

Rules and Regulations



December 6th & 7th 2014

Fines & citations will be issued by LA Fire Department and LA Health Department, please be ware

Festival Navideño

En La Calle Ocho 2014

CONTACT: Edgar N. Palacios

PHONE: (213) 388 – 8291
(213) 923 – 1705

LOCATION: From Irolo Ave. to Vermont
Between 7th Street and 9th Street

ADDRESS: 3305 W. 8th Street
Los Angeles, CA 90005

DATE: Saturday & Sunday
December 6th & 7th 2014

HOURS: 12:00 P.M. – 10:00 P.M.

SET UP: Friday December 5th, 5:00 P.M. – Saturday December 6th, 11:00 A.M.

(ALL vehicles MUST be off the event area by 11:00 a.m. NO EXCEPTIONS!)

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Morning Event

- **CLIENT / VENDOR CHECK – IN**

There will be a **VENDOR CHECK – IN** booth from **6:00 am to 10:00 am** right in front of the stage. All booths are numbered. You must check and ask what your booth number is.

- **TABLES & CHAIRS**

All tables and chairs will be delivered to each booth prior to your arrival. There will be one (1) table and two (2) chairs max per "10x10" booths only.

Each booth may use three (3) tables and six (6) chairs maximum. You may choose to bring more tables and chairs on your own.

All booths must be ready for the Fire Marshall inspection at 11:00 am.

- **LOADING AND UNLOADING VEHICLES ON FIELD AREA**

Vehicles will be allowed on the FIELD AREA for loading and unloading purposes only. ALL vehicles MUST be off the field no later than 11:00 am. Please allow for extra time, as the Fire Marshall will not allow vehicles on the field area past 11:00 am. SORRY, NO EXCEPTIONS!

- **VENDOR PARKING**

Vendor parking is located on Special Assigned Areas. Your VIP PARKING PASS must be visible on your vehicle's dashboard at all times. VIP PARKING PASSES are very limited. There will be one (1) per "10x10" booth.

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- **TEMPORARY EVENT - FOOD OR BEVERAGE STAND** – A permit is required to sample any liquids or food at the event. The rate is \$160.00

APPLICATION MUST BE FILLED OUT COMPLETELY WITH SIGNATURE AND TURNED INTO THE MAIN OFFICE WITH A CASHIER'S CHECK OR MONEY ORDER MADE OUT TO: THE LOS ANGELES COUNTY HEALTH DEPARTMENT 213-351-7976 Fax 213-351-2787. APPLICATIONS MUST BE FILLED OUT, SIGNED, AND TURNED IN THIRTY (30) DAYS PRIOR TO THE EVENT OR CONTACT US FOR ASSISTANCE.

The Health Inspector will do a walk through at 12:00 pm and 3:00 pm. If you are handling any type of food at your booth, please have your Temporary Food or Beverage Stand Permit available. There will be no food or beverage sampling without prior consent from the City of Los Angeles, Festival Navideño, and the Los Angeles County Environmental Health Department.

- **GASOLINE-POWERED MACHINERY** – Must be approved by Edgar N. Palacios (Event Manager) and must meet all specifications set forth by the L.A.F.D.
- **VEHICLES ON DISPLAY** – Must be approved by Edgar N. Palacios. Please disconnect battery post. All vehicles must not have more than one quarter tank of gas.
- **ELECTRICITY** – There will be two 110 volt sockets in each booth.
- **FIRE EXTINGUISHER** – Must be present in EVERY VENDOR BOOTH. Each extinguisher will be checked for expiration tags by the Fire Department and the Health Department.

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Teardown

Vehicles will be allowed onto the field area after all attending guests have left the main event area. (Approximately 10:00 pm) NO EXCEPTIONS!!!

Tear down of booths, pavilions, and mobile units MAY NOT BEGIN prior to 10:00 pm. You must use dollies or transport your equipment and/or materials from your booth without obstructing the pedestrian flow.

All trash must be broken down, removed from your booth, and placed on the outside rear of your booths for pick up. Please do not leave any decorations, banners, or support materials in booths upon departure.

All sponsors/vendors must be broken down and out of their booths no later than 10:00 pm.

If your banner is going to be placed on the bottom of the stage and/or logo on the backdrop, please turn it into the main office no later than Saturday by 8:00 am.

Safety Hazard and City Regulation is the priority of the event in order to continue providing quality service to our vendors and the community.

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L.A.F.D. Minimum Fire/Life Safety Requirements

1. All exits and pathways shall remain clear at all times during the event.
2. Maintain fire lanes clear at all times (20 ft. Minimum) no chairs, booths, tables, etc., shall be in the fire lane.
3. All motor vehicles shall be removed from the event area one hour and a half (1 ½) hours before the event is open to the public, and shall not be allowed onto the event area until the public has cleared the area.

Exception: only emergency vehicles serving as emergency response will be allowed onto the area.

4. Maintain all fire protection equipment visible and easily accessible.
5. All compressed gas cylinders shall be secured and capped (if not in use) at all times to prevent from falling. No exceptions.
6. All generators shall be grounded and placed in a secured area.
7. All paper, foliage, hay, bunting, textiles, plastic, and/or any similar materials used or intended to be used as scenery, curtains, drapes, and/or decorative display, shall either be flame proof or non-combustible, except floor carpeting or the upholstery of furniture. This includes any material used for banners or other signage.
8. No obstacles shall be placed in areas designated as aisles or passageways.
9. A three-foot clearance must be maintained at the sight of any extinguisher.

City ordinance, safety recognition, and fire department constantly enforce the code. Any misconduct or disregarding of regulations will result in the seizure of your operation.

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Event Logistics

ASSEMBLY

On Friday at 4:00 pm, we start the closing of 8th Street from Irolo to Vermont for the assembling of carnival rides, stages, and canopies. **DOT: Please assist us with parking enforcement units for the closing of streets.**

Saturday, vendors load in from 6:00 am to 11:00 am. At 12:00 pm, the event is officially open to the public with food vendors, carnival, and stage until 10:00 pm at night (NO toy give-away on Saturday).

Sunday, vendors load in from 6:00 am to 11:00 am. At 12:00 pm, the event is officially open to the public with food vendors, rides, and stage for musical performance until 10:00 pm.

At 2:15 pm, Los Angeles City Mayor Eric Garcetti and City Councilman, Herb J. Wesson Jr., will speak to the public on stage and will present recognitions to Community and Police Officers of the Olympic Division and Wilshire. At 2:25 pm, Councilman and dignities will walk with children and Mariachi band to the toy distribution location and have interviews with the media, cut the ribbon, and start the toy give-away.

HEAD QUARTERS

A Command Post will be located in the parking lot at 8th St. and Mariposa, location for toys, distribution and resting area with refreshments for all City Agencies.

SAFETY & SECURITY

Friday to Sunday from 10:00 pm to 10:00 am, there will be 4 security guards. Saturday and Sunday from 12:00 pm to 3:00 pm, there will be 10 security guards. From 3:00 pm through 10:00 pm, there will be 25 security guards uniformed and un-armed.

EVENT CLOSING

Sunday at 10:00 pm, the event will close to the public and the stage will shutdown. Dismantling will continue until 3:00 am.

If you have any further questions or concerns regarding this event, please contact our office at your best convenience.

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