COMMUNITY PARTNER EXHIBITOR GUIDELINES

Ventura Land Trust Wild and Scenic Film Festival Saturday, August 26, 2023 5-10 PM
Ventura County Credit Union Headquarters, 2575 Vista Del Mar, Ventura

TIMING:
- EXHIBITOR SETUP: 3:00 - 4:00 PM
- EVENT STARTS: 5:00 PM
- FILMS BEGIN: 7:45 PM
- INTERMISSION: 8:45 - 9:00 PM
- EVENT ENDS: 10:00 PM

We expect all vendors & exhibitors to stay until the end of intermission. If you leave before the end of the show, please pack up quietly so as not to disturb the movie-watchers.

RAIN or SHINE: This event will take place rain or shine. Please be prepared for weather conditions. No refunds will be given due to the weather.

RSVP DEADLINE: Participation confirmation and insurance requirements must be completed and submitted by August 1, 2023, and must be accompanied by payment of the $100 community partner booth fee. Fees will be refunded only if your application is not approved. We will not offer refunds for any other reason. Space is limited. Booths will be reserved on a first come first serve basis. If you would like to participate this year, please sign and return the enclosed invoice along with your payment.

BOOTH SIZE: Standard booth size is 10’ x 10.’ Exhibitors are required to provide their own tables, chairs, and canopy. Canopies are recommended since this event is outdoors and held rain or shine. Canopies must be securely weighted down with anchors (see Anchors Section below) as onshore breezes/winds are common in the afternoon.

Note: This is an earth-friendly event. We ask that you do not display balloons or distribute items such as plastic water bottles, paper fliers, etc. It’s also a family event so we encourage you to have kid-friendly activities at your booth to encourage lots of traffic.

SET UP TIME: All Exhibitors are invited to arrive/set up their booths between 1 - 3:30 PM. All booths must be completed by 4 PM. We will have volunteers available to direct you to your booth space and help unload your car. Please park in one of the two designated areas on the map. You may arrive later as long as you previously set-up your booth and are completely ready to go by 4:30 PM.

ANCHORS: Your canopy must be securely anchored to the ground. If the winds become heavy and you do not have a way to anchor your canopy, you will be asked to lower your canopy. Here are two options:

- Using a commercial product, such as the E-Z Up weightbags.
- Fill 1 or more 5-gallon buckets with sand or rocks. Tie one side of a rope to the bucket handle and the other side to a crossbar near the top of the canopy frame. If only one bucket is used, tie it to the upper center part of the canopy.
LIGHTING: The festival grounds have sufficient lighting on walkways but once the sun sets, lighting within your own booth area should be augmented. Please bring battery-operated or solar lights/lanterns to illuminate your space.

MINIMIZE WASTE: It is our goal to minimize all handouts and giveaways. Please consider alternative ways to market your organization, message and products. Limit the number of brochures and giveaway items. We strongly discourage you from laying out brochures. Do not distribute Styrofoam, plastic or balloons. The intention of this event is to limit the amount of trash produced and left at the site. We want to be an example for the community!

TICKETS: Each Community Partner will be provided with two tickets plus two VIP Lounge wristbands. We hope you will find the time to enjoy the Lounge Area and watch the films. When you arrive, we suggest you put your chairs or blankets on the lawn in close proximity to your booth. That way, you can watch the films and then step back inside during intermission.

For more information, please contact Outreach Director Leslie Velez at:
leslie@venturalandtrust.org

**Insurance Requirements**

This year, ALL vendors and community partners must submit insurance and endorsement forms **NO LATER THAN TUESDAY, AUGUST 1, 2023**.

Please ask your insurance agent to mail the certificates and All endorsements to:
· Ventura Land Trust – Leslie Velez leslie@venturalandtrust.org

Here are the Insurance Requirements:
· Evidence of $1 million in Comprehensive General Liability Insurance
· Additional Insured Endorsement naming **Ventura County Credit Union, its agents, officers, directors, employees and volunteers**
· Additional Insurance Endorsement naming **Ventura Land Trust, its agents, officers, directors, employees and volunteers**
   · Proof of such insurance must be provided by either a separate endorsement page or by providing a copy of the insurance policy providing that all persons who contract with the insurance are names additional insured on said policy

Addresses:
Ventura County Credit Union, 2575 Vista Del Mar, Ventura, CA 93001
Ventura Land Trust, 3451 Foothill Rd., Ventura, CA 93003