

# Event Information, Regulations and Policies

*Interpretation of the following information and regulations is at the discretion of the event staff.*

## **ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**

Festival of Lights is committed to making reasonable accessibility accommodations as required by the Americans with Disabilities Act. **All requests must be made no later than November 15, 2024; however, in order to properly accommodate requests, please indicate what accommodation is necessary as soon as possible.** Please note: your request for accommodations will in no way affect your acceptance status.

## **PARKING**

Parking is free. not within sight of booth locations. Booth staff arriving later in the day will be directed to park in vendor parking lot.

## **ANTI-HARASSMENT POLICY**

The festival is committed to providing a safe and welcoming environment for everyone, in which all individuals are accepted and are treated with respect and dignity, free from harassment of all kinds. The staff expects all vendors, sponsors, volunteers and participants of any kind in staff programs and special events to treat each other and the public with courtesy and respect. The staff has adopted a zero-tolerance policy against any level of harassment by program participants of any type.

## **EVENT CANCELLATION POLICY**

**Festival of Lights and Holiday Village is an outdoor, RAIN or SHINE event.** You are responsible for covering your materials in case of rain or wind. If the promoter cancels the event due to public safety concerns such as severe weather conditions, notice will be placed on the website.

## **REFUND POLICY FOR THE CANCELLATION OF AN EVENT**

NO REFUNDS. Because they will have received pre-event marketing exposure, sponsors will not receive a refund in the event of a cancellation.

## **FESTIVAL REGULATIONS FOR ALL PARTICIPATING SPONSORSHIP BOOTH/VENDORS**

- 1) Vendors are required to arrive, set-up, and break down at the times and locations designated in the vendor load-in documents, communicated via email prior to the Festival. Vendors are required to notify Festival organizers in advance if they cannot attend the event.
- 2) No food items or drinks may be sold by any vendor except for Festival-approved food vendors pre-authorized by the County Health Department.
- 3) Unauthorized alcoholic beverages, pets (with the exception of service dogs), skateboards, roller blades, bicycles, and weapons (real or facsimile) are prohibited on Festival grounds.
- 4) Staff members reserve the right to have vendors remove unacceptable or inappropriate items, and to relocate or remove any vendor who does not comply with Festival regulations, is uncooperative with event staff, or is disruptive to the Festival. Disruption is defined as disturbing other vendors, interfering with event programming, behaving aggressively toward event attendees or staff, damaging property, or engaging in behavior that threatens the safety of others.
- 5) Staff members reserve the right to deem ineligible for participation in future events any vendor who does not comply with the Festival regulations, is uncooperative with event staff, or is disruptive to the Festival.

## Event Information, Regulations and Policies (Cont.)

### **BOOTH SPACE**

Designated spaces will be assigned to each sponsor/vendor. All sponsors must provide and are responsible for their own tablecloths, displays, decorations, and staff. Event staff members are not available to assist with the set-up or take-down of your booth. Sponsor equipment and materials must remain within assigned spaces and may not obstruct the view of, block, or interfere with neighboring exhibits. You may not select the booth space and must set up in the space assigned by a marker or a Festival staff member.

### **ARRIVAL / SET-UP / TAKE-DOWN**

Event day arrival information will be emailed 2 weeks prior to the Festival. Vendor passes will be given for re-entry. Vendors must unload quickly, move vehicle to designated parking area. We recommend bringing someone to stay with your equipment and merchandise while you move your vehicle. Event staff members are not available to assist with your set-up or break-down. Sponsors are responsible for breakdown/cleanup of their booth space. If electricity is required, you are allowed to bring a generator, if permitted in your area, must be approved by Festival staff in advance.

