

March 11, 2009

To: Lemoore City Council

From: Michele McGee, Events Coordinator
Lemoore Chamber of Commerce

Subject: Ninth Annual Central Valley Pizza Festival

Once again, the Central Valley Pizza Festival will be a multi-day, regional event. This year's event promises to provide fun for all ages and interests starting Friday afternoon at 3 p.m., April 17th, and running through 5 p.m. Sunday afternoon, April 19th. Obviously staging of a 3-day event brings a few logistical challenges, but City staff has already been extremely helpful in addressing public safety issues. There will undoubtedly be some minor inconveniences associated with overnight street closure (like not being able to park directly in front of the ATM machine at Bank of America; however, the potential benefits to the community outweigh a few minor inconveniences.

The event will kick off Friday afternoon with carnival rides set up on the vacant property at the northeast corner of Follett and D Streets. Friday evening will also consist of a concert/entertainment event at the Depot, on the deck, from 7-10pm.

Saturday, in addition to the carnival rides, D Street will have non-stop activities and entertainment from 10 a.m. to 7 p.m., including: food and craft vendors, The Kent Family Magic Circus, Photo Contest, 3-on-3 basketball tournament, skateboard tournament, the giant 9-foot pizza, acrobatic dough tossing performances by "Jay Schuurman" who took 1st Place in the Longest Spin and 1st Place in Acrobatics, in Atlantic City 2008 and took 1st Place Acrobatics and 2nd Place in the team Acrobatic World Pizza Games 2008. "Pepperoni Village" games for kids, live entertainment with "August" from 4-7p.m., and a beer and wine garden in the afternoon and evening.

In addition to the carnival rides, vendor booths, and dancing performances, Sunday's activities will also include a Reptile Show, Photo Contest, Pizza Eating Challenge and the Pizza Olympics.

We will be providing overnight security on Saturday, as well as security for the Beer Garden area. I am anticipating that most of the vendors will want to leave their booths set up overnight, but remove the merchandise, or pack it and cover it inside the booth.

Following you will find a map indicating street closures & set-up, as well as a request list. We sincerely appreciate the role the City plays in making this event and all other events possible. Without your support, there would be no events, and Lemoore would not be Lemoore!!!

Sincerely,



Michele McGee
Lemoore Chamber of Commerce, Events Coordinator

FRIDAY

- Provide the Lemoore Chamber with a point of contact for anything that may arise throughout the event.
- Insure that Streets and Gutters are clean prior to event.
- Post signs for Street Closure/No Parking for Saturday, April 18th from 6 a.m. to Sunday, April 19th. These must be posted by 6 a.m. Friday, April 17th (24 hour advance notice)
- Distribute barricades for Saturday 6 a.m. street closures (See map)
- Deliver 25 trash barrels to the rear of Plaza Park for us to distribute Saturday morning
- Deliver 25 trash barrels to the side of Lemoore Furniture (dirt lot) for us to distribute Saturday morning
- Distribute 4 dumpsters as follows:
 - 1 – Follett adjacent to PG &E
 - 1 - Vacant Lot between Lemoore Hardware and Lemoore Real Estate
 - 1 – Heinlen adjacent to Wells Fargo
 - 1 – Behind Plaza Park
- All D Street, Heinlen and Follett (from alley's to D Street) electric outlets/extension cords are tested and on by 6am Saturday, April 18th
- Deliver the 9ft Pizza rolling frame from the City Corp Yard to the Chamber
- Bring the metal chairs from the Corp Yard to the Chamber Office Friday morning

We will be responsible for notifying Antler residents and making sure they have parking on Heinlen adjacent to the hotel.

SATURDAY

- Set up barriers at 6 a.m. – Tow cars remaining on D Street between Follett and Heinlen and Heinlen Street from the alley to D Street.
- Provide City Staff for onsite issues during vendor set up and a 10 foot ladder and any additional items they may need to fix any issues that may arise. (7-10 a.m.)
- Deliver the two bleachers from the City Corp yard to D Street in front of the Bank of America, at 7 a.m.
- Keep Plaza Park Restrooms clean and stocked throughout the event.
- Use of two VIP's throughout Saturday and Sunday for Main Staging area, in front of the Bank of America.
- Use of four additional VIP's throughout the event as security and patrol.

