

Western Weekend 2024

Operating Guidelines & Conduct Policy

LOCATION & OPERATING DATES AND TIMES: Events take place Saturday, June 1 and Sunday, June 2 at Toby's Feed Barn at 11250 Highway 1 in Point Reyes Station. Toby's Feed Barn is open 9:00 AM - 5:00 PM. Vendors may start early and sell food before the Parade starts (typically around 11:30 AM). However, during the Parade vendors must keep noise to a minimum. KWMR will be broadcasting live and providing music.

CONTACT: Event Manager is Elizabeth Hollis (415) 858-2034. Other contacts as needed: Madeline Hope (415) 446-8587 Angelo Sacheli (415) 717-7989.

RESTROOMS: There is an off-site public restroom at Toby's Playground (2 Toby St.) and portable toilets and hand washing stations (see map) - 4th & Main and backyard of Toby's side yard.

COVID-19 PROTOCOL: Face coverings are highly recommended for those handling food, or anyone who has any health concerns. Masking is required for anyone with a recent positive Covid test, and recommended if you have any type of symptoms. Masks, hand sanitizer and handwashing must be available to all food handlers. (Note: these protocols are subject to change by the County Health Department.)

VENDORS: A permit is not required for a one-day event however, vendors must adhere to food handling regulations provided by the Marin County Office of Environmental Health. A Food Handling Certificate is encouraged. Each organization should have at least one worker who is Certified.

SINGLE USE FOODWARE: Please provide customers direction at the point of sale for disposal of single use materials and encourage composting. For guidance on the most appropriate materials (and for directions on how to separate materials) please reach out to wmwesternweekend@gmail.com.

SET UP & SIGNAGE: Groups should establish and maintain a clean, attractive booth and professional demeanor. Each group will provide their own tables, chairs, table cloths, umbrella or canopy, signage, waste receptacle, decorations, etc. **Tables, chairs and canopies provided for public use must be set up by 11:30am and cannot be removed until after 4pm or as directed by the event manager.**

ALL ORGANIZATIONS, NON-PROFITS AND COMMUNITY INFORMATION GROUPS: Groups must request space in advance and set up at their assigned location. No individuals or groups may interfere with the event operation by approaching customers, blocking sidewalks or access to assigned stalls, or conducting themselves in any other manner which impedes normal operations or other businesses.

EVENT SET-UP: Location of stalls for all groups is determined by the event manager and can be reviewed at the mandatory walk-through for food vendors at Toby's with the Event Manager. The Event Manager is responsible for space assignment. No day of changes.

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CONDUCT POLICY: Participants are expected to conduct themselves in a courteous and respectful manner with other groups, participants, staff, consumers and public officials. To help ensure a pleasant environment, this includes not engaging in behavior that is rude, abusive, offensive or disruptive, to include harassment of any kind. This is a family-friendly event.

NOTE: Pets and smoking are not allowed in the food area, per State law. **Alcohol is not permitted in Toby's Feed Barn property** -- this is a requirement of Western Weekend encroachment and event permits.

CLEAN-UP: All participants are responsible for clean-up of the entire property, including debris, landfill, recycling and compost. Each group should provide their own back of house receptacles, and help manage communal waste by sorting landfill/compost/recycling in appropriately marked containers on Toby's Feed Barn site. The entire property should be clean and vacated by 5:00PM.

INSURANCE: Western Weekend has a general liability insurance policy that provides coverage for the Western Weekend vendor organizations that sign this agreement.

FEES/DONATION: To offset costs for the overall Western Weekend Events, **groups charging for food** are asked to send a minimum donation of \$500 by check written to Western Weekend and mailed to PO BOX 1436, Point Reyes, Station, CA 94956 or given directly to the event manager.

By signing below, I certify that I have read, understand, and will assure that the organization I represent will adhere to all applicable guidelines as stated in this document. I further understand that should I fail to comply with these specified guidelines, my organization's participation in Western Weekend could be terminated.

Signature _____ Date_____

(Printed) _____

Organization _____

Ttitle _____