

South San Francisco Concert in the Park 2024

Exhibitor Guidelines

Welcome to this year's Concert in the Park! The following ESSENTIAL information is provided to ensure a safe and well-organized event for everyone. All guidelines must be followed. Please call Laura Armanino, Exhibitor Coordinator, in advance to clarify any questions you may have at laura.armanino@ssf.net or (650) 829-3983. More information about Concert in the Park is available at www.ssf.net/concert.

I. ADVANCE PREPARATION

- Conditions at the Park can vary greatly. Be prepared for wind, heavy dew, hot sun, or cold weather.
- City provides booth that includes a 10'x10' high peak festival tent, one 6' table, and two chairs. Vendors must hang their own signs – **use twist ties or string to hang up the signs – PLEASE DO NOT USE TAPE.**
- Exhibitor provides any additional tables, display materials, and supplies. We suggest you bring sun protection, paper towels, water bottle, garbage bag, tape, cable ties, pens, business cards. Display materials should be wind and moisture proof. **All items must stay and be displayed within your 10'x10' booth, you may not encroach past your booth area into the walkway or other booths.**
- Exhibitors will be issued ONE parking pass, which entitles ONE vehicle per booth to enter the Park, drop off display items, and park in designated interior parking lot. **NO CARAVANS OF CARS WILL BE PERMITTED TO ENTER THE PARK** unless they have permits. Plan your display delivery for one vehicle. Other booth workers may find parking on Orange Avenue.
- Exhibitors may not sell or give away food or drinks to members of the public.
- Exhibitors may not bring pets. Service animals only, please.

II. EVENT ENTRANCE/ EXHIBITOR PARKING

- Access to your booth is not available until your designated arrival time on event day.
- All exhibitors who wish to bring a vehicle into the Park must arrive at their designated set up time that will be outlined in their acceptance letter along with their row and booth number.
- Exhibitors will want to bring a cart or wagon to transport your items from the lot across the grass to your booth. We will have limited carts available for exhibitors, so you are strongly encouraged to bring your own.

III. EVENT INFORMATION

- Food items will be available for purchase at the food trucks.

IV. TEAR-DOWN AND EXIT INFORMATION

- **The concert ends at 5:00 p.m. We ask that all vendors stay until the end of the concert.**
- Please be sure to remove all items and debris from your booth and take with you.

Thank you for observing these guidelines. Additional ones may be added in your acceptance letter.
We look forward to a great event!