

Hello!

On behalf of United Way of San Luis Obispo County (UWSLOC), I am reaching out to invite you to participate in **FLAVORS of SLO 2019**. This will be our 11th year for this popular food and beverage event, and we moved to Mission Plaza just last year to accommodate our growing number of guests. As we have in years prior, we aim to exemplify our United Way motto of **LIVE UNITED** by inviting the community to come together to celebrate the wide variety of local cultures and cuisines that make our county unique. This is a wonderful opportunity to market your business and show your support for our community while supporting United Way's Community Impact Fund, which provides grant funding opportunities to other nonprofit agencies in our county.

Please join us in **Mission Plaza** on the afternoon of **Saturday, May 4, 2019, from 12-4pm** for this exciting event! (Back by popular demand, we will again be offering an exclusive VIP experience from 12-1pm, with general admission beginning at 1pm.) This event will truly highlight the many **FLAVORS** that make our county the wonderful place it is today. And to highlight your businesses, guests will once again vote for their "Favorite Bite" and "Favorite Sip", with the winners of each category being recognized with a commemorative certificate!

All vendors must supply food/drink samples to attendees, but we are excited to announce that beginning this year vendors also have the option to sell food, beverages, and/or branded materials for a booth fee of \$125. Vendors not selling items will not be charged a booth fee.

To reserve your space at our event on Saturday, May 4, please fill out the attached paperwork and return it (along with your \$125 booth fee, if applicable) by April 05, 2019. Electronic versions of these forms can be found at <http://www.flavorofslo.org/register-as-a-vendor.html>. As soon as we receive your confirmation of participation, we will include your business name and logo on our event website, social media, and any promotional materials available – the sooner you RSVP, the more promotional opportunities you'll have! *Please send you group's logo to the email address below when you submit your paperwork.*

Please do not hesitate to contact me if you have any questions. Thank you for your support, and we look forward to celebrating with you at **FLAVORS of SLO 2019**.

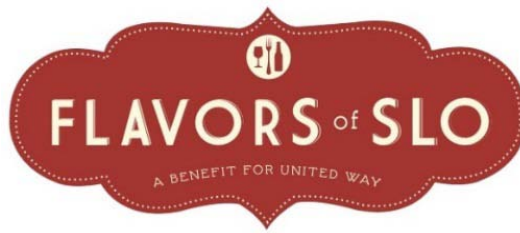
Sincerely,

Nikia Hendrickson
Vendor Coordinator
nhendrickson@unitedwayslo.org



United Way of
San Luis Obispo County

PO Box 14309, San Luis Obispo, CA 93406-4309
805.541.1234
www.unitedwayslo.org
EIN 95-3459538



Event Information

- **FLAVORS of SLO 2019:** Saturday, May 4, 2019, 12:00-4:00pm, Mission Plaza
 - **VIP Tickets:** A limited number of VIP tickets will be sold for \$50 each, enabling those guests access to the event at 12:00pm, as well as a special spirits tasting opportunity.
 - **Regular Tickets:** All other ticket holders will be granted access to the event at 1:00pm. Pre-sold adult tickets will be \$30 (with day-of tickets being \$40), \$10 for guests ages 6-12, and guests ages 5 and under are free.
- **Anticipated Attendance:** 500 Guests. We will provide periodic updates to keep you informed of ticket sales/headcounts in an effort to help you plan your sample sizes and amounts.

Logistics

- **Space provided:** Each vendor will be provided a 10x10 space. Vendors will need to bring their own table, tablecloth, chairs, and promotional materials. We recommend you bring a pop-up tent to limit sun exposure. You may also bring your company banner to hang from your table or tent.
- **Electricity:** There are a limited number of power outlets available to us, so if you require electricity, please contact us as soon as possible so that we can try to place you in a location that will accommodate your needs.
- **Set up/Break down:** We will have volunteers to help you unload and set up your booth space. To alleviate vendor traffic, we will assign staggered unloading/setup times closer to the event. Booth break down cannot start until the event ends at 4pm.
- **Parking:** Surrounding neighborhood parking, nearby parking structures, and metered parking (meters are active from 9:00am - 6:00pm) will be available to everyone. In addition we will be reserving spots in nearby private lots for vendors who will need to replenish food, drink, and/or product stock throughout the day.

Vendors Receive

- Up to four complimentary **general admission** wristbands for those working your booth
- Company recognition and logo on **FLAVORS of SLO** website (www.flavorsofslo.com), social media, and any remaining promotional materials after we receive your paperwork and logo
- Featured in United Way eNewsletters
- Company name in follow-up Thank You Ads

Forms to Complete and Return

- Vendor Contact/Commitment form
- City of San Luis Obispo event permit (*you do **not** need to obtain the Fire Marshal's signature*)
- United Way In-kind form

Please do not hesitate to contact me directly if you have any questions. We are looking forward to an incredible event!

