**NOTES FOR BOARD MEMBERS (7/4):**

Meeting to be held with City members to review this document in August. Its important that you understand and that it reflects the support that you need from the City for your area.

1. Please review entire document – your areas should also include you as the contact person(s)
	1. Organized by the following department responsibilities: Under Parks and rec and public works, organized by field/building and by timeline.
		1. Parks and Rec
		2. Public Works
		3. Parking
		4. Police
		5. Fire
		6. Admin
		7. Finance
	2. Note that we will provide a map which will highlight where booths are located and where electrical needed
	3. Will also need to review the map as well as electrical addendum as we get closer to the fair.
2. Advise Karen Tokashiki on sentences highlighted in pink
	1. Games: Tennis court usage?
	2. A-frames and cones?
	3. Animal unloading
	4. Contacts (parade – Ryan?)
	5. Display boards and piano
3. Yellow highlights were items to stress to City – may not need; however, review any TIMES that are indicated, for correctness.
4. Review and provide updates for addendum on request for workers; however note that City struggled last year with meeting the requests, so may need to rely more on volunteers.



**August 30, 2024**

**Request for City Services for the**

**202 Manhattan Beach Hometown Fair**

The Manhattan Beach Hometown Fair Association, Inc. (“Hometown Fair Board”) is looking forward to working with the city to make the 52nd annual Manhattan Beach Hometown Fair a success. The following request for services is organized by city governing body or department. The name of each Hometown Fair Board member coordinating each venue is provided. Please note that unless otherwise stated, all references to Wednesday, Thursday, Friday, Saturday, Sunday, and Monday, relate to the dates of October 2 - October 7, 2023.

**For weekend-of communication needs, the Board contact information is found in the appendix. For convenience, repeated here:**

* Karen Tokashiki, City Services Liaison: 310-488-8679
* Dana Old, President: 310-874-3102

Thank you for your continued support of the Manhattan Beach Hometown Fair!

## PARKS AND RECREATION DEPARTMENT

**General Contact is Board member Karen Tokashiki**

* **Recreation Worker Support**
	+ Please provide the names of the assigned on-site supervisor, City contacts at least 2 months prior to fair.
	+ Please provide Parks and Recreation workers to support fair. Requests for Rec Workers is attached (Appendix A), organized by requesting board member. The Hometown fair board will work with you on what you are reasonably able to provide.
	+ **Parks and Recreation Department employees perform the following on Friday 9am-noon,** once board members arrive:
		- Support Chalking of Arts and Crafts, Free Speech and Civic Corner Booths**.**
		- Support Kid country setup
		- Set up tables, chairs, display boards in Joslyn Community Center.
* **Provide 15 A-Frames to be used to attach signs** for Handicap parking and Fair safety signage, and no-bike parking, no dogs signage on Friday morning. **Drop off locations to be determined by HTF Traffic and Safety Board member (Bruce Greenspon).**
* **Field Usage:**
	+ **Do NOT schedule field usage for any non-fair related activity** (such as dog training, softball and soccer) from **4:00 p.m. Wednesday, through 5:00 p.m. Monday**. **Provide and post signs advising the public that all field usage is dedicated to fair activities from October 2nd through October 10th.** We also request that written notice be sent to those organizations that might normally expect to use the fields on these days.
	+ **Please inform owners of field banners (little league) to remove banners by Wednesday prior to fair weekend.**
* **Facilities Use:**
	+ Reserve **Basketball court** for wine garden **from Thursday through Monday.**  Post signs advising the public of closure.
	+ Reserve **Tennis Courts #1, #2 and #5** for hometown fair use **from Friday noon through Sunday**. Post signs advising the public of closure. (Val Pagett)
	+ **Recreation Hall: Communicate to any organizations using the Recreation Hall**, **to be aware of and ensure safety** **for** children and adults, as large trucks will be entering and exiting Dorsey field Thursday through Monday.
* Close **Tot-Lot Saturday through Sunday** for hometown fair use. Post signs advising the public of closure.
* **Joslyn Community Center and Scout House**
	+ **Thursday evening through Monday** provide hometown fair board access to **Joslyn Community Center and the Scout House**.
	+ Request for no scheduled activities in **Joslyn Center Auditorium** from **Thursday evening before the Fair, for early set-up of artwork and displays, through Monday** Please communicate accordingly to all Joslyn Center stakeholders.
	+ Grant the Hometown Fair Board access to theScout House **Friday noon through Sunday** for the storage of food and game booths that are paying for storage.
	+ Open **Joslyn Center auditorium by** 6am and close by 10pm daily.
		- **Provide exclusive use of Joslyn auditorium, Thursday evening thru Monday evening.**
		- **Deliver 8 display boards to Joslyn Center by 5:00 p.m. Thursday**. **Repaint all display boards at least 2 days prior to delivery.**
		- **Provide PIANO (will be tuned by performer); move on-stage for Saturday noon performance. (Joe Touch)**
		- Grant access to the dance studio and lockable backstage bathroom, to be used by community showcase fair performers during the weekend.
		- **Provide secure access to, and exclusive use of, the NE (Sunrise) room in Joslyn Center from Thursday 10am through Monday evening** for storage of Community artwork and to support board members and South stage musicians during fair weekend.
		- **Provide secure access to, and use of, the NW (Sunset) room in Joslyn Center from Thursday evening through Tuesday evening** for the storage of merchandise and distribution of Raffle items (Kari and Ryan Shaw)
	+ Thursday through Sunday, **ensure cleanliness and restocking of bathrooms** in Joslyn, Tennis courts and Scout house. **In the event that any of the facilities or equipment are not in operating condition, please contact Board member Karen Tokashiki at least one week prior to the Fair.**

