

**Community Festival
Harvest Properties
Operational Letter**

Event Date: September 24, 2022

Event Hours: 12pm – 7pm

Site Conditions: The majority of the site is covered in asphalt, with the exception of some areas of the site which are covered in dirt. Please see attached Site Plan for greater detail of site conditions.

Vendors: One of the primary purposes of the Community Festival is to feature East Palo Alto's small businesses. We provided first priority preference to East Palo Alto vendors and are not charging any registration fees if vendors are based (or were previously located) in East Palo Alto. Other vendors need to pay a nominal fee of \$35. The types of good and services will be very diverse from clothing, jewelry, food, and other goods. We expect approximately 40-50 vendors, and each will be set up in a 10' x 10' tent.

There will also be an area of the Community Festival dedicated to EPA's community-based and non-profit organizations. Each of these organizations will also be located in a 10' x 10' tent. We expect approximately 10 – 15 community organizations at the Festival.

Activities: There will be live musical performances on a stage, a petting zoo, children's bouncy houses, a BMX bicycle demonstration, an area for cars to be showcased, and an area dedicated for a community BBQ. Free BBQ food will be prepared and provided to all members of the community during a period of time during the Community Festival (i.e., 12pm – 2pm).

Attendance: It is difficult to predict the number of people who will attend the Festival, but we expect approximately 400 people at any given time. The event will be free of charge to the community.

Security: A third-party security company (licensed & insured) will provide security throughout the Festival. The main entrance to the Festival will be at the existing gate on Weeks Street. The security company will be set up in this location. It is likely that metal detection at this this main entrance will also be provided.

Parking: Parking will be provided across the street at the site owned by CZI. Harvest has obtained permission from this property owner to use this site for parking. Depending on the precise layout of the parking spaces, this site can accommodate approximately up to 350 parking spaces. We also have an area

on the 1990 Weeks Street site, and can accommodate up to approximately parking 445 spaces.