SUNDAY

- Keep Plaza Park Restrooms clean and stocked throughout the event.
- Use of two VIP's throughout Saturday and Sunday for Main Staging area, in front of Bank America.
- Use of four additional VIP's throughout the event as security and patrol.
- 6 p.m. Pick Up Bleachers from event and take back to the City Corp yard
- 6 p.m. Pick up the 9ft Pizza rolling frame from the Chamber and return to storage at the City Corp Yard.

- 7 p.m. have Street Sweeper come through the downtown area to clean the gutters and streets. We will take down street closure barriers as soon as it is safe to do so on Sunday (approximately 7 p.m.)

MONDAY

- Remove all barriers, barrels, dumpsters.



VENDOR APPLICATION

April 18th & 19th 2009
 (Saturday 10 a.m. to 7 p.m. and Sunday Noon to 5 p.m.)
 DOWNTOWN LEMOORE

TYPE OF VENDOR (check one)

Lemoore Chamber Member ONLY

Vendor / Business Name: _____ Contact Name : _____
 Address: _____ City: _____ Zip: _____
 Business Phone: (____) _____ Cell: (____) _____ Fax: (____) _____
 Email: _____ Website: _____
 Non-profit IRS# _____ Health Department Permit # _____

Please include prices (or attach list). Only listed items will be allowed for sale in your booth: (continue on a separate piece of paper if needed) PLEASE PRINT CLEARLY

List all electrical equipment to be used at event. It is **IMPORTANT** that the following information is complete and absolutely correct (continue on a separate piece of paper if needed):

Equipment Description	Amps	Voltage	Watts
		110	
		110	

PLEASE MARK APPROPRIATE BOX

TYPE OF VENDOR	FEES*	TOTAL FEE TO BE PAID
Chamber Member	\$ 50.00	
Electricity	\$ 25.00	
TOTAL COST		\$

By signing the Vendor Application and Agreement, you expressly agree to waive any right to recourse or to demand refund or claim damages. The interpretation of all rules and regulations is the sole responsibility of the Lemoore Chamber of Commerce (LCOC) and all decisions of the LCOC shall be final and enforceable. The undersigned has read the event regulations which are hereby part of this contract and by signature below agrees to adhere/abide by them. I realize if I, my company, or any of my workers or contractors violate any of the regulations, I will automatically forfeit my vending space, the opportunity to sell products/services, and that I will not receive a refund of fees. The undersigned also certifies that he/she is authorized 1) to execute on behalf of the group and 2) accept legal process on behalf of the group. The undersigned acknowledges that all information submitted in this application is correct, and agrees to indemnify and hold harmless LCOC and building owners, tenants and the City of Lemoore from all damages, liabilities, cost and expenditures, including attorney's fees and costs of defense, which may arise from the undersigned's use of the streets during the event.

Signature _____ Date _____
 If you wish to pay by VISA or MASTERCARD PRINT NAME AS IT APPEARS ON CARD: _____
 CREDIT CARD # _____ - _____ - _____ - _____ EXPIRATION DATE: ____/____/____
 CARD HOLDER SIGNATURE: _____ DATE: _____

DEADLINE FOR ALL APPLICATIONS APRIL 3, 2009
Make checks payable to Lemoore Chamber of Commerce or LCOC.
Mail this completed application with your payment to
LCOC, 300 E Street, Lemoore, CA 93245

VENDOR / EVENT REGULATIONS

(PLEASE INITIAL EACH AS YOUR ACKNOWLEDGEMENT OF EACH REGULATION)