## PUBLIC WORKS DEPARTMENT

**GENERAL: Contact is Board member Karen Tokashiki**

* **NLT Wednesday evening prior to fair**, **provide keys** to Joslyn Community Center Sunrise/Sunset rooms, Scout house, Tennis and Basketball Courts, and Field Gates to Karen Tokashiki. **Facilities and gates to be re-keyed NLT Friday noon.**
* **For clarity and line of sight with Choura rentals, the schedule below will be followed:**
	1. **Wednesday: Astroturf installation**
	2. **Thursday: Tents and Staging**
	3. **Friday: Rentals placed (tables and chairs)**
	4. **Saturday: Linens and touch-ups**
* **Provide 2 on-site** Public Works Representatives, preferably having Fair experience. Includes one representative responsible for any electrical problems. **Please advise Karen Tokashiki of name(s) and contact information NLT September 1st.**
	1. The Representatives will be on site at the following times:
		1. **Thursday from 2:00 p.m. to 5:00 p.m.**
		2. **Friday from 9:00 a.m. to 5:00 p.m.**
		3. **Saturday from 8:00 a.m. to 5:00 p.m.**
		4. **Sunday from 8:00 a.m. to 5:00 p.m.**
1. The on-call representatives will have possession of the keys to the City Yard, all field fence gates, all electrical boxes, and the box in the Live Oak Recreation Hall.
* **Fields and Facilities:**
	+ **Two weeks prior to the fair’s opening through Monday after the fair –** stop all watering in and around Live Oak and Dorsey Fields, the Joslyn Center and Veterans Parkway. We also request that you do NOT put down new wood chips on Veteran’s Parkway during this time.
	+ **Within one week of the fair’s opening -**trim back the trees and shrubs around the basketball courts, in front of the Joslyn Center, and Veterans Parkway. Also trim the trees on Dorsey Field along the east fence near Valley Drive.
	+ **By 8am Friday, ensure fields are clean and free of trash.**
	+ Waste management 3rd party provides waste/recycling containers as indicated in appendix B.
	+ **Thursday through Sunday eve, light the baseball fields and basketball courts.**
* **Electrical**
	+ Electrical connections to be provided on fields per fair map and electrical requirements addendum.
		1. **Provide electrical for AV equipment in front of Josyln Center** for parade commentary and opening speeches on Saturday morning. (Contact is Ryan Shaw).
* **Locks**
	+ Chain all gates in the open position but allow the ability to lock them for evening security, using standard #3210 locks.
	+ **Unlock the service entrance access gate from 20th Place to Dorsey Field.**
	+ Field gates, basketball and tennis courts should be locked using standard #3210 locks.
	+ **Tot lot should remain closed during weekend with no public access.**
	+ Electrical boxes should remain locked as long as the key has been changed out to 3210 (generic). If key is not #3210, then the boxes should remain unlocked
	+ Provide all keys to Karen Tokashiki
* **Streets and Banners:**
	+ **Two weeks prior to the fairs opening,** hang fair banners at the following locations. Banners will be hung from 9/23 through 10/6. **Board member, Nikol Fisher,** will coordinate the date change on banners prior to hanging.
		1. Manhattan Beach Blvd @ Morningside
		2. Manhattan Ave @12th
		3. Highland @ 26th
	+ **Remove banners Monday, October 7th and provide them to Nikol Fisher. These may be removed on Tuesday, due to Monday holiday.**
	+ **Ensure street sweeping on BOTH sides of Valley on Thursday, prior to the Friday 8am street chalking.** **If street sweeping does not occurs until Friday, need to ensure early closure and sweeping, prior to chalking of streets.**

