



## Sunday Streets SF 2024 *Exhibitor Guidelines*

### ABOUT

Sunday Streets is a program of the nonprofit Livable City, presented in partnership with SFMTA, SFDPH, and the City and County of San Francisco. Sunday Streets' mission is to:

- Create temporary open spaces and recreational opportunities where it's needed most
- Encourage healthy eating and active living
- Foster community-building
- Inspire people to think about their streets as public spaces

This policy is part of Sunday Streets SF Program Guidelines, created to maintain public safety and the integrity of the program's mission. We thank you in advance for investing in San Francisco by participating in Sunday Streets SF and observing this policy and all other policies outlined in Sunday Streets Program Guidelines.

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### EXHIBITOR RESPONSIBILITIES

**Exhibitors assume responsibility for the following:**

- Following all of the requirements set out in these Exhibitor Guidelines and any other applicable Sunday Streets Program Guidelines
- Procuring and supervising all required staff, equipment, and/or facilities, such as water or electricity generation **and** assuming liability for all staff, volunteers, and equipment for their activities at the event
- Facilitating at least one interactive activity as a part of the booth activation

### APPLICATION

[Exhibitor Applications](#) must be submitted online. **Applications will not be accepted by phone.** Applications are reviewed on a first received, first processed basis, and do not guarantee space at the event.

You will receive a confirmation email within three to five business days after submitting an application. Applications will not be accepted after the [registration deadlines](#). **Failure to respond in a timely manner and complete action items will result in a cancellation of your application.**

### INTERACTIVE ACTIVITIES

All exhibitors, except cultural performers, **are required to come with at least one interactive activity as part of the booth activation.** Examples of interactivity activities can range from chalk, bubbles, and coloring sheets to jump rope.

Exhibitors unable to bring an interactive activity on their own can purchase an activation kit from Sunday Streets for \$55.



**Sunday Streets will not accept information booths that do not incorporate interactive activities.**

**REGISTRATION FEES**

Registering for a Booth Activation is required to exhibit at all Sunday Streets events. Registration fees are based on the exhibitor category, its geographic location, and operating budget. Registration fees are per event and season registration discounts are available.

**In order to support our fundraising efforts and generate programming funds for Sunday Streets, we have made the decision to raise the registration fee for our mile-long Open Street Destinations this year.** As the popularity of our events continues to grow, so does the need for additional resources to ensure their success and sustainability for years to come. These events can feature up to 175 different organizations, each contributing activities for the enjoyment of over 12,000 event attendees. Managing this growing volume of activities and partners has put a considerable strain on our staff capacity. By raising the registration fee, we can generate the necessary funds to support our fundraising and advocacy efforts within our communities, ensuring long-term support and sustainability of Sunday Streets.

<b>Sunday Streets Registration Fees</b> <b>REGISTRATION FEES ARE NON-REFUNDABLE &amp; DO NOT INCLUDE EQUIPMENT</b>		
<b>CULTURE</b>	Performers & Culture Workers	<b>Free</b>
	Nonprofits organizations, community groups, and small businesses <b>whose primary operations are in the neighborhood the event is held</b>	
<b>COMMUNITY</b>	Nonprofit organizations, agencies, programs, community groups or small businesses <b>with annual operating budgets of less than \$2M</b>	<b>\$45 per Community Block Party</b>
<b>COMMUNITY</b>	Nonprofit organizations, agencies, programs, community groups or small businesses <b>with annual operating budgets of less than \$2M</b>	<b>\$65 per Open Street Destination</b>
<b>SPONSOR</b>	Nonprofit organizations, government agencies, or businesses <b>with annual operating budgets of more than \$2M</b> - contact Livable City to learn about sponsorship opportunities.	<b>Email <a href="mailto:Sponsorships@livablecity.org">Sponsorships@livablecity.org</a></b>



**EQUIPMENT**

Sunday Streets exhibitor registration **DOES NOT INCLUDE** equipment. Exhibitors can rent equipment from Sunday Streets at the rates below **or** bring their own equipment at no additional charge. Rental rates include delivery to the booth, setup, and breakdown.

**No season discounts or fee waivers are available for equipment rentals.**

**Exhibitors with their own tents are required to bring weights for each leg of the tent.** Each weight should measure at no less than 30 lbs for public safety. Sunday Streets will not have extra weights onsite.

