

Vendor Rules for SAP 25 Festival Weekend – Arena Green Park Activation

- 1) Vendors must be fully set-up and ready to interact with the public no later than 15-minutes prior to public open. Additionally, vendors must not break down in a way that otherwise hinders their ability to interact/serve guests in any manner prior to the scheduled event end.

Set-Up Times: Thursday, September 12th, 2019; 2:00pm – 6:00pm
Friday, September 13th, 2019; 11:30am – 1:45pm
Saturday, September 14th, 2019; 11:30am – 1:45pm
Sunday, September 15th, 2019; 11:30am – 1:45pm

Event Day Times: Friday, September 13th, 2019; 2:00pm – 7:00pm
Saturday, September 14th, 2019; 2:00pm – 7:00pm
Sunday, September 15th, 2019; 2:00pm – 7:00pm

Load Out Times: Sunday, September 15th, 2019; 7:00pm – 10:00pm
Monday, September 16th, 2019; 9:00am – 11:00am

- 2) All vendors must comply with the City of San Jose Municipal Codes, policies, and all applicable County, State and Federal rules and regulations.
- 3) Vendors must understand that every effort will be made to inform them of changes to policies and rules prior to their arrival on-site; however, some adjustments may be made on-site and vendors must abide by those rules set forth by San Jose Arena Management.
- 4) Unless otherwise approved by San Jose Arena Management, no vehicles should be driven into the park – to include during set-up and tear down. In some cases, display vehicles or food trucks may be approved to park on the decomposed granite or the granite tiles. All vehicles must comply with San Jose Fire Department regulations: the engine must always be off, keys must not be in the ignition, and a drip pan placed below the vehicle to protect the park.
- 5) Unless otherwise approved by San Jose Arena Management, vendors must operate out of a 10x10 canopy tent and cannot park vehicles or large trailers on the grass. Any vendor wishing to use a trailer must be positioned on the decomposed granite. Some exceptions may be made to this policy depending on gross weight and location. Please confirm all proposed specs via detailed information and renderings or photos of planned set-ups at least 30-days in advance of the event to San Jose Arena Management.
- 6) At no time, to include set-up and tear down, should a vendor block or otherwise obstruct park pathways and sidewalks for pedestrian and wheelchair access. Please consult with San Jose Arena Management for any foreseen or encountered issues to this policy.
- 7) All beverage items must only be distributed in “flexible” plastic cups. At no time can hard “non-flexible” plastic cups, glass bottles, or alumni/tin be distributed to the public. All food

items must be served in compostable containers and at no time should be served in polystyrene foam containers.

- 8) Vendors without County Health Permits may sample products provided they are in a plastic container, are 2-ounces or less, and come pre-packaged. All product samples must be approved by San Jose Arena Management at least 30-days in advance of the event.
- 9) For non-sample guideline compliant distributions, vendor agrees to comply with Santa Clara County Department of Environmental Health, safety and health standards as interpreted and enforced by said agency and San Jose Arena Management. Please alert San Jose Arena Management at least 30-days in advance if holding tanks are required to collect gray water or a grease drum and/or hot coal container for food booths. To acquire a County Health Permit, please contact Suzanne Lew at 408-918-3461.
- 10) Any food vendor using cooking appliances and barbecues are required to place said items at least 3-feet above the ground in order to avoid damage to the turf or decomposed granite.
- 11) Due to the proximity of the San Jose Airport, at no time should balloons or kites be flown per Federal Regulations. There are no exceptions to this policy, and it will be strictly enforced.
- 12) Unless otherwise approved by San Jose Arena Management, no banners or other objects may be attached to trees or park fixtures to include lamp poles. Stickers of any kind are strictly prohibited.
- 13) All generators, if used, must be diesel and have a minimum of a 40B:C fire extinguisher. Approval for generator set-ups must be given at least 14-days in advance by San Jose Arena Management and are subject to final on-site approvals by the fire inspector. Generators must be placed on concrete or plywood over grass to prevent damage.
- 14) All vendors are required to carry insurance and provide copies of their COI to San Jose Arena Management at least 14-days in advance of the event. All COIs must display the following information and insurance levels. Please confirm all stipulations with San Jose Arena Management as some may be added or removed based on each specific case.
 - Minimum Bodily Injury & Property Damage – Per Location Aggregate: \$2,000,000
 - Minimum Bodily Injury & Property Damage Combined Single Limit – Per Occurrence: \$2,000,000
 - Minimum Personal and Advertising Injury – Per Occurrence: \$2,000,000
 - Minimum Employer’s Liability: \$2,000,000
 - Minimum Automobile Liability Insurance: \$1,000,000
 - San Jose Arena Management will be added as additional insureds on insurance coverage required to be provided by vendor and should be listed as: **SJAM, the San Jose Sharks, SAP AG, the City of San Jose, its affiliates, and their respective members, directors, officers, employees, and authorized agents of the City of San Jose. The Policy shall remain in effect during the entire period that the License is in effect.**