**Joslyn and Scout House: Board member Joe Touch (Community Showcase)**

* ~~Deliver 8 display boards to Joslyn Center by~~ **~~5:00 p.m. Thursday~~**~~.~~ **~~Repaint all display boards at least 2 days prior to delivery. [Moved to Parks and Rec section.]~~**
* **Piano to be delivered to Joslyn Center Auditorium stage for Saturday NOON, performance. Move piano back (out of way for dance groups) following performance.**
* Change the locks on the NW (Sunset) and NE (Sunrise) room of the Joslyn Center by 3:00 p.m. Thursday and provide a set of keys to Board member Karen Tokashiki.
* Provide janitorial services for Joslyn Center and Scout house rest rooms during the entire fair weekend and through Sunday evening. Services require periodic inspection and attention to cleanliness and supplies. Ensure all trash cans are emptied.
	+ Joslyn Center stage to be cleaned by 6:00 p.m. Friday
	+ Scout House floor to be cleaned prior to, during, and after the fair.
* **On Saturday morning prior to the parade, provide a podium in front of Joslyn Community** center for parade commentary and opening speeches. Note – will also need to provide **electrical for AV equipment.** (Contact is Ryan Shaw).

**Basketball Courts: Board member Erin Freeman (Wine Garden)**

* **Lock the basketball hoops NLT 8:00 a.m. Thursday through 5:00 p.m. Monday**. Provide and post signs that advise the public that use of the basketball courts is dedicated to fair activities.
* **Change locks to #3210** and provide key to Karen Tokashiki
* Sweep the basketball courts **early Thursday morning** prior to the setup of the wine garden.
* Verify electrical outlets on the court are operational.

**Tennis Courts: Contact is board member Val Pagett (Games)**

* Provide and post signs that advise the public that use of the tennis courts is dedicated to fair activities from Friday noon through Sunday. Ensure closure signs have correct dates.
* Unlock the tennis court restrooms **on Thursday.** Restrooms should remain unlocked throughout weekend.
* Provide janitorial for Tennis court building rest rooms during the entire fair weekend and through Sunday evening. Services require periodic inspection and attention to cleanliness and supplies. Ensure all trash cans are emptied.
* **Friday noon, close/lock tennis courts #1, #2, #5 and change to standard #3210 locks**
* Sweep tennis courts if needed.

**TOT Lot: Contact is board member Val Pagette (Games)**

* Provide and post signs that advise the public that use of the Tot Lot is dedicated to fair activities from Friday noon through Sunday. Ensure closure signs have correct dates.
* **On Friday, change locks to #3210, close and lock tot lot.**
* **Tot lot should remain closed during weekend with signage posted.**

**Dorsey and Live Oak Fields:**

**General Contact is board members are Robert Manriquez (Environmental), Alex Haglund/Kimi Thompson (Food booths), Val Pagett (Games), Robin Geisen (Dietz Stage), Mark Finley (Main Stage), and Wayne Bush (Beer Garden)**

