



**Poway Fall Festival**  
**Sunday, October 6, 2024**  
**10 AM - 5 PM**

## **SPACE CONFIRMATION**

### **INSTRUCTIONS TO VENDORS (Please Read)**

Please follow the SET UP & BREAKDOWN SCHEDULE listed on the reverse page. Use only the \*point of entry at North Midland Road and Hilleary Place. All vehicles enter at \*Vehicle Point of Entry and drive in south bound following the traffic paths listed on the enclosed map. Our staff (blue vests) are available to assist you.

**MANADATORY SAFETY RULES: 1. DO NOT SPEED-YOU WILL BE SITED 2. ONE-WAY TRAFFIC Nth to Sth during set up and ONE-WAY TRAFFIC Sth to Nth during break down**

Bring this SPACE CONFIRMATION with you and the **Entry Pass** on your vehicle dashboard. Your arrival time will be strictly enforced. Spaces are 10'x10' and Food court spaces are 15'x10'. You must provide your own canopy and fixtures. Corner spaces are not shown on the map.

Park adjacent to your assigned space, leaving room on the side clear for other vehicles to pass. Unload your vehicle first and move it outside the festival area to park prior to starting your booth set-up.

**PARKING:** Vendor parking is located on the periphery of the festival. Specifically you may park in the **Poway City Centre Shopping Mall** parking area. Obey parking restrictions if they apply. Avoid parking in the Car Show parking spaces between Ca Credit Union and Community Dental, to avoid towing. See map

**CANOPIES, TABLES, CHAIRS, FIXTURES:** The Poway Chamber nor Kennedy Faires provides any equipment you may need for the event. Vendors are responsible to bring their own equipment. The event only provide the space rental.

**SALES STOP PROMPTLY** at 5pm and vendor vehicles return on site to load and depart. Sheriff enforces the 5pm sales stoppage to ensure the public vacates the street and vendor's departure is prompt. Thank you for your cooperation!

**BREAK DOWN:** Since the festival is located on a primary road artery, it must be reopened to public traffic quickly. The festival area must be cleared of vendor booths and vehicles by 6:30pm.

**CLEAN-UP:** Future applications will be rejected if your space is not left clean. Please leave your area as clean as you found it.

No SALES OF ILLEGAL ITEMS, WEAPONS (including certain types of knives), EXPLOSIVES (including fireworks, poppers, snap caps, and bomb bags), No tobacco, tobacco/drug paraphernalia or any item promotes the use of any Federally Controlled Substance including Marijuana. Violations may result in forfeiture of fees and dismissal from the Festival. Sale of items not listed on Festival application or deemed harmful or inappropriate by Festival staff is also grounds for forfeiture of fees and dismissal from the event. **NO FREE FOOD OR BEVERAGES ARE ALLOWED TO BE DISTRIBUTED UNLESS PRIOR APPROVED. No face painting/balloon artist allowed unless approved by Mgt. Cannot guarantee separated booths from similar product types or services.**

**ANIMALS:** The selling or giving away of live animals is prohibited and is grounds for forfeiture of fees and dismissal from the event.

**\*SPEEDY RENEWAL: If you want to retain your same space for 2025, you must renew on or before October 6, 2024.** Please "renew" on-line for the **Oct 5, 2025 Poway Fall Festival** at [www.kennedyfares.com](http://www.kennedyfares.com). as early as Sept 27, 2024. Click the Poway tab and go to the "Poway 2025 Online Speedy Renewal" tab. **NOTICE: Your space will only be reserved for 2025 with a renewal and payment the day of the festival or earlier.**

**REFUND/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 an \$80 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.

EVENT STAFF: Available to answer any questions you may have once you are on site. They will be wearing radios and high-visibility vests for your convenience.

GENERATORS/Electric: Electricity support is not provided at this event. "Quiet-Type" Generators may be brought by the vendors if they are located in spaces 300's or 100's curbside so that the generator can be staged on the sidewalk. If the generator emits fumes, load noises, you may be asked to turn it off.

HAWKING & EXCESSIVE NOISE: No one is allowed to "hawk" (Calling/shouting Out) products or services, or disturb others with excessive noise. No amplification. You must operate from within your exhibitor space, not outside your assigned space. No Exceptions!

FIRE, HEALTH & SAFETY: County Health Department inspects all food vendors for compliance.

QUESTIONS? Call 760-945-9288 or email [info@kennedyfares.com](mailto:info@kennedyfares.com).

### Event Schedule

**6:30am:** 99-70's, 39-10, 100's & 300's Spaces (Pink Entry Passes) Vendors arrive (see set up times)

**8:00am:** 69-40, 200's Spaces (Blue Entry Passes) Vendors arrive (see set up times)

**9:30am:** All Vehicles off Festival Site and parked

**10:00am: Poway Fall Festival Opens**

**5:00pm: Festival closes - sales stop & vehicles return on-site**

5:15pm: Cleanup/breakdown begins.

6:30pm: Vendor breakdown completed & vehicles off event site.

7:00pm: Street re-opens. Cleanup crew completes work.

### Suggested Driving directions

#### Vehicle Entry Address is 13409 Midland Road, Poway Ca

**From North Hwy 15:** Exit Camino Del Norte/Twin Peaks Rd and head east. South on Community Rd. East on Hilleary Place and proceed to the North end of the Festival Site. South on Midland Rd. See Festival Map

**From South Hwy 15:** Exit Poway Road (s4) and head east. North on Community Rd. East on Hilleary Place and proceed to the North end of the Festival Site. South on Midland Rd. See Festival Map

### Set up times & breakdown times

**Set up schedule:** Enter the festival area at the North end intersection of Midland Rd and Hilleary Place ONLY please and adhere to scheduled set up times above

so that we avoid traffic problems. Enter the North end of the festival only and proceed southbound until you reach your assigned booth space. ***Please unload immediately adjacent to your space and leave room free for traffic to pass.*** Review map for parking locations at the south end of the event.

**Spaces 99-70's, 39-10, 100's & 300's set up time (Pink Entry Pass): Arrive 6:30am**

Completely unload your vehicle and park it outside the festival area prior to setting up your booth space. You **must** remove your vehicle from the area by 7:45am

**Spaces 69-40, 200's set up (Blue Entry Pass): Arrive 8:00am**

You **will not** be allowed to set up prior to 8am, unless mgt allows it. Your vehicle must be removed by 9:30am

### **Booth Breakdown and Vehicle Departure schedule:**

**From the parking lots, proceed Northbound on Midland Rd and park adjacent to your booth, leaving room for passing vehicles. Once your vehicle is loaded, please exit at the North end of the festival at Midland Rd and Hilleary Place and be mindful of traffic in the intersection. DRIVE SLOW!!**

4:30pm: Start in-booth breakdown

5:00pm: Festival closed to vendor sales/Vendor vehicles in to load out and clean up begins

6:30pm: All booth spaces clear, clean & open for traffic

7:00pm: Remove barricades - street open to public

***Kennedy Faires thanks you for your support of outdoor events!***

**Ph: 760-945-9288 Em: [info@kennedyfares.com](mailto:info@kennedyfares.com) IG: [Kennedyfares](#)**

