



Hello!

On behalf of United Way of San Luis Obispo County (UWSLOC), I am reaching out to invite you to participate in our **2018 FLAVORS of SLO** event. For nine years, UWSLOC has hosted our popular food and beverage event in the spring, most recently at the Jack House gardens. However, for our 10th Anniversary, we wanted to do something very special.

To best exemplify our United Way motto of **LIVE UNITED**, we are expanding our celebration to include aspects of local culture and heritage with the wide variety of food and beverages our beautiful county has to offer. To make room for everything our expanded 10th anniversary event has to offer, we are proud to announce a new, larger venue for our event. Please join us in **Mission Plaza** on the afternoon of **Saturday, May 5, 2018, from 12-4pm** for the new **FLAVORS of SLO!** (The main event will be from 1-4pm, but this year we will be selling a limited number of VIP tickets which will enable those guests early access to the event, at 12pm.)

We have a wide variety of live music and performances planned for the event, and a number of food and beverage vendors have already confirmed their attendance, but we are also inviting various cultural groups to have booths at the event so that attendees can learn more about the many cultures that have made our city and county the wonderful place it is today.

Please sign up now to join us at this event! This is a wonderful opportunity to market your group, while showing your support for our community, and also supporting United Way's Community Impact fund, which provides grant funding opportunities to other nonprofits in our county throughout the year.

There is no booth fee to participate. Simply fill out the attached paperwork and return it no later than Tuesday, May 1, 2018 so that we can reserve your space at the event. When you email your completed paperwork, please also include your group's logo so that we can advertise your presence on our website as well! Please do not hesitate to contact me if you have any questions.

Thank you for your support, and we look forward to having you join us at the table for this year's **FLAVORS of SLO** event.

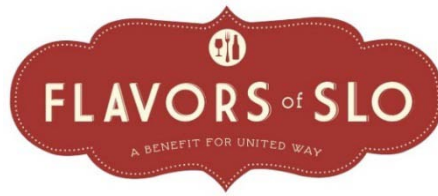
Sincerely,

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



The following packet includes details regarding your participation, as well as documents required by the City of San Luis Obispo. Please return these forms to me through postal mail, or via email.

Event Information

- **FLAVORS of SLO:** Saturday, May 5, 2018, 12:00-4:00pm, Mission Plaza (**a new location!**)
 - **VIP Tickets:** A limited number of VIP tickets will be sold for \$50 each, enabling guests access to the event at 12:00pm, as well as a special spirits tasting.
 - **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.

Logistics

- **Space provided:** Each cultural group will be provided a 10x10 space, table, tablecloth, and chairs. We recommend you bring a pop-up tent to limit sun exposure, your own promotional materials, and anything else your group wants displayed.
- **Set up/Break down:** We will have volunteers to help you unload. Information about staggered drop off times and locations to follow. Break down cannot start until the event ends at 4pm.
- **Parking:** Surrounding neighborhood and nearby parking structures (meters are active from 9:00am-6:00pm).

Cultural Groups Receive

- Up to two complimentary wristbands for the people working your booth
- Organization recognition and logo on **FLAVORS of SLO** website (www.flavorsofslo.com)
- Featured in United Way eNewsletters
- Organization name in follow-up Thank You ads

Forms to Complete and Return

- Participation Agreement form
- City of San Luis Obispo event permit (*you do **not** need to obtain the Fire Marshal's signature*)
- United Way In-kind form (only applies if you are donating, or giving out items at the event in which you want to be able to use as a tax deduction)

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 2018**

Contact Information

Group 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: _____

I, _____, am signing on behalf of

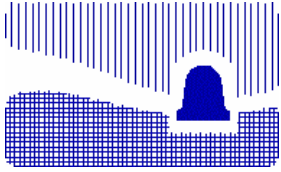
_____, and agree to participate in

FLAVORS OF SLO 2018 FOR THE FULL DURATION OF THE EVENT.



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San Luis Obispo County**

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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.





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