* **NLT Wednesday 12PM**, **place the band shell** (with black backdrop) and extensions and barricades on each side of Dorsey Field for Main Stage. **Ensure shell is operational and closed by 7pm Friday and Saturday evening and opened by 8am Saturday and Sunday morning.**
	+ As aligned with Public Works manager, Ken Tonkovich, this is to allow for Choura’s build-out timeline.
		1. Wednesday: Astroturf
		2. Thursday: tents and staging
		3. Friday: tables and chairs
		4. Saturday: linens and final touch-ups
* **NLT WEDNESDAY night, remove the fence section at the north end of the dog park.  Sandbags to cover metal post opening.)**[Bobby Dobson responsible for fence removal.]
* **NLT THURSDAY 6am, provide access to Live Oak Park and Dorsey Field** so large waste bins can be positioned and picked up on Monday upon completion of all cleanup activities.
	+ Enlarge the fence opening at the south end of Dorsey field (under the scoreboard).
* Remove the outfield fence section on Dorsey field, which extends between the north perimeter park fence and left center field.
* Unlock the gates at the south end of the dog park, and secure in unlocked position.
* Open Live Oak Gates, North end and West side; Change lock to #3210.
* **THURSDAY: Perform marking of Dorsey and Live Oak fields for food and game booths. HTF will provide preliminary PowerPoint drawing of booth layout, for public works to add to CAD drawing, NLT September 16th, 2.5 weeks prior. Final will be provide to Public works, 1 week prior to fair. Public works to review 2024 revised layout with board members BEFORE spraying. Public works to mark/spray paint booth outline**. Fair board will mark/spray numbers. **Key contacts: Alex Haglund/Kimi Thompson (Food) and Val Pagett (Games)**

**THURSDAY thru FRIDAY:**  Hang all fair banners located on the fairgrounds. Remove these banners on Monday October 9th and provide them to fair representative, Nikol Fisher.

* **FRIDAY:**
	+ Locate and ensure spigots are functional on both fields for water booth dispensing.
	+ Ensure that all faucets that are needed for the sinks (1 on Live Oak, 2 on Dorsey) are functioning properly. **TEST** **faucets on Friday morning,** as the sinks are installed. Place wood chips in these areas to absorb runoff.
	+ Deliver four fireproof trash cans to each field to be used for food vendors’ charcoal.
	+ Per electrical addendum/map, provide electrical power for the Main Stage and Dietz Stage for AV.
	+ Provide power in front of Joslyn for parade commentary as well as for merchandise booth.
	+ Provide electrical for all food booths.
	+ Please ensure Wire/Cord covers are placed across all walkways.
	+ Fence the electrical hook-ups for food booths on both fields in accordance with specific requirements that MBHTF board will provide.
* **NLT Friday noon:** Smooth out all ruts and ground unevenness before vendors arrive on Friday. Apply wood chips as necessary to absorb any standing water. **In Beer Garden, please provide wooden slats to place under wheels of Budweiser truck.**
* **By Friday 3:00pm**, set up electrical extension for beer garden tent lights for Fri. Night BBQ. Please ensure Wire/Cord covers.
* **Smooth field Friday evening, post vendor arrival, to ensure no safety hazards.**

**Kid Country: Contact is Board member Nicky Quinn**

* **NLT THURSDAY 6am**, provide access to the Green Belt so fencing for Kid Country can be positioned and picked up on Monday upon completion of all cleanup activities.
	+ Large animal truck Load in will be via Marine and Ardmore **Parking for large trucks provided in Lot 8.** Temporary load in/load out will be at 15th and Ardmore.
* Provide electrical power (andgenerators if necessary) to power the following Kid Country attractions. (**See Electrical addendum for details**.)

