



## City of Nevada City & Parents' Resource Guide Summer Camp & Activities Fair 2012 Vendor Guidelines



The following guidelines are for Vendors at the 2012 Summer Camp & Activities Fair. The Fair will take place at the Nevada City Veteran's Building on May 5, 2012. Fair times are 10a-3p.

### Set-up & Clean-up times:

- Vendors can arrive and begin setting up at 8:30am. All vendors should have cars moved from parking lot by 9:45a.
- Vendors are encouraged to park further away from the Veteran's Building (or even be dropped off) to allow parking spaces for parents who will be attending the event. Suggested parking locations: teacher parking lot at Yuba River Charter School, Courthouse parking lot, and surrounding streets.
- Vendors are expected to be on site for the duration of the event.
- Vendors will have 1 hour to clean up and remove all belongings from the facility after the event.

### During the Event:

- Any Vendor employees/volunteers on site during the Camp Fair must be at least 18 years of age.
- No alcohol will be allowed in the facility during the event, including set up and clean up.
- NO SMOKING is allowed inside the Veteran's Building.
- Use only painter's tape when decorating or hanging information around your booth. No tacks, nails, packaging tape, or staples are allowed.
- No pets are allowed in the building at anytime. (Service animals are the exception.)
- Items lost or left behind are not the responsibility of the City of Nevada City or Parents' Resource Magazine.
- Vendors must provide their own supplies (ie: presentation, audiovisual, decorations, etc.) One table and 2 chairs will be provided to each vendor.
- Freebies (pens, candy, etc) are encouraged at each booth.
- Activities for school-age children are encouraged; however, activities should be simple and may not include the use of paint, glue, glitter or similar messy items.
- The City & Parents' Resource Guide will be selling raffle tickets the day of the event. The City will be raffling 1 week of camp for a Parks & Recreation camp. The profits of the raffle will be used toward improvements of Seaman's Lodge at Pioneer Park. If your camp/organization would like to provide an item for the raffle, please mark that on your registration form.
- Vendors will be responsible for their own lunch.

### Payments

- Checks for registration fees are to be made out to: City of Nevada City
- Registration fees are due February 29<sup>th</sup>. If late registrations are accepted, special needs requests will not be honored (ie: larger booth space, additional tables or chairs, etc)
- There are NO refunds on registration fees unless the event is cancelled by the City and Parents' Resource Guide.

### All Forms must be mailed or faxed to:

City Hall, Attn: Parks & Recreation, 317 Broad Street, Nevada City, CA 95959;  
FAX 265-0187 Contact phone #: 265-2496 x129  
Contact email: dawn.zydonis@co.nevada.ca.us

### Veteran's Building Address (Do NOT mail anything to this address.):

415 N. Pine St., Nevada City, CA 95959