

# LA ENCANTADA

## Food Booth and Vendor Regulations Agreement Form

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Welcome to La Encantada!

Vendors invited to participate in events sponsored by various organizations on the La Encantada premises are expected to abide by all applicable fire safety regulations concerning the vendor's specific service. Listed below are certain minimum fire safety and set up requirements, which are common to most events involving food or exhibitor booths. Please take the time to understand these requirements as well as other applicable requirements to make your area of service as safe, efficient and clean as possible.

Prior to the beginning of the event, all vendors must check-in with the Event Coordinator. Also prior to the event, all booths will be inspected by your Event Coordinator. Once all applicable fire safety and setup requirements, including but not limited to those listed below, are met, an inspection compliance "tag" will be issued to the vendor. The tag must be attached to the booth and displayed in a conspicuous location throughout the event. However, if it's determined that the vendor does not comply with minimum fire safety and set up requirements, the vendor will be asked to correct the problems or discontinue operation.

The Event Coordinator is responsible for compliance of all regulations. A signed copy of the Food Booth and Vendor Regulations Agreement Form shall be signed by the vendor. By signing this form the vendor agrees to comply with these regulations. The signed copy will be available on request for review by the La Encantada Management Staff.

### 1. INTERNET CONNECTIVITY

La Encantada offers free Wi-Fi service throughout the facility: \_LaEncantada\_Guest\_WiFi

### 2. PARKING

- a. Staff members, volunteers, vendors and/or exhibitors that will be coming onto the property for the production of the event, shall park in the "employee" parking spaces. These parking spaces are designated with BLUE parking lines.
- a. We have reserved the parking spots closest to the entrances for guests and those attending the event
- b. Unloading of items may be done at the designated service entrances prior to parking if needed. Very large amounts of event-related automobiles may require finding off-site parking for staff members and will need to be discussed with La Encantada Management.

### 3. LOADING IN/OUT

- a. Equipment load in and booth set up should not interfere with the normal business or work of the shopping center
- b. No parking at the curb at any of the entrances. Vehicles are allowed to load or unload only
- c. Vehicles left unattended at any of the entrances for an excessive period of time, or not in the actual process of loading or unloading, are subject to being towed at the expense of the vendor/exhibitor
- d. Unauthorized vehicles will be towed at the expense of the vendor/exhibitor
- e. Items may be delivered the day prior if needed and stored in an unoccupied suite/space (as available). Contact your Event Coordinator for approval
- f. For lower-level deliveries, use the **entrance located next to the Crate & Barrel delivery zone**
- g. For upper-level deliveries please use the **Tiffany & Co. breezeway**
- h. While we do have overnight security, we are not responsible for items left over night
- i. Dollies, push carts & flat beds must have rubber wheels and are not supplied by La Encantada. These items need to be supplied by the Organization/Business.

### 4. EXHIBIT BOOTH SETUP

- a. Prior setup, check-in is required, please see your Event Coordinator
- b. Each exhibitor will be assigned to a space of 10' x 10' in size
- c. Each exhibit booth will be equipped with two (2) 6-ft tables and two (2) linens, provided by your Event Coordinator
- d. Event flow is very important, please request approval from the Event Coordinator if additional equipment is required
- e. Booth setup shall be limited and fixed into its 10' x 10' allowance
- f. General cleaning must be maintained in all booths. This includes the premises (grounds) surrounding your booth. All garbage and refuse shall be placed in receptacles provided and disposed of in a sanitary manner
- g. Walkways designated on approved event floor plans shall be kept clean, clear and free of obstructions. Per Fire Code requirements, all aisles, storefront access, and walkways widths must have a minimum clearance of at least 5 feet from booths and be free of chairs, tables and other miscellaneous equipment
- h. Chairs, coolers, extra tables, cooking area, prep area, signs and demonstration areas shall not be placed beyond booth into walkways or extend from the 10' x 10' booth area allocation
- i. In case of an emergency, all fire prevention and firefighting equipment shall have easy and unobstructed accessibility
- j. Notify your Event Coordinator of any electrical outlet needs during the planning stage – **electric outlets are limited. See section 10 for more details**
- k. Nothing at your table should be higher than 6 ft. high
- l. All stations and booths should have equipment removed immediately following the end of the event

