



Summer Camp & Activities Fair Vendor Guidelines 2021

When: May 1, 2021
Time: 10:00am – 1:00p
Where: Pioneer Park – Picnic Areas

The following guidelines are for Vendors at the 2021 Summer Camp & Activities Fair.

Set-up & Clean-up times

- Vendors can arrive and begin setting up at 8:30am. Vendors will be provided instructions closer to the event date about the best place to unload and park.
- Please notify Parks & Recreation if you need special accommodations.
- The City will provide one picnic table for each Vendor. Vendors must bring their own EZ-up/umbrella, table covers, paper weights and displays.
- Vendors are expected to be on site for the duration of the event.
- Vendors will have one hour to clean up and remove all belongings from the area after the event. At that time, the gates will be locked.

During the Event

- There is no Wi-Fi available at the park.
- Freebies (promotional items, stickers, etc) are encouraged at each booth.
- Vendors will be responsible for their own lunch. There will NOT be food available at the event.
- There must be at least one employee/volunteer on site for each Vendor who is at least 18 years of age.
- Items lost or left behind are not the responsibility of the City of Nevada City.
- Please leave your pets at home, unless they are service animals.
- Alcohol is NOT allowed during the event, including set-up and clean-up times.
- Smoking is NOT allowed in Pioneer Park.

Changes from Previous Years

In an attempt to keep things simple, so we can easily adjust for any COVID-19 requirements, some changes have been made from past years.

There will not be a raffle. You are welcome to do a raffle at your own booth, for your own goods or services.

There will not be food sales. We also ask that you not sell or provide food at your booth.

In the past, we have encourage parents and kids to congregate, take the time to look at and fill out forms, play in the bounce house, relax and eat. In an effort to follow all COVID-19 guidelines, we will not rush people through the event, but we will try to encourage participants to keep moving from booth to booth to avoid close contact by participants.

Deadlines/Payments

- April 21st Vendor Registration Deadline
- Registrations received and accepted after April 21st will be charged a \$10 late fee.
- Booth spaces reserved on a first-come, first-served basis.
- Checks for registration fees are to be made out to: City of Nevada City.
- There are NO refunds on registration fees unless the event is cancelled by the City.

Forms can be completed online or delivered to City Hall:

Mail: Attn: Parks & Recreation, 317 Broad Street, Nevada City, CA 95959

Email: dawn.zydonis@nevadacityca.gov

Questions: 530-265-2496 x129

COVID-19 Information

The City is following Industry Guidance for Swap Meets to manage the safety of this event. Please be prepared to follow the guidelines below, but know that they may change at any time.

To prevent the spread of COVID-19:

The city will provide hand sanitizer at each of the entrances to the event. Vendors are encouraged to bring hand sanitizer for their booth.

Each vendor booth will be placed with 6 feet of distance between the booths.

The public attending the event will be encouraged by signage to remain 6 feet away from others.

City staff, vendors and the public should wear masks at all times.

The picnic area bathrooms will be open, so people have access to hand washing facilities.

City staff and volunteers will be given training to ensure that we are doing all we can to defend against the spread of viruses.

City staff, volunteers, vendors, their employees and the public is asked to stay home and not attend the event if you are feeling ill or have any COVID-19 symptoms.

Only have items at your booth that can be handed to the public, but not touched by multiple people. If you have pens for the public to use, have a clean and dirty cup for the pens. If you are handing out flyers and someone hands them back to you, set them aside or dispose of them so they are not touched by other members of the public.

We believe the benches of the picnic tables will help to create extra spacing between vendors and the public as well as help to keep the public from touching multiple things on your table.

Vendors are encouraged to bring cleaning supplies to wipe down surfaces that do get touched between customers. The City will have cleaning supplies on hand as well, but it would be beneficial for vendors to have something immediately available.

Vendors are responsible for bringing any protection they feel is necessary for themselves and their employees (ie: plexiglass, gloves, etc).

The City will be encouraging the public to enter the event from the Lower Parking Lot and exit through Picnic-Right. Directional signs will be posted.