## Parking and traffic related activities: Board member Bruce Greenspon (Safety)

* + Ten upper City Hall Parking Lot Spaces to be used for Handicap parking on the north side, adjacent to the elevator that egresses onto 15th Street.
	+ **Valley Drive, from Blanche to 15th** – (**TOW AWAY - NO PARKING FROM 6:00 A.M. FRIDAY TO 10:00 P.M. SUNDAY).**
	+ **For area along Valley from 21st to the dog Park.** (**TOW AWAY - NO PARKING FROM 6:00 A.M. FRIDAY TO 10:00 A.M. MONDAY).** Area must be clear of cars for pick-up/roll off on **Monday morning**.
	+ **Valley Drive, Blanche Road to Pacific** – (**TOW AWAY - NO PARKING FROM 6:00 A.M. FRIDAY TO 10:00 A.M. SATURDAY.).**
	+ **Post Office/Joslyn Center Lot** **(TOW AWAY – NO PARKING FROM 6:00 A.M. Friday to 10:00 PM SUNDAY)**
	+ **End of 16th Place and 18th Place** (behind Joslyn Center) **(TOW AWAY - DO NOT BLOCK)**
	+ **Parking LOT 8 – (TOW AWAY - NO PARKING FROM 6:00 A.M. FRIDAY TO 10:00 P.M. SUNDAY).**
* **Provide 30 (type 2) A-Frames to be used to attach signs** for Handicap parking and Fair safety signage, and no-bike parking, no dogs signage. **Drop off locations to be determined by Bruce Greenspon (Traffic and Safety)**
* **On Friday,** **place the following traffic directions at the noted locations:**
	+ **Valley Drive and 15th Street at 8:00 a.m. –** (**ONE WAY - DO NOT ENTER)** and five (5) eight-foot (8’) barricades.
	+ **Valley Drive and Blanche Road at 8:00 a.m**. – (DETOUR, RIGHT TURN ONLY and DO NOT ENTER) and two (2) K-Rails.
	+ **Valley Drive and 21st Street at 8:00 a.m**. – three (3) K-Rails
	+ **21st Place and Manor Drive** – (NO THROUGH TRAFFIC) and two (2) eight-foot (8’) barricades
	+ **Valley Drive and 15th St. at 9:00 a.m.** – (DETOUR).
	+ **Post Office/Joslyn Center parking lot’s 15th Street entrance at 12:00 noon** – six (6) eight-foot (8’) barricades that can be removed and repositioned for access of those with passes, during fair weekend.
	+ **City Lot #8 one (1) eight-foot (8’) removable barricade at entrance**
	+ **18th Street walkway at Ardmore** – (PEDESTRIANS ONLY) and one (1) eight-foot (8’) barricade.
	+ **Fifty (50) delineators for traffic lanes at the north end of the Fair.**
	+ Place 3 K-rails each at 15th and **Valley (west bound lane) and 15th and Highland** (east bound lane). **This entrance will need to be accessible (for parking pass holders and handicap parking) during fair weekend.**
	+ Place 4 8’ barricades at Upper City Hall Lot at 6:00 pm on Friday
* **On Friday,** Provide twenty (20) orange traffic cones.
* **On Saturday,** close **North end of valley no earlier than 6:45AM and South end of Valley** **no earlier than 6:55am to allow for 10K. Re-open immediately after last runner** (NLT 9:00am). Note that fair needs access for 10am parade and vendor load in.
	1. Remove all the traffic signs and barricades **by 10:00 p.m. Sunday, excepting for no-parking sign on Valley between 21st and Dog park, to allow for large vehicles on Monday.**

## POLICE DEPARTMENT – Board member Bruce Greenspon (Traffic and Safety)

* Uniformed officers to be on patrol during fair hours and to assist in crowd control.
* MBPD to coordinate overnight security on Friday, Saturday and Sunday.
* Reserve officers to patrol the fair as scheduled.
* Police Department Action Plan to be reviewed by Dana Old prior to the event with CSO and Officer assignments and locations.
* Notice to Fair Board members **Bruce Greenspon and Dana Old** **BEFORE** any cars are towed.
* Provide motorcycle escort for the Parade on Saturday morning at 10:00 a.m. – **contact is Board member Ryan Shaw.**

## FIRE DEPARTMENT – Board member Bruce Greenspon (Traffic and Safety)

* Deliver the fire regulation guidelines for all booths at least 30 days prior to the fair.
* Inspect the food booths and stages prior to and during the fair.
* Provide paramedic services readily available throughout the fair hours.
* Review and approve beer garden crowd control fence set-up and design at 9:00 a.m. Friday. **Contact is board member Wayne Bush (Beer Garden)**.
* Review and approve wine garden set-up and design at 9:00 a.m. Friday. **Contact is board member Erin Freeman (Wine Garden)**.

## ADMINISTRATIVE SERVICES DEPARTMENT – contact is Dana Old

* City Risk Manager and the Public Works Supervisor to perform a pre-fair inspection on Friday.

## FINANCE DEPARTMENT – contact is Board CFO Jeanne Harkenrider

* Waive all business license fees and requirements for a special events permit.