### 5. COOKING EQUIPMENT IN EXHIBIT BOOTHS

#### General Requirements:

- a. Electrically powered food cooking devices may be approved for use as long as the devices:
  - Do not produce flames, smoke, or grease-laden vapors
  - Have been approved during the planning stages and prior to the event

- Notify the Event Coordinator of any electrical outlet needs during the planning stage – **electric outlets are limited. See section 10 for more details**
- b. Exposed open flame cooking devices shall not be used within booths
- c. Any heat-producing device shall have adequate clearance from combustibles, the public, and the public access ways. Barriers may be required to maintain clearance from the public
- d. An approved and tagged 2A:10BC class extinguisher is required on site and shall be readily accessible for cooking or heating operations, no exceptions

**Propane, Sterno and Chaffing dishes are allowed:**

- No storage of extra propane tanks will be allowed in the booth
- Propane tanks not in use must be turned OFF

**Prohibited items:**

Food vendor exhibitors shall be aware of not bringing any of the following items on site, these will not be allowed on the premises and are strictly prohibited:

- Butane, wood-burning grill, charcoal grills, roasters, deep fryers, outdoor pizza ovens, and smokers
- Fridges, freezers, ovens, crock-pots, and microwaves
- Flambé and stir-frying cooking
- Taper candles

## 6. PROTECTION OF FLOORS

Event exhibitors are required to provide appropriate protection of floor surfaces to prevent damage related to event use of the facility, no exceptions:

- a. The floors of areas used by restaurants and/or cooking booths must be completely covered with a plastic tarp, a mat or plastic sheeting to protect the floors from spills, grease, liquids, oil, food etc.
- b. Plastic must cover and protect all floors of the designated 10' x 10' booth area
- c. It is recommended to use a fire retardant plastic
- d. If needed, you may tape it down to keep it in place
- e. Approved colors are tan, beige and clear
  - See appendix for approved examples

## 7. NO DUMPING & GRAY WATER DISPOSAL

- a. Dumping of oil or grease into storm drains or on ground is not permitted
- b. Wastewater and gray water must be disposed of in a sanitary sewer only
- c. Drains are distributed along the courtyards
- d. Do not dump solid waste – napkins, paper towels, plates, utensils, and/or food. These can be disposed in cardboard waste receptacles

## 8. BANNERS, BACKDROPS & SIGNS

La Encantada's main obligation is to our tenants & center sponsors. Signage is permitted to sit on booth and/or table as follows:

- a. Large backdrops, tents, banners, balloons are not allowed

- b. If backdrops are less than 6 feet in height, they may be placed on the ground, in front of existing walls to avoid obstructing the view of merchant store fronts
- c. Signs, posters, banners or other décor are not allowed to be tied, affixed or taped to any property wall or railing

## 9. PLANTERS & GRASS

La Encantada is an outdoor center and has many plantings, grass areas and potted plants that create the outdoor décor and atmosphere.

- a. Please do not set heavy objects, tables or have standing lines over the grass areas
- b. Do not dump extra ice, liquid waste, gray water, and/or hot and alcoholic beverages into the flower pots, grass and/or fountains

## 10. ELECTRIC/POWER CONNECTIONS:

- a. A limited number of booths with electricity are available and only in specific areas in the center
- b. Vendors requesting use of these connections must be communicated to the Event Coordinator in advance
- c. These requests will be evaluated by Event Coordinator and assigned on a first come, first serve basis
- d. Last minute or day of the event requests are not accepted
- e. Vendors requesting electricity must provide their own extension cords and power strips. All cords must be 3 wire-grounded
- f. Vendors must ensure all wires and cables must not create a trip hazard and will need to be concealed and taped down appropriately

## 11. NO SMOKING

Smoking is strictly prohibited within the La Encantada premises, stores and public spaces including courtyards, elevators, offices, restrooms, hallways and work stations, as well as all other enclosed areas. This policy applies to all employees, guests, costumers, contractors and visitors.

APPENDIX- Protection of Floors



# Food Booth & Vendor Regulations Agreement

## The Event 2019

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A copy of these requirements and regulations shall be posted within the exhibitor booth and signed by the vendor. By signing this form the vendor agrees to comply with these regulations. The signed copy will be available on request for review by the La Encantada Management.

For questions, please contact your Event Coordinator.

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Food Booth/Vendor Operator's signature

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Food Booth/Vendor Operator's printed name

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Booth Name

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Event Coordinator

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Date of Inspection