



# ORANGE INTERNATIONAL STREET FAIR, INC.

## POLICES AND PROCEDURES

### PARTICIPANT SELECTION

- Every participant of previous year has first right of refusal to participate in current year's fair
- If a participant group decides not to participate than the opening shall be filled from the wait list
- Participants that do not participant in current year must re apply to the wait list for future events
- Each Committee Chairman is the custodian of the applicant wait list for each category
- Applicant must apply via OISF website by selecting the appropriate area of participation
- The applicant fills out online form which is routed to the appropriate committee chairman via email
- Committee Chairman shall review application to meet the following criteria:
  - a) All fields of application filled out
  - b) Verification applying applicant isn't already involved in fair
  - c) Participant City of base
  - d) Non-Profit Status (if applicable) (See attached rules and regulations for further requirements)
- Committee Chairman shall email applicant and advise if there is an opening or if they are placed on the wait list within 72 hours
- Wait list shall be kept and prioritized using the following format
  - a) Date Submitted
  - b) City of Orange based organizations shall be placed on top starting with earliest date of submittal
  - c) Non-City of Orange based organizations shall be placed under City of Orange based business regardless of date of submittal
- Wait list carries over year after year
- Wait list shall be verified every two years to confirm applicant is still interested in participation
- If there is an opening, Committee Chairman shall bring applicant organization to OISF Board of Directors prior to notifying of acceptance for approval
- If Participate is approved by OISF Board of Directors, Committee Chairman shall send link to OISF Vendor Management System for Participant to complete contract, agree to rules and regulations and attachment documents