



SOUTHBAY FESTIVAL OF THE ARTS

Thank you for your participation in the South Bay Festival of the Arts being held on Saturday, June 25th from 11:00am – 5:00pm. Please review and fill out the form below, so we can ensure a smooth and successful event.

Details:

- Event will begin at 11:00am. **Set up will be available as early as 8:00am; Food and Drink stations need to be ready for a 11:00am start and plan to serve until 5:00 p.m.**
- There are several areas in which to enter the Cultural Arts facility, located at 3330 Civic Center Drive, Torrance. As specifics are finalized by event coordinators, you will be contacted with your booth location and the best area to park, unload your product and enter the venue. Signs, volunteers and staff will be onsite to assist you the day of the event. No more than **1 vehicle** per vendor. One (1) parking pass will be provided.
- TOCA volunteers will collect pre-purchased tickets at each food/drink station. Only those with tickets should be given food/drink.
 - Food/Drink stations are asked not to dismantle display or “pack up” til 5:00PM

Available and Provided:

- Each food station will have its own 6-foot prep table and 6-foot serving table
 - White tablecloths on front table
 - Plastic plates, plastic-ware, napkins and cups will be provided
 - Electrical outlets and signage are available, but must be reserved ahead of time
 - Trash cans will be shared between booths and regularly emptied
 - Sinks and hot water and ice machine will be available within the center
- Inclusion as a Restaurant Participant in advertising, including:
 - Business information included on day-of-event maps/programs
 - TOCA website with links to your business
 - Print campaign including press releases, and calendars
 - Social Media campaign
 - Featured in presentations at City Council & Chamber of Commerce Meetings

Please confirm:

- Name of restaurant (as you wish it to appear on food station banner): _____
- Name of person to contact: _____
- Mobile Phone and Email address: _____
- Arrival Time – include time for prep and set-up: _____
- Short description of Dish(es) or Drink(s) being served: _____

- Special items required or comments: _____

Please email or fax a copy of this form to Athena@AthenaPaquette.com and cc Heidi Cunningham at helam123@gmail.com. Please email .eps or high resolution logo to sharon@torrancearts.org for TOCA website acknowledgment. Fax # 424-702-3235.