Sincerely,

Nikia Hendrickson
Vendor Coordinator
nhendrickson@unitedwayslo.org



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PLEASE COMPLETE THE FOLLOWING INFORMATION SO THAT WE MAY PREPARE FOR YOUR PARTICIPATION IN **FLAVORS OF SLO 2019**

Contact Information

Business Name: _____

Main Contact Person: _____

Main Contact Person's Cell Number: _____

Main Contact Person's Email: _____

Names **and** Cell Numbers of All Booth Workers Who Will Attend: _____

Beverage/Food Item You Plan to Bring:

Item: _____ (hot/cold)

Item: _____ (hot/cold)

Item: _____ (hot/cold)

Item: _____ (hot/cold)

Will you be selling any food, drink, and/or branded materials? (Yes, No) _____

Will you need ice? (Yes, No) If so, how many pounds of ice? _____

Will you be able to unload all of your supplies for the day during vendor setup? (Yes, No) _____
(We will have a limited amount of parking spots close to the vendor area for vendors who cannot unload everything in the beginning, and will need to replenish their stock throughout the day)

Will you need electricity? (Yes, No) _____
(There are a limited number of power outlets available to us, so if you require electricity, please RSVP as soon as possible so that we can try to place you in a location that will accommodate your needs.)

I, _____, am signing on behalf of
_____, and agree to participate in FLAVORS
of SLO 2019 for the full duration of the event.



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United Way of San Luis Obispo County



In-Kind Contribution Form

Date: _____

Mailing Address

P.O. Box 14309
San Luis Obispo, CA 93406-4309
Phone (805)541-1234
Fax (805) 543-5317

Shipping Address

1288 Morro Street, Ste. 10
San Luis Obispo, CA 93401

Donor/Business Name: _____

Address: _____

Phone: _____ Email: _____

Type of donation	
Description (event name, if applicable)	FLAVORS of SLO
Value (See Note 1)	
Type of donation	
Description (event name, if applicable)	
Value (See Note 1)	

If needed, itemize additional items on reverse side

Donation Given By: _____
Print Name Sign Date

Donation Accepted By: _____
Print Name Sign Date

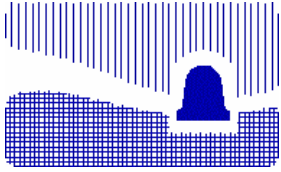
Note 1: United Way of San Luis Obispo County gratefully accepts gift in-kind contributions. No goods or services will be provided in exchange for this contribution. **It is the privilege and responsibility of the donor to assign value.** Please keep this acknowledgement for your records and consult your tax advisor for more information. United Way of San Luis Obispo County is a 501(c)(3) organization. **Tax ID# 95-3459538.**

THANK YOU FOR YOUR COMMUNITY SUPPORT!

Give. Advocate. Volunteer. LIVE UNITED. www.unitedwayslo.org

Internal Use Only:

Processed by Office Processed by Finance



city of san luis obispo

FIRE DEPARTMENT
2160 Santa Barbara Avenue San Luis Obispo, CA 93401-5240 805/781-7380
"Courtesy & Service"

SAN LUIS OBISPO CITY FIRE DEPARTMENT SPECIAL EVENT PERMIT

Name of Event: _____ Date of Event: _____

Name of Participant (print): _____

Name of Business: _____

Address: _____ Phone: _____

THIS PERMIT MUST BE SIGNED AND IN YOUR POSSESSION DURING THE ENTIRE EVENT. ALL BOOTHS AND VENDORS SHALL BE SUBJECT TO INSPECTION BY THE FIRE DEPARTMENT PRIOR TO THE EVENT.

Vendors and participants shall comply with the conditions of this permit.

- Propane cylinders and appliances must be U.L. approved. No "homemade" manifolds or heating devices are allowed. All connections shall be tested using soap/water solution by the participant.
- All booths using propane or open-flame devices of any kind must have at least one 2A-10-BC rated fire extinguisher located at the exit of the booth.
- The use of gasoline as a fire-starter is prohibited. Solid fuel burning appliances shall be located at least 10 feet from the booth.
- When deep-fat fryers are used, they shall be outside the booth and at least 18 inches from combustibles, and an additional 1-1/2 gallon Type "K" extinguisher is required.
- All open-flame devices shall have adequate clearance from combustibles, such as decorations, to prevent the accidental spread of fire.
- A 20-foot lane must be maintained at all times. Check with the special event sponsor to be sure your booth does not extend into the fire lane. Booths extending into the fire lane shall be moved immediately.
- Tents over 200 square feet and canopies over 700 square feet will require a separate permit.
- Tents/canopies used for cooking booths shall be flame retardant, regardless of size.

For questions concerning the conditions of this permit call the City Fire Department at 781-7380 or ask your special event sponsor for information.

Rodger Maggio, Fire Marshal

Participant's Signature

G:Prevent/Special Event Permit



The City of San Luis Obispo is committed to include the disabled in all of its services, programs and activities. Telecommunications Device for the Deaf (805) 781-7410.

