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**SPECIAL INSTRUCTIONS**

**Booth Space Confirmation Notices** are mailed/mailed to you 3-4 weeks prior to the event! Please look for them and become familiar with the information on the front and back of the notice.

**Space Renewal for the next event date (SPEEDY RENEWAL):** (1) To retain your space for the Nov 6, 2022 faire, please do the following on or before May 1st, 2022:

- \* RENEW on line at [www.kennedyfares.com](http://www.kennedyfares.com) and provide credit card information.
- \* Apply for the same space (requests for space changes are honored as space becomes available). We cannot guarantee a booth space change.
- \* Paper applications are no longer available. Cash is no longer accepted at HQ office.
- \* You are approved when your booth fee is paid
- \* **(1) New vendors for May: We cannot guarantee same booth location for May 2022. Previous vendors may want their booth back in May 2022**

**Fire Department Emphasis**

- \* Must have a fire retardant/resistant canopy or umbrella, or no canopy at all. Fire Department checks labels for compliance. See enclosed Carlsbad City letter.
- \* No electric access without prior approval. Approval from faire management is required for generators. Gas cans must be stored at a 50-ft distance, and refueling must not occur closer than 20-ft to canopies. Fire extinguisher is required with all generators.
- \* Electrical cords must be taped down to avoid tripping. Bring duct tape.
- \* For food vendors cooking with grease/oil laden vapors (includes deep fryers, woks, and skillet), a “Class K” fire extinguisher is required by state law.
- \* Helium and CO2 bottles must be anchored.
- \* Liquid propane gas must be stored 50-ft away from open flames.
- \* Display vehicles within faire area must have batteries disconnected and gas caps taped shut.
- \* **Please comply, or Fire Department may shut you down.**
- \* **IMPORTANT! If you do not occupy your space by 7:30 am, your space will be reassigned.**

**SET-UP & BREAKDOWN SCHEDULE**

**SET-UP** Enter at designated Vendor Entry and Exit Points (VEP) noted on your Booth Confirmation and per the map. Please adhere to set-up times to avoid congestion. **Please off load quickly, park, then come back to set up booth.**

<b><u>SPACE #</u></b>	<b><u>SET-UP</u></b>	<b><u>SPACE #</u></b>	<b><u>SET-UP</u></b>	<b><u>ENTRY</u></b>	<b><u>EXIT</u></b>
100'S	5-6 AM	200'S	6-7 AM	VEP M	VEP A
300'S	5-6 AM	400'S	6-7 AM	VEP K/B	VEP J
500'S	5-6 AM	600'S	6-7 AM	VEP C/I	VEP H/D
700'S	5-6 AM	800'S	6-7 AM	VEP G	VEP F/D
900-927	5-6 AM	1001-1027	6-7 AM	VEP N	VEP A
928-942	5-6 AM	1028-1042	6-7 AM	VEP M/L	VEP J
943-964	5-6 AM	1043-1059	6-7 AM	VEP K	VEP J/H
965-986	5-6 AM	1060-1072	6-7 AM	VEP I	VEP H/F
987-999	5-6 AM	1073-1088	6-7 AM	VEP G/E	VEP D/E/F
1300'S	7-7:30 AM (see special sequencing)			VEP K	VEP J
1400'S	7-7:30 AM (see special sequencing)			VEP I	VEP H
1500'S	7-7:30 AM (see special sequencing)			VEP G	VEP F
Grand/State Food Court		935.01, ETC	5-6 AM	VEP L	VEP A(1)
Roosevelt Food Court		612.01, ETC	5-6 AM	VEP H	VEP H
Street Center, Grand Avenue		900.5'S	6-7 AM	VEP E, G, I, K, L, M, or N	

per appropriate area of 900's

\* **IMPORTANT!** Spaces in 1300's, 1400's & 1500's will be sequenced in to avoid congestion beginning with those closest to Grand Avenue. First 1/3 at 7 AM, middle 1/3 at 7:10 AM, and last 1/3 closest to Carlsbad Village Dr. at 7:20 AM.

\* **IMPORTANT!** Absolutely no set-up in the streets before 5:00 am or until barricades are in place- Police will issue citations.