**Appendix A: City Contact List and Request for Rec Workers**

Thursday thru Monday, October 5- October 9th, 2023

* **City Contact List for fair weekend:**
	+ Public Works Facility Manager– Sean T. Roberts (310) 802-5315
	+ **Public Works Onsite Supervisor/Facility POC** (Fairgrounds, scout house, Joslyn) - Ken Tonkovich (310)802-5316
	+ **Public Works Traffic and Control** (signage street cleaning, waste) - Bobby Dobson (supervisor) (310) 466-1146.
	+ **Public works Electrician** - Harell Catalan (Ken Tonkovich is supervisor) 424-392-1233
	+ **Parks and Rec main contact** - Michael Hudak 424-327-1855, Office: 310-802-5432
	+ Parks and Rec. Sports supervisor - Archie Sherman (310) 802-5412
	+ Older Adults program supervisor, Joslyn – Mary McCabe 310-802-5485 (Kari Bell supervisor 802-5447)
	+ **Fire Dept. Kevin Bass** 310-802-5205
	+ **Police: Matt Sabosky**, Scott Combs (PD representative for Matt)
	+ Amanda MacLennan 310-802-5246 Emergency Preparedness
	+ Erik Zandvliet 310- 802-5522 City Traffic Engineer
	+ Briza Morales 310-802-5257 Risk Manager
	+ Linda M. Robb 310-802-5403 Parks and Recreation Sr. Management Analyst
	+ Mary McCabe 310-802-5485 Older Adults Program

* **Request for Rec Workers:**

Please provide an onsite supervisor to actively monitor the rec worker assignments.

**Per Linda Robb, Rec workers will be assigned to specific areas. Most importantly, we need Rec Workers to support Kid Country.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **Activity** | **Responsible Board Member** | **# of workers req'd** | **Time** | **# of workers req'd** | **Time** | **# of workers req'd** | **Time** | **# of workers req'd** | **Time** |
| **JOSLYN CENTER/Community Showcase** | Joe Touch |  |  |  |  |   |   |   |   |
| Set up tables, chairs, display boards, sound system, misc. support |   | 1 | 5:00 p.m. - 8:00 p.m. | 2 | 10:00 a.m. - 3:00 p.m. |   |   |   |   |
| **FIELD CHALKING** | Wayne Bush/Alex Haglund/Nellie Ambrose | 4 | 4:00 p.m. - 8:00 p.m. |   |   |   |   |   |   |
| Assist with marking the booth outlines and numbers |   |   |   |   |   |   |   |   |   |
| **ARTS AND CRAFTS/CIVIC CORNER/COMMUNITY PLACE BOOTH CHALKING** | Tamarie Cuneo/Kim Edwards |   |   |  |  |   |   |   |   |
|  Help chalk streets for vendor booths |   |   |   | 2  | 9:00 a.m. - 12:00 p.m. |  |   |   |   |
| **Kid Country** | Nicky Quinn |   |   |  |  |  |  |  |  |
| Assist with setup and provide support during fair |   |   |   | 1 | 11:00 a.m. - 3:00 p.m. | 2  |  10:00 a.m. – 5:30p.m. | 2 | 10:00 a.m. – 5:30 p.m. |
| **Free Games** | Nellie Ambrose |   |   |   |   |  |  |  |  |
| We need workers that have experience with kids and teen programs - high energy leaders to run games |   |   |   |   |   | 2 | 10:00 a.m. -3:30 pm | 2 | 10:00 a.m – 3:30 pm |

**Appendix B: Hometown Fair Board Members Contact List**

|  |  |  |
| --- | --- | --- |
| Wayne Bush | Beer Garden, Vice President | 781-535-4554  |
| Kari Carpino | Merchandise | 310-993-7547  |
| Tamarie Cuneo | Arts & Crafts | 310-809-7682  |
| Kim Edwards | Info Booth, Civic Corner & Community Place | 310-739-0835  |
| Mark Finley | Main Stage | 310-745-8753  |
| Nikol Fisher | Marketing & Communications (Publicity) | 858-414-6719  |
| Alex Haglund | Food 2 | 636-448-3665  |
| Erin Freeman  | Wine Garden  | 310-489-4814 |
| Robin Geisen  | Dietz’ Stage | 619-920-8792 |
| Bruce Greenspon  | Traffic and Safety | 310-941-7177 |
| Jeanna Harkenrider | Treasurer  | 310-707-3977  |
| Robert Manriquez | Environ. Services & Radio Communication | 310-849-5211  |
| Joe Marcy | Volunteer Recruitment | 310-748-3075  |
| Dana Old  | President  | 310-874-3102 |
| Val Pagett  | Games | 310- 872-4268 |
| Nicky Quinn | Kid Country | 917 837 5121 |
| Ryan Shaw | Community Relations  | 310-963-4027 |
| Kimi Thompson  | Food 2 | 805-234-4729 |
| Karen Tokashiki | Secretary & City Services | 310 488-8679  |
| Joe Touch | Community Showcase | 310-560-0334  |

Appendix C: Waste/Recycle containers

Per Linda, costs will be included within our $10k limit for 3rd party expenses.

