 11am due to full parking. All Overflow vendors will be guided to park in Lot E.</li> <li>• Your personal vehicle needs to be OFF the festival site by 10am.</li> </ul>
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<p><b>PARKING (see Map for Parking) con't</b></p>	<ul style="list-style-type: none"> <li>If you didn't park in a stall in the Festival Grounds (vendor parking lot), you are required to move your car or get towed. Once Festival Grounds parking is filled up, you will need to park in LOT E &amp; F (attendee parking lot). So please make sure that you park in a stall EARLY on!</li> <li><b>NO</b> parking in the fire lanes/sidewalk.</li> </ul>
<p><b>Your Required Handwashing Stations</b></p>	<p>Insulated Water Handwashing Stations: You will need to provide your own 5-gallon insulated container with warm water (~100 degrees) for hand-washing purposes ONLY. You must bring your own catch bucket, soap dispenser and paper towels.        We will begin to fill up the igloos with hot water as early as 7:15 am. (see <b>2 RED Circles</b> on map for fast hot water fill up areas)</p>
<p><b>OPEN FOOD (TFFII/Cat2)</b></p>	<p>YOU will have access to a 3 compartment sink - Provided by SCVF - please see map for your assigned sinks</p>
<p><b>ELECTRICITY</b></p>	<p>If you have purchased electricity, please bring at least a 50ft-100ft extension cord. We do not provide extension cords.</p>
<p><b>TFF CHECKLISTS</b></p>	<p><a href="#">Please check here to download your checklist for your booth: Prepackaged 1A, 1B, Category 2</a></p>
<p><b>VENDOR STAFF EXIT + RE-ENTERING FESTIVAL</b></p>	<p><b>Before 10am on Sat/Sun:</b> You and your staff can reenter/exit as needed from all doors.  <b>After 10am on Sat/Sun:</b> You and your staff member can only reenter/exit (with presence of your vendor badge) at <b>3 Blue Stars</b> (see map).</p>
<p><b>SECURITY</b></p>	<p>You can leave your setup overnight. We have overnight security on-site Friday and Saturday. The outdoor space is fenced off, and the indoor space will be locked. SCVF is not responsible for lost or stolen items.</p>

Remember that all food items need to be vegan! As a reminder: HONEY and BEESWAX are not vegan.

DO NOT BRING NON-VEGAN ITEMS. You will be removed from the festival without recourse. We take this very seriously.

### BOOTHS & BANNERS

- Each FOOD Booth must have your company name, booth number, address of your food facility and food symbols (common food allergens) written and displayed on your booth and be at least 3 inches tall in font. Banners are recommended. Can write on a poster.  
 \*Please note: SCVF does not provide Banners.

Laura: [Lauram@socalvegfest.org](mailto:Lauram@socalvegfest.org)  
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- You must bring your own food pictures, banners and signs. All signs/pictures should be large enough to be visible from a distance of 15+ft away.
- You will receive a small food allergen poster from us - displaying common food allergy ingredients in your food/samples based upon the information provided by you on your application.
- Be prepared to show a full ingredients list for your attendees. SCVF DOES NOT PROVIDE THIS.

<b>DURING THE FESTIVAL</b>	
<b>ANY ISSUES:</b>	Please report to the VEGFEST OFFICE! Your needs will be taken in the order received
<b>VENDOR STAFF exit/re-entering festival:</b>	<ul style="list-style-type: none"> <li>• Before 10am on Sat/Sun: You and your staff can reenter/exit as needed from all doors.</li> <li>• After 10am on Sat/Sun: You and your staff member can only reenter/exit (WITH the presence of your vendor badge) at <b>3 Blue Stars</b> (see map).</li> </ul>
<b>ICE</b>	You can buy ice \$10 for 20lb at VEGFEST OFFICE
<b>FOOD WASTES</b>	Please do NOT dispose your food wastes in the 3 compartment sinks. There will be trash cans provided next to the sinks throw those away so we can compost them.
<b>DELIVERIES for you FROM OUTSIDE OF VEGFEST</b>	Additional deliveries: SCVF staff must be informed of the scheduled deliveries during the event time so we can let the venue staff know if a drop off can be made.

<b>SUNDAY - OCT 20th TEARDOWN from 6:00pm ~ 8:00pm</b>	
<b>CLEAN UP</b>	Please clean up your booth area before you exit the premises.
<b>FOOD VOUCHERS</b>	Restaurant Vendors: Please turn in your Food Vouchers at the VegFest Office. You will be reimbursed within 15 days of the festival.
<b>FOODTRUCKS</b>	May NOT leave without venue security clearance of the attendees which is usually around 6:30pm.

Last year 25 stanchions went missing and the venue charged us to replace them. PLEASE help us by leaving anything leased from us.

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## SOCAL VEGFEST - TOWARDS ZERO WASTE

Dear Food Vendors:

In an effort to go green, we are banning plastic products *unless they are a PET 1 or 2*.  
**NO styrofoams allowed!**

Any other number or even no number will result in contamination of our recycling efforts.

All food waste and paper products can be composted.

Please avoid using any extras such as napkins and plastic straws if you can help it.

Please download the other document "2019 Zero-Waste" on what eco-friendly products that you can get from Costco, Smart & Final, Trader Joes, Sprouts, and Amazon.

**Thank you for making SoCal VegFest 2019 happen!**  
**We appreciate your cooperation and involvement very much!**

**Thank you,**  
**SCVF Team**