



Event Logistics Form – Due by 8/01/18

Email to: Kimberly Ingram:

KIngram1@hotmail.com

Vendor Name: _____
Onsite contact: _____ Contact cell: _____
Are you bringing your own canopy? _____ How many canopies/size? _____
***Our vendor area is on asphalt, no tent stakes will be allowed, only weights on canopy posts.**
Is the canopy clearly marked flame retarded and tags permanently affixed _____
Food Trucks, size of truck: _____ How much total space you require: _____
Other vendors, total space needed for your booth set up? _____
Have you arranged for your City of Long Beach permits detailed below? _____
Does your booth require electrical? (fee applies, see application) _____

Permit Fees

(Note that the City of Long Beach charges late fees and field compliance fees for failure to obtain permits. Don't delay.)

Merchants

- Please supply a copy of your business License or CA Seller's Permit.
- All Vendors must obtain a [Special Events Vendor Booth Permit](#) from the City of Long Beach. (\$105.18)

Food Vendors

- All Food Vendors are required to complete a temporary food facility permit [SPE Food Permit](#). (\$25-\$130)
- All Food Vendors need to obtain a [Special Events Vendor Booth Permit](#). (105.18)
- All Food Vendors are responsible for booth trash removal. Dumping of Grease or Other Food Waste is Not Allowed
- All Food Vendors cooking with open flame (gas, charcoal, etc.) need to have a working fire extinguisher in booth

Load in/Set Up

- Pre event load in **Fri Aug 31st between 9am and 3pm**
- Event day Load in: **8 am and 9:30 am each day**. Vendors must be onsite by 9:30 am. Vendors must be open by 10 am.
- You are also required to vacate the festival grounds by Midnight on Sunday. All violators may be excluded from future participation. **You must remain open both days until the festival closes at 8:00 p.m.**

Load in / parking

- Entry for Festival vendors will be at the back gate of El Dorado Park. All vehicles have a height limit of 12'. The park rules stipulate that all vehicles entering the park pay a **fee of \$8**, cash only, each day. There is only 1 entry of vehicles allowed who leave the site. Please car pool if at all possible for both economic and environmental reasons.



New Blues Festival POA Gate Map

Exit 605 Freeway at Carson St. Turn into the shopping plaza towards Walmart / Lowe's. Follow signs for Police Academy.



On Site Logistics Contacts:

Event Coordinator - Giana Grisolia - 562.706.8988

Vendor Coordinator - Kimberly Ingram - 323.434.4466