



# Sacramento Hmong New Year, Inc.

(Celebrating the Tradition, Preserving the Culture)

**SHNY, Inc.**

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Date: 6/01/2010  
To: All vendors

RE: Sacramento Hmong New Year Vendors/Booths for the 2010-2011 Event

## **(Event Time: Nov 25 to Nov 28, 2010)**

Enclosed is Sacramento Hmong New Year's vendor application package for the 2010-2011 event. Vendors who are interested in selling at this event need to **complete the enclosed application with full payment and mail to Sacramento Hmong New Year no later than August 15<sup>th</sup>, 2010** (*applies to last year vendors only*). New vendors may begin to submit their applications on September 1<sup>st</sup>, 2010 with payment in full. All vendor application and payment that this is not submitted before November 12<sup>th</sup>, 2010 will be subjected to a late fee \$ 50.00. Mail your application with **full payment** to the P.O. Box provided below before the due date.

1. For **Food, Papaya Salad, Churros, Hot Tea, Hot Drink, Fruits, Sugarcane, Produces vendors** please complete the SHNY application and County of Sacramento Environmental Health Division application on the "TFF Operator's Packet" page 2 & 3; **list all types of food you will be selling and all equipment you will be using. Food & Papaya Salad vendors must submit your booth site plan design layout with all applications** (see example of site plan layout on the TFF page 8); this is required from the county permit department of health. Please provide your own **fire extinguisher** for this event; this is required by the Health Safety & Fire Marshal Department.  
**Additional County Permit Fee** for TFF is **\$132.00** for high risk and **\$63.00** for low risk. **High Risk** is consisted of papaya salad, BBQ, noodle soup, etc., for all food vendors. **Low Risk** is consisted of churros, fruits, hot tea, hot coffee, hot soup, hot drink, sugarcane, produces, or any drinks ready for sample.  
**Additional cooking tent fee of \$155 for 10x10, \$255 for 20x10** for each food booth will be added to all food vendors; this is also a require by the health department. The cooking tent fee and permit fee will be added to the booth/space fee for a subtotal amount due and payable to SHNY when you return in your application.
2. **Audio/video, Merchant, Herbal, Non-profit, Business display or Others:** for application and space availability please call to the appropriate department phone number provided below.
3. **Application(s) and full payment must be received by SHNY, Inc no later than August 15<sup>th</sup>, 2010 to reserve the right to obtain and/or redeem your old space.**
4. **Vendors selling any food or drinks who fail inspection** from County of Sac. Environment Health and Fire Department shall not be refunded for space fee & inspection fee. Additional \$150 fees will be charged for re-inspection each time to the vendor who failed the inspection and/or late. Fee must be paid upfront in full, if failed inspection or late.

P.O. BOX 232118 Sacramento, CA. 95823 Phone: (916) 236--7984 Fax:(916) 244-7110

[www.sacramentohtmongnewyear.com](http://www.sacramentohtmongnewyear.com)



5. **Non-Profit/Private Sector/Business Booth** will be charge \$150 per booth with 2 free admissions and 1 free parking pass. If a second booth is purchased by the same non-profit/private sector/business organization and does not require additional passes for entrance/helper, will receive the second booth for \$75. If the second booth requires additional passes, the second booth will be sold at regular fee of \$150. No money transitions or sales are allowed in the non-profit/private sector/business booth section. You are responsible for providing your own tables, chairs, canopy, and etc. if needed.

For Food Vendors	Call (916) 236 – 7984
For Audio/Video Vendors	Call (916) 271 – 4519
For Merchant Vendors	Call (916) 856 – 4694
For Non-Profit/Herbal/Business	Call (916) 643 – 5433
For General Information	Call (916) 821 – 4576

<u>Food Booth:</u> \$1,625 reg, \$1,825 corner <u>Audio/Video Booth:</u> \$375 reg, \$475 corner <u>Merchants/Sec B Booth:</u> \$325 reg \$425 corner
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*\*Phone number will subject to change without notification; please check online at [Sacramentohmongnewyear.com](http://Sacramentohmongnewyear.com) for any updates and changes.*



**Date & Times for Booth Setup: 9:00am - 7:00pm on 11/22/10-11/24/10 for all vendors.**

***For Food vendors and any vendors*** that require **County Permit** to operate your booth; it is **required to completely setup your booth or tent on Tuesday, November 23<sup>th</sup>, 2010. County Permit inspectors will come to do the pre-inspection on Wednesday, November 24<sup>th</sup>** to grant your permit before your food can be allowed to sell. Additional late fee and/or re-inspection fee will be charged if you failed your pre-inspection on Wed 24<sup>th</sup>, only show-up or come in to get your permit at the opening day or did not pass your inspection at the first time. Whichever case you failed or failed to do, County Health Department requires additional fee or late fee to be charged to your permit. **It's very important to pass; please come prepare and setup your booth per site plan you already layout as mentioned on the TFF page 8 as early as you can.**

***Audio/Video/Merchant and all others vendors*** must finish setting-up your booth or tent on the setup date mentioned above. Wednesday, November 24<sup>th</sup>, 2010 is the last day to setup. **It's very important, please come to setup your booth as early as you can.**

**Main Gate:** will be opened from 8:00am to 3:00pm for tickets sale and used as main entrance for the general public to enter the event.

**Tunnel Gate and Gate 12:** will be opened for all vendors to enter into Cal Expo Fairground to setup your booth or tent from 9:00am to 7:00pm on Monday, Nov 22<sup>nd</sup> thru Wednesday, Nov 24<sup>th</sup>, 2010.

**Date and Time for the event**

Event will be opened from Nov 25 to Nov 28, 2010; 4days event.

Tunnel Gate

Morning: Opened at 4:00am to 7:00am for vendors to load and unload  
 Evening: Opened at 4:30pm to 7:00pm for vendors to clear their vehicles  
**(There are absolutely no vehicles in/out between 8:00am to 4:30pm)**

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Main Gate will be opened from 8:00am to 3:00pm for tickets sale to the general public

**Loading/Unloading Time:** 4:00am to 8:00am with security check. All vehicles must be cleared or move-out completely from the vending area to the parking lot area on Lot-A before 8:00am every day. Note: your vehicle will be towed if it is still in the vending area after 8:00am.

**Packing & Loading Time at the End of Each Day:** 4:30pm to 6:30pm; all vehicles must be cleared from Cal Expo fairground at 6:30pm.

**Parking:** all vendors stocking vehicles must park in lot-A. (Lot-A is located between the soccer field and West Gate).

Make your money order or cashier check payable to:

**Sacramento Hmong New Year. Inc.**

**P.O. Box 232118**

**Sacramento, CA 95823**

Sincerely,

Chue Tou Phang

Vendor Chairman, Sacramento Hmong New Year, Inc. 2010-2011

