

## VOLUNTEERS GUIDE FOR OPEN-STREET EVENTS

Solano Avenue Association 510-527-5358

**Morning Shift:** Please meet at **California Bank and Trust, 1451 Solano at Santa Fe** at **10:30 am** (to 1:30 pm) Bring water, sunscreen and your [fully charged] cell phone. After your shift return to the bank with your safety vest, snack receipts, etc.

**Afternoon Shift:** Please meet at **California Bank and Trust, 1451 Solano at Santa Fe** at **1:30 pm** (to 5:00 pm) Bring water, sunscreen and your [fully charged] cell phone. After your shift return to the bank with your safety vest, snack receipts, etc.

**Vendor Set-up:** Takes place between 11:00 am - 12:00 pm (event start time)

QR Codes with event information are on event posters and at the bottom of the [volunteer webpage](#), consider downloading the image of the QR code to your phone so you can share it.

### Portable Facilities (x3)

- Colusa south, next to Andronico's
- Santa Fe, Fazli's Rugs
- Evelyn (n/w corner)

**A First Aid Kit can be found at:** 1451 Solano at Santa Fe (SAA booth) California Bank and Trust

a) "A frame" signs or anything in the public right of way (other than vendors) are not allowed. Be kind to blind people. b) Look out for "unregistered vendors, especially those selling food, including ice cream and fruit carts. Report any hazards as soon as possible. c) Have your phones handy in case of emergency; if there is an issue regarding a vehicle, please note the driver's description and any license plate number(s) involved.

- Albany Police 510-525-7300 Berkeley Police 510-981-5900

### Set-up Notes (as distributed to vendors):

There is no check-in site

Do not block driveways, wheelchair ramps or fire hydrants.

There is no designated event parking or permits; park legally.

REMINDER: We do not provide canopies, chairs, or tables.

### Contacts:

- 510-527-5358 (SAA Offices)
- 510-710-4447 (Allen Cain, SAA)
- 510-290-8078 (Jennifer Hansen Romero)
- 510-915-5190 (Jason Bellevue, SAA)

THANK YOU for helping out!

Version 1.1 9/2023