



**TOUR OF NOVATO & COMMUNITY FAIR
BOOTH SPONSOR RULES & INFORMATION**

Event Details:

Saturday May 4th, 2019 Rain or Shine!

Tour of Novato:

Cyclists Start – **Organized starts from 7:00 to 9:30**

Walkers Start - **9:00-Noon**

Community Fair Carnival & Showcase: **10am-2pm**

Booth Sponsor

Check-In: **8:30-9:00am** & Set Up: **9:00-10:00am**

Shut Down: **2:00pm** & Check-Out by: **3:00pm**

Event Contacts:

Sponsorships: Sylvia Barry (415) 717-0293 Sponsor@tourofnovato.org

Community Fair Coordinator: Tamara Ressler (415) 328-4961 Together@tourofnovato.org

What School Fuel Does Provide:

When you check in, we will let you know where your booth is. It will already be set up with the following:

- One (1) 72” x 30” Table per 10’ Booth Space.
- Two (2) Folding Chairs per 10’ Booth Space.
- Game Prizes if the Booth Sponsor is hosting a carnival game.

If you are a Paid Sponsor, we will also provide you with a 10’x10’ canopy and game upon request.

What School Fuel Does Not Provide:

- Utilities (i.e. electricity, water, or plumbing).

Promotional Opportunities:

Each of the estimated 400 registered participants will be given access to promotional items. If you would like us to include your promotional items, please plan on providing at least 300 pieces and contact Sylvia Barry @ (415) 717-0293 Sponsor@tourofnovato.org. Non-print items must be child appropriate and delivered by 5:00pm on Monday 4/30/18 to: Sylvia Barry c/o Coldwell Banker Realtors 7250 Redwood Blvd Ste 207

Drop Offs, Deliveries & Parking:

- Drop offs & deliveries can be made at the parking lot on Reichert across from Whole Foods. Please DO NOT block the alley ways when dropping off. Please also note that you CAN NOT park in this lot during the event.
- **No vehicles are allowed on Sherman Avenue after 7am.**
- Please DO NOT PARK on Grant Ave or in the parking lots provided for patrons of the local businesses (including public parking lots)
- **There is Ample Parking** in the side streets, including Sweetser and Machin Avenues.

Booth Sponsor Rules:

1. Booth Sponsors are responsible for the proper use and care of the property and all equipment, and shall adhere to all Novato City Park Regulations, as listed in the Municipal Code, *Chapter 10*.
2. If damage or breakage is caused by Booth Sponsor, replacement or repair will be the responsibility of, and will be charged to the Booth Sponsor.
3. The event is located in a business/residential area, and is near to homes. We ask that you help us to minimize the impact on the neighbors by keeping noise to a minimum when setting up and taking down.
4. The booth space and area around must be clean at the end of the day. Any markings on the pavement must be cleaned up.
5. Please plan on taking any large trash/recycling items with you when you leave.
6. The following items are prohibited without prior authorization:

✘ No Sales of any kind	✘ No “Trampolines or Rebounding Equipment”
✘ No Smoking or Pets (per city rules)	✘ No Foodservice or Sound Amplification

Disclaimer: The event may be cancelled at the discretion of School Fuel for any reason. In the event the event is cancelled there will be no refunds and School Fuel will not be responsible for any loss or claim by the Booth Sponsor.

Booth Sponsor Name: _____

I have read, understand, and agree to the Booth Sponsor Rules as indicated above:

Signature: _____ Date: _____

Print Name: _____