

## **Vendor Guidelines**

### **DISPLAYING:**

No signage of any kind may be posted on the outside premises of the Pacific Renaissance Plaza. You may post signage within specific areas of the OACC facility with the Facility Manager's approval. Only artist's tape can be used on the OACC walls and fixtures to affix signage. Duct tape, masking tape, tacks or nails are not allowed. Vendors are responsible for the supervision and removal of all displays, equipment and materials after the event. We do not provide ladders, tape, extension cords or other supplies.

### **LOADING AND UNLOADING:**

The OACC has specific areas designated for loading and unloading. Vehicles may remain in loading docks and zones only for the duration of time it takes to load and unload. Vehicles left in the loading area will be cited and/or towed at the vehicle owner's expense. The loading dock has a maximum height of 13 feet.

### **PARKING:**

We do not validate for parking. There is an underground public parking lot in the Pacific Renaissance Plaza. They charge \$1.00 for the first hour and \$1.00 for each additional hour. The hours of operation are as follows: Sunday – Thursday, 8am – 11pm and Friday – Saturday, 8am till midnight. Please check lot hours as they may vary.

### **POWER NEEDS:**

The OACC has a limited amount of power outlets throughout the facility. Your Promoter or Organization will need to make advance arrangements with the OACC Facility Manager if more than 20 amps is required or power demand exceeds the number of all outlets available. Vendors must provide their own extension cords and power outlet strips.

### **FOOD VENDORS:**

All vendors who sell or cater food must have a current business license, health certificates/permits, liability coverage as well as liquor liability insurance. Only electric and sterno heating equipment may be used, but not propane. Vendors are responsible for cleaning up after the event otherwise will be charged a fee.

### **DAMAGE:**

The Promoter or Organization will be held responsible for any excessive damage or clean-up of the facility.