<b>Sunday Streets Equipment Rental Rates</b> <i>Rental rates include delivery to the booth, setup, and breakdown.</i> <i>No season discounts or fee waivers are available for equipment rentals.</i>		
Canopy Tents	Tables	Chairs
\$225/Tent	\$35/Table	\$10/Chair
10'x10' white tent INCLUDES weights	6' long folding table DOES NOT INCLUDE coverings	Plastic folding chair

**PROHIBITED ACTIVITIES**

- NO distribution of individual, single-use plastic water bottles
- NO promotion, distribution or sampling of any food or beverages *that do not meet Sunday Streets Food & Beverage Sampling Guidelines*
- NO promotion of products deemed to be in conflict with [SFPDPH's HEAL Legislation](#), such as alcohol, tobacco, recreational cannabis, vaping, and other smoking products
- NO setup of stages or large structures *without written approval from Sunday Streets*
- NO setup in front fire hydrants, driveways or open businesses or relocating on the route without direction from Sunday Streets staff and volunteers
- NO use of generators storing more than five (5) gallons of fuel while onsite; *use of any generator without written approval from Sunday Streets*
- NO promotion of products that conflict with sustainable transportation, such as private automobiles, fossil fuel companies, etc.
- NO fundraising or sales of any kind, unless registered as a vendor or set up in front of registrant's own brick and mortar business



### RESTRICTED ACTIVITIES

Certain activities are restricted at Sunday Streets and require additional permitting and/or advanced coordination. Restricted activities include but not limited to the following:

- **Food Sampling:** Sunday Streets allows food sampling as long as it follows the guidelines required by SFPD and Sunday Streets. Exhibitors hosting the sampling must complete a [Craven Food Allowance form](#) no later than 20 business days prior to the event.
- **Amplified Sound:** Sunday Streets allows amplified sound when possible and as long as the sound remains below 70 dB. Performers must complete the [Amplified Sound Agreement](#) at least five (5) business days prior to the event.
- **Generators:** Generators with a capacity of less than five (5) gallons are allowed, and as the event route can accommodate. Exhibitors must indicate they will be using a generator in their exhibitor application, answer follow-up questions about capacity and placement from Sunday Streets, and obtain written approval and instructions from Sunday Streets on how to bring the generator onsite.
- **Electoral Campaigning:** Electoral campaigning is only allowed if candidates or campaigns pre-register and stay within their assigned booth space during Sunday Streets. Self-relocating on the route, visibility or flyering outside of the designated booth space without the candidate is NOT allowed. All campaigners must complete and sign a [Campaigning Agreement](#) at least five (5) business days prior to the event and provide voter registration forms and general election information as part of the booth activation.

### CLEAN-UP

Sunday Streets is a waste-free event. Please bring a three-bin waste system (landfill, recycle, compost) if you plan on having trash onsite. You will need to sort all refuse if you wish to dispose of them in Sunday Streets waste bins.

**Please review the [Zero Waste Checklist For Events](#) before Sunday Streets to understand how to properly dispose of your trash.**

### VEHICLES - DROP-OFFS & PARKING

**No parking is permitted on the Sunday Streets route and no designated parking is provided.** Please plan accordingly by having extra staff or volunteers to spot equipment and provide yourself extra time to find parking.

Follow all instructions for vehicle load-in time, location and exiting sent to you via email prior to the event. Staff and volunteers may have updated instructions for you once onsite. Please follow the updated instructions and extend patience to the team helping get everyone into the streets safely and as efficiently as possible.



**CANCELLATION, REFUND, & NO SHOW POLICY**

**Registration fees are non-refundable and due upon receiving an exhibitor confirmation.**

Exhibitor cancellations must be received in writing **at least ten (10) business days** prior to the event to receive a refund for equipment rentals and unused booth activation kits. Exhibitors must send an email to [sundaystreets@livablecity.org](mailto:sundaystreets@livablecity.org) in order to cancel their attendance.

**If no notification of cancellation is received, it is assumed that exhibitors will be attending as planned.** If an exhibitor does not notify Sunday Streets about their cancellation by 9 AM on event-day, they will be considered a no-show. No-show exhibitors will be disqualified from participating in future events.

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**Sunday Streets | Livable City**

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