* **MBHTF works directly with 3rd party on contract requirements, quote and execution, (see below).**

V. Robert Manriquez

Manhattan Beach Hometown Fair

P.O. Box 3712

Redondo Beach, CA. 90277-1702

(310) 376-1604 Office

(310) 849-5211 Cell

vrmanriquez@gmail.com e-mail

May 10, 2023

City of Manhattan Beach **VIA E-MAIL**

1400 Highland Ave. scharelian@citymb.info

Manhattan Beach, CA 90266 cc:daynatalorold@gmail.com

jeannaharkenrider@gmail.com

ATTN: Steven S. Charelian, Finance Director

RE: Manhattan Beach Hometown Fair Bid for 2023

**REQUEST FOR QUOTE**

Please provide a written quote and e-mail it to me by item number to the Manhattan Beach Hometown Fair, Attn: V. Robert Manriquez, by July 31, 2023.

**ITEM 1 – Roll-Offs**

Deliver Five (**5**) of your **40** Cubic Yard Open Top Containers: One (**1**) Storage Container w/hasps for Recyclable Materials.

 •**DROP OFF ON WEDNSDAY, October 4th, BETWEEN 8:00 A.M. AND 10:00 A.M.**

(**NOTE: THE DRIVER MUST DROP OFF THE STORAGE LOCK-UP CONTAINER FIRST AND CAN NOT DROP IT OFF WITHOUT V. ROBERT MANRIQUEZ, JR. BEING THERE IT IS VERY IMPORTANT)**

•PICK UP MONDAY, OCTOBER 9th at 8:00 A.M. AND ALL ROLL-OFFS **MUST BE** OFF THE FIELD BEFORE NOON **(NOTE THIS IS A MUST, THE CITY OF MANBCH. WOULD LIKE THEM OFF THE FIELDS AND STREET AS WELL PER OUR CITY AGREEMENT.)**

# ITEM 2 – Boxes & Liners (DELIVERY FOR THIS CAN BE ON 10/5/23 @ 12 NOON

250 Trash Boxes and (Note: We will need 13 **CASES** of Trash Liners **THICK BLACK LINERS ONLY**

 and ***NOT CLEAR ONES***).

150 Lids.

Please supply us with a copy of Liability Insurance before the event.

Sincerely,

V. Robert Manriquez

Environmental Services

**ADDENDUM: ADDED AFTER FAIR**

**Michael Hudak Plan:**

**Thursday Night – Field Chalking (4pm-8pm)**

·         Steven Contreras

·         John Shannon

 **Friday – Street Chalking/Kid Country (9am-2:30pm)**

·         Jason Kimble

·         Ernesto Roman

·         Nick Armstrong (replacing Jason at 2:15pm)

 **Friday – JC Set-up (10am-done)**

·         Armando Razo (leaves at 2:30pm)

·         Alan Rios (replacing Armando at 2:30pm)

·         Ernesto Roman will assist once Kid Country is done

 **Saturday – Kid Country (10am-5:30pm)**

·         Justin Tanchez (10am-1pm)

·         Eelean Oh (1pm-5:30pm)

·         Ernesto Roman

 **Sunday – Kid Country (10am-5:30pm)**

·         Elsa Rochelson

·         Ernesto Roman

In addition to the above staff we will also have attendants roving between Live Oak Park (310-877-0507) and Joslyn Center (310-877-0504) in case you need anything around the facilities. If they cannot be reached you can also contact their supervisor at 424-327-1867. If you have any other questions or need anything else please let me know.

**FAIR PLAN:**

**Thursday chalking:** Admittedly we might not need this.  Nellie / Alex / Wayne should be able to cover, b/c Ken and PW team will chalk the layout Weds

* Nellie Ambrose: 804-263-5301
* Alex Haglund: 310-707-3977

**Friday Arts & Crafts chalking:**

* Tamarie Cuneo: 310-809-7682
* On Valley - she'll be roaming =)
* Assist with any chalking / set-up needs

**Kid Country:**

* Mary Morigaki: 310-503-4688
* Nicky Quinn: 917-837-5121
* Kid Country entrance is on Valley at 17th
* Roles: help monitor the kids on:
	+ the various bouncies
	+ petting zoo
	+ pony rides