1. _____ **VENDOR SPACE FEES- this a TWO Day Event** 10 a.m. to 7 p.m. Saturday, April 18, 2009 and Noon to 5 p.m. Sunday, April 19, 2009.
 - Lemoore Chamber Member \$ 50.00
2. _____ Special request (e.g. Booth location, proximity to other vendors, etc...) should be made on this application but are not guaranteed or implied.
3. _____ Booth size is 15x12 feet on the street. Vendors occupying more than 15x12 foot space must reserve two spaces.
4. _____ Absolutely no sharing of booth space with other vendors.
5. _____ The event will occur rain or shine, fees will not be refunded due to inclement weather or Acts of God.
6. _____ Selection of vendors is at the discretion of the Lemoore Chamber of Commerce (LCOC) based on the vendor's ability to enhance the overall event image --LCOC reserves the right to refuse or reassign space at any time.
7. _____ Vendors do not have exclusivity on any one product type.
8. _____ All vendor merchandise must be approved through the application process. Only items listed can be sold or displayed. Prices must be clearly posted on or around all products. Violations will result in cancellation of vendor contract and forfeiture of vending space and all fees.
9. _____ Vendors will be allowed to enter with vehicles for set up between 7 a.m. and 9 a.m. Saturday morning and 9 a.m. and 11 a.m. on Sunday. All vehicles must be off the streets within 30 minutes prior to event start time. (4/18/09- 9:30 a.m. & 4/19/2009 11:30 a.m.) Parking is not allowed in the event area at any time during event hours.
11. _____ All vendors must be fully operational at the start time of the event and operate during the entire duration of the event. No early breakdown allowed; -- violators are subject to refusal for future events. In the event vendor has failed to occupy their space by 1 hour prior to event start, manager shall have the right to utilize such space in any manner it chooses; vendor shall be entitled to no refund.
12. _____ Vendors may remain set up overnight Saturday, April 18, 2009. Security will be provided.
13. _____ Absolutely no alcoholic beverages are allowed outside of the designated beer garden area
14. _____ Solicitation of funds, signatures, etc. must be confined to your booth space.
15. _____ Vendors are responsible for providing canopies, tables, chairs and all other necessary equipment. Vendors must supply trash cans for garbage inside their booth space. Excess garbage must be placed inside the event dumpsters at the end of the day. If the space is not left clean at the end of the night and at the end of the event, the vendor will forfeit the \$50 vendor deposit.
17. _____ **All FOOD and RIDES/INFLATABLE VENDORS** are required to submit a certificate of general liability insurance in the amount of \$1 Million naming the Lemoore Chamber of Commerce, 300 E Street Lemoore, CA 93245 and the City of Lemoore, 119 Fox Street, Lemoore, CA 93245 as additional named insured's.
18. _____ **Food Vendors** using grills or open flames must have the proper fire extinguisher at their space and proper waste cans. These vendors also must provide ample fans to deflect smoke.
19. _____ All food handlers must comply and meet with the Kings County Health Department requirements and provide a Food Handlers Certificate.
20. _____ If repair and/or cleaning costs are incurred and the LCOC determines that the vendor is responsible, those costs shall be reimbursed in full to the LCOC by the vendor within 10 days of the LCOC written demand for such costs.
21. _____ Absolutely no alcoholic beverages are allowed out the designated beer garden area
22. _____ In the event that a vendor for any reason does not comply with the regulations of this event, the event staff reserves the right to close down that vendor. Said vendor will forfeit all fees paid.

ELECTRICAL INFORMATION (PLEASE INITIAL EACH AS ACKNOWLEDGEMENT)

THIS PORTION MUST BE FILLED OUT EVEN IF YOU ARE BRINGING YOUR OWN GENERATOR

Please note that **220V WILL NOT** be available. Only 110 Volt power will be available. If using event supplied electricity, each appliance, light or piece of equipment must be on its own outlet; otherwise power will not be provided. Limited electricity available.

1. _____ Vendors who apply for electricity will be supplied with two outlets (one piece of equipment per outlet).
2. _____ Each booth will be inspected to insure that generators are WHISPER quiet, and all electrical cords are taped down or covered to insure that event guests do not trip over them, and that generators are located within designated areas.
3. _____ Please be advised: Any damage due to non compliance with the Central Valley Pizza Festival/Lemoore Chamber of Commerce/City of Lemoore electrical equipment usage rules will result in a charge for the cost of repairs.
4. _____ Due to the nature of outdoor events, event-supplied electricity is not guaranteed. Any damage, or declined sales, caused by this loss of power is solely the vendor's responsibility.

For more information about the Central Valley Pizza Festival:

Lemoore Chamber Office: 559-924-6401

Lemoore Chamber of Commerce Website: www.lemoorechamberofcommerce.com

Email: downtown@lemoorechamberofcommerce.com