



CYPRESS COMMUNITY FESTIVAL

2019 Policy Information



Cypress Chamber of Commerce Business Expo Saturday, July 27, 2019

As part of the annual Cypress Community Festival, the **Cypress Chamber of Commerce** will present a Business Expo. This annual event is a fun-filled day of activities, booths, chili cook-off competition, crafts, entertainment, food and games for the entire family! The Cypress Festival is the largest one-day event in Orange County - AND MORE THAN 20,000 PEOPLE ARE EXPECTED TO ATTEND!!! The Business Expo is an outstanding opportunity to promote your business, products and/or services.

- Participation:** Open to all licensed businesses serving Cypress and surrounding communities.
- Location:** Oak Knoll Park, 5700 Orange Avenue, Cypress (behind Community Center)
- Fees:** Chamber Members will have priority until April 30th, then the rest of the spaces will be filled on a first-come, first-served basis.

Exhibition Space (10' x 10') - ONLY 80 SPACES AVAILABLE

Premium Fence

\$225 (Chamber Member, 2018 Exhibitor) \$ _____
(Add \$40 if electricity is needed, space limited)
\$235 (Non-Member/New Participant) \$ _____
(Add \$40 if electricity is needed, space limited)

Premium Walkway

\$200 (Chamber Member, 2018 Exhibitor) \$ _____
Electrical not available
\$235 (Non-Member/New Participant) \$ _____

Regular Non-Prime Fence

\$175 (Chamber Member, 2018 Exhibitor) \$ _____
Electrical optional
(Add \$40 if electricity is needed, space limited)

Regular Non-Prime Walkway

\$175 (Chamber Member, 2018 Exhibitor) \$ _____
Electrical not available
\$205 (Non-Member/New Participant) \$ _____

Inside Grounds

\$170 (Chamber Member, 2018 Exhibitor) \$ _____
Electrical not available
\$200 (Non-Member/New Participant) \$ _____

Food Booth

\$180 (Chamber Member, 2018 Exhibitor) \$ _____
(Add \$40 if electricity is needed, space limited)
\$215 (Non-Member/New Participant) \$ _____
(Add \$40 if electricity is needed, space limited)

Assigned on a first-come, first-paid in full basis until April 30th. Fee does not include signage or canopy. Canopies, table and chairs are the responsibility of each individual exhibitor and food vendor. All participants must reserve exhibition space.

Please Note: All food vendors must adhere to all existing Health Department regulations and must be self-contained

Electrical Outlets: Exhibitors and food vendors using electricity are encouraged to bring at least 50 feet of heavy-duty extension cord(s) **OUTSIDE GENERATORS are PROHIBITED**

- Payments:** A \$50 **NON-REFUNDABLE DEPOSIT** is required to reserve your space.
The remaining balance is due by Friday, July 5, 2019.
There will be no refunds after Friday, July 5, 2019.
- Setup:** Your space will be available for display set-up Friday, July 26th, 2019 between 2 - 6 p.m. OR Saturday, July 27th, 6 - 8 a.m. **Booth/Display must be ready by 9 a.m.**
- Tear down:** The Festival concludes at 5 p.m. **AS A COURTESY TO ALL PARTICIPANTS, PLEASE DO NOT BEGIN TO TEAR DOWN YOUR BOOTH/DISPLAY UNTIL AFTER 5:30 P.M.**
- Unloading/Loading/Parking:** **ONE** Unloading/Loading Permit Pass will be distributed to each booth. No assistance will be available for loading or unloading of equipment. Maps, unloading permits and booth assignments, will be sent by mail prior to the Festival. **NOTE:** All vehicles must be cleared from the loading/unloading area zones by 8 a.m. and parked in designated parking area. Vendor parking is limited.

8. **Food Booth Spaces:** There are a limited number of food booth spaces available. Vendors must meet Health Department requirements.

PLEASE NOTE: *Health Department regulations, as they pertain to commercial food vendors, must be strictly adhered to. All food booths must be self-contained, per Health Department regulations. It is the vendor's responsibility to be sure that all forms are complete. A Health Department representative will be inspecting all food booths at the Festival.*

9. **Literature:** Dissemination of any literature is limited to the confines of the booth that the individual or organization has rented.
10. **Duplication:** The Cypress Chamber of Commerce reserves the right to limit duplication of product or services.
11. **Waiver:** A signed and dated waiver **MUST** accompany each application. Neither the Cypress Community Festival Association, Inc., the Cypress Recreation and Park District, the Cypress Chamber of Commerce, nor the City of Cypress can be held responsible or liable for injury to any person or loss/damage to property during this event. The waiver is located in this packet.
12. **Signage:** Signage is NOT included. Vendors must provide their own signs.
13. **Fire Extinguishers:** All vendors cooking or using materials that require fire or gas **MUST** have a fire extinguisher in their booth at all times. Vendor must provide own extinguishers.

A REMINDER: PARTICIPANTS MUST PROVIDE THEIR OWN TABLE(S) AND CHAIR(S) FOR THEIR EXHIBITION SPACE.

Should you have questions, please contact the Cypress Chamber of Commerce at **(714) 484-6015**.

ORANGE COUNTY HEALTH CARE AGENCY INFORMATION

Non-Profit & Commercial Food Booths

- In an effort to keep commercial food vendors out of the Non-Profit food area, Non-Profit organizations **MAY NOT** contract with professional, profit-making food vendors for Festival food booth services.
- A Orange County Health Care Agency application will be mailed to you upon receipt of your application.
- Accepted food vendors will be responsible for completing and submitting an Orange County Health Department application **no less than thirty (30) days** prior to the Festival. If you have any questions relating to the requirements, please contact the OC Health Department at (714) 433-6080. All forms, in various languages, are available on the County web site at www.ocfoodinfo.com.
- Non-profit vendors need to include the following with their forms:
 1. Letter on your organization's letterhead
 2. Documentary proof of non-profit status
 3. Application(s)
- Forms must be on file with the Health Care Agency, Friday, July 5, 2019
- The Orange County Health Care Agency will have a representative present during the Festival.