



26800 Newport Road \* Menifee, CA 92584 \* Phone 951.672.6675 Ext. 227 \* [www.gslcmsmenifee.org](http://www.gslcmsmenifee.org)

## Salute To Heroes General Conditions & Policy 2010

Thank you for participating in GSL S Salute to Heroes. Your support is greatly appreciated. We wish the best to everyone. *Come enjoy and have fun!*

### Overview

Please read carefully and sign and return by April 1, 2009. If you have any questions, please contact Lisa, Debbie or Charlie at 951.672.6675 ext 227 or [gslcmsmenifee@gmail.com](mailto:gslcmsmenifee@gmail.com).

**When:** Saturday, April 17, 2010 10:00am-4:00pm

**Where:** Good Shepherd Lutheran Church & School - 26800 Newport Rd, Menifee Ca, 92545

**Purpose:** GSL S hosts Salute to Heroes to honor all those who have served our country. This is a free family event and opened to the public. The Salute to Heroes Celebration provides GSL S with the opportunity to fundraise for our school. Please join us in celebrating this very special day.

### Registration

- **Vendors & Sponsors:** Please make all checks or money orders out to GSL S PTL.
- **Confirmation:** Exhibitors are not considered registered until the **Vendor/Sponsor/Guest Application Form and Fee (if applicable) is received in full by GSL S**. A confirmation email will be sent to the applicant shortly. Further information about Salute to Heroes will be emailed to you around March 30, 2010. If you do not receive any information by April 12, 2009 please contact Lisa or Debbie at 951.672.6675 ext 227.
- **Promotion:** GSL S will promote the event through various print and media. Please provide us with your logo and business card no later than March 30, 2010.
- **Space Guarantees:** Although we will try to accommodate all requests we cannot guarantee requests for a particular area or space.
- **Rain & Wind Policy:** There will be **NO REFUNDS** for rain or wind. A great deal of time and expense is put into Salute to Heroes over the course of a year therefore it is our policy not to cancel for inclement weather. Exhibitors are responsible for providing their own protection from the elements.
- **Cancellation:** As a great deal of time, money and advertising will go into this event, cancellations or "no shows" may jeopardize participation in future events. Please keep in mind there are **no refunds**.

## Arrival and Departure Policy

- Exhibitors may arrive as early as 8:00am the day of the event. We respectfully ask all exhibits be set up prior 10:00am. Upon arrival please be sure to check in at the Information Booth.
- All exhibitors are asked to remain at the celebration until 4:00pm. Please do not start to breakdown your display until 4:00pm.
- Upon Arrival
  - Check in and obtain you vendor information
  - Unload your wares/set up your display
  - Move your vehicle by 9:30am to the designated parking area.
  - While setting up, please place any trash in the dumpsters- **Do not use trash barrels please.**
- **Exhibitors are responsible for cleaning up their areas at the end of the event and dispose of all garbage properly.**

## Health & Safety

- All Riverside County fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety shall be strictly adhered to.
- **First Aid:** For all injuries please go to the [First Aid Station located next to the Information Booth](#). In the event of an emergency please **dial 911**.
- **Lost & Found:** Please deliver all “found” items to the [Information Booth](#) as soon as possible.
- A fire extinguisher must be in any booth where food is cooked or items burning. No candles may be lit or other items burned without the written permission of GSLS.
- In the event of an emergency please contact [event security \(at the Information Booth\)](#) or the appropriate emergency service.
  - **-Police Department: 951.696.3600**
  - **-Ambulance/Medical: Dial 911**
  - **-Fire Department: 951.679.5163**

## Exhibit Space Policy

- You will only be allowed to set up in the space you have paid for or have been assigned. Going beyond your paid space will result in an additional space fee.
- Ice, electricity, power cords, and individual booth trash cans will **NOT** be provided.
- **Radios are NOT** permitted as live entertainment will be provided.
- GSLS has the right to prohibit any exhibits not meeting approval, as well as any conduct which it deems detrimental and not in the best interest of the celebration. **This is a family event; please make sure your merchandise, exhibits, attire and personnel reflect “family fun”.**

- A professional attitude and attire is expected at all times.
- Exhibitors are liable for delivery, handling, set-up and removal of their own display and materials.
- Exhibitors may only sell/advertise from their assigned space. We ask that exhibitors not roam the premises to sell merchandise or hand out or fliers. No off site banners or signage allowed.
- Please do not nail, staple, tape, any items to walls, floors, or GSLS property without written consent. All necessary measures for repair of GSLS property shall be at the expense of the exhibitor.
- GSLS is not responsible for exhibitors lost, stolen or damaged equipment, products, and/or property.
- The sale of alcohol, tobacco or live animals is NOT permitted. No knives or other dangerous objects that GSLS considers to be a weapon are to be sold or awarded as prizes.

### Event Conditions & Policy

- GSLS reserves the right to waive any and all irregularities and reject any exhibitor. GSLS maintains all rights to remove vendors if determined to be in the best interest of GSLS or those attending the Armed Forces Day Celebration.
- GSLS does not guarantee vendor sales.
- Attendance is projected and based on the previous year and is an **estimate only, not a guarantee.**
- This General Conditions and Policies constitute a contract between the exhibitors and GSLS, and no waivers modifications or amendments shall be valid unless signed by both parties and attached hereto.
- All exhibitors shall be insured and must provide to GSLS a Certificate of Insurance verifying that the exhibit has general liability insurance with limits of \$1,000,000.00. Certain fundraising booths and non-profit organizations may be eligible to sign a waiver of liability. No booth will be allowed to open without insurance coverage or signing a waiver of liability.
- Use of GSLS logo is not permitted without written permission from GSLS.
- By signing this contract, you agree to allow GSLS to take photos of your space and product during the celebration for future reference, and agree to allow the celebration videographer and photographer access to your space and products for future promotions. You also acknowledge that there will be no compensation for the use of photos taken of your product/space if GSLS should use them for future promotions.
- By signing this contract, you agree to allow GSLS to promote your business/organization through print and media advertising for the purpose of Armed Forces Day Celebration. You also acknowledge that there will be no compensation for the use of your logo, pictures, etc.
- Any questions or concerns should be directed to Lisa LaRusso or Debbie Miner. They may be reached by phone at 951.672.6675 ext 227, email at [gslcmnifee@gmail.com](mailto:gslcmnifee@gmail.com).

### Acceptance of General Conditions and Policy

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Owner/President's Name: \_\_\_\_\_

For participation in GSLS 2<sup>nd</sup> Salute to Heroes , I have read, understand, and will comply to the General Conditions and Policy as stated above. Furthermore, I have discussed with my employees, volunteers, members/patrons, and guests the General Conditions and Policy as set forth by Good Shepherd Lutheran School.

Acceptance of GSLS General Conditions and Policy on this \_\_\_\_\_ day of \_\_\_\_\_ 2010 in the county of Riverside, State of California.

Owner/President's Signature \_\_\_\_\_

GSLS Representative \_\_\_\_\_ Date \_\_\_\_\_