**TEAR-DOWN SCHEDULE**

4:30 PM	Start in-booth breakdown
<b>5:00 PM</b>	<b>Faire Closes and vendor selling stops</b>
5:00 PM	Move vehicles in and load out, subject to Police Approval
6:30 PM	Spaces clear, clean and open streets
6:30 PM	Move in street sweeper & clean-up crews
6:30 PM	Remove barricades - streets open to public

**SPECIAL INSTRUCTIONS Continued**

**CITY ORDINANCE: The City of Carlsbad only permits “topical” CBD products (not ingestible ones) with THC concentration of .03% or less, which is the legal limit for CBD oil products. For additional information, please go to the following link: [www.carlsbadca.gov/news/marijuana.asp](http://www.carlsbadca.gov/news/marijuana.asp)**

**REFUNDS /CANCELLATION:** Booth and/or event cancellations, for any reason, including incident weather, acts of nature or restrictions by government agencies over which the Chamber and/or Kennedy Faires have no control, received before 30 days of the event are assessed a \$60 cancellation fee. No refunds within 30 days of the event. No refunds in case of inclement weather, acts of nature or restrictions by governmental agencies to cancel the event, over which the Chamber of Commerce, Kennedy Faires have no control.

## **SPECIAL INSTRUCTIONS Continued**

**SPACE POLICY** Spaces may not be resold, subleased or transferred. They may not be transferred to relatives, friends or anyone without management approval. Non-compliance results in space forfeiture.

**DEPOSIT TRASH IN DUMPSTERS OR TAKE HOME WITH YOU** Your space must be left clean!

**RECYCLING**. Mandated by State of California. We make every effort to recycle glass, cans, and plastic.

**PARKING and set up**. Vehicles must be off the faire area by 7:45 AM or ticketed and towed at owner's expense. Park outside of faire, in legal spaces only.

**FAIRE PERSONNEL** Zone Managers and Ambassadors are easy to spot in their high-visibility vests. Both are very helpful in answering your questions.

**HAWKING & EXCESSIVE NOISE** No one may "hawk" products or services, or disturb others with excessive noise. You may not use amplification. You must operate from *within* your exhibitor space. Please limit vendor staff to a number easily accommodated within your booth space.

**EXHIBITOR TEAR DOWN** No canopy breakdown prior to ½ hour of faire closure. No vehicles allowed back into faire area prior to closing time.

**SPACE SIZE & CANOPY** Spaces are 15' wide x 10' deep unless otherwise noted. Space only is provided -- exhibitors must provide canopy, tables, chairs, etc.

**PROHIBITIONS** No stolen merchandise, fire arms, ammunition, explosives, alcoholic beverages, drugs or illegal items, tobacco, tobacco/drug paraphernalia, or items that promote the use of any federally controlled substance, including marijuana. **See above for CBD restrictions by city.**

**SPECIAL NOTICE** *Exhibitors may not obstruct sidewalks behind booths--must retain space for pedestrians and the disabled to pass. Handicap ramps on sidewalks must remain clear for wheelchair access. Do not encroach into or on flower planters behind booths. Do not set up or place items on private property. Do not anchor ropes, tents, etc., to trees, poles, shrubs, etc., that will impede pedestrians.*

**NOTICE: Potential New Booth Layout for s2022 only: We are doing everything we can to honor previous booth assignments. Some booths may not be available due to local restaurants "build-out", or state, county, and city booth layout guidelines. We will get you as close as we can to your preferred booth location. Sorry for any temporary inconveniences. Some street portions of the venue may temporarily be suspended from having booth spaces.**

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**NOTICE: Vendors must begin packing their products for load out, ½ hour prior to Faire closing AND stop selling at closing. The Carlsbad Police Dept., will not allow vehicles on the street until they deem it safe for vendors and streets cleared of pedestrians.**

### **QUESTIONS?**

**Rick Bauer, President & CEO  
Kennedy Faires Inc.  
Off: 760.945.9288**

**E: [info@kennedyfares.com](mailto:info@kennedyfares.com)**

**Add: Carlsbad Chamber of Commerce, PO Box 1605, Carlsbad Ca 92018**

**THANK YOU FOR YOUR COOPERATION, AND FOR MAKING THIS  
DAY SUCH A GREAT SUCCESS!!**