

Information Priority List For Individuals Presenting Special Event Proposals To the Balboa Park Committee: Presentations Will Be Limited to 5 Minutes

1. Name of Event:
2. When:
 - a. Date(s) and Times of set-up:
 - b. Date(s) and Times of event:
 - c. Dates(s) and Times of breakdown:
 - d. During the Moratorium (Memorial Day – Labor Day): Yes No
3. Location (Provide map(s) showing location & site plan):
 - a. Road Closure(s): Yes No List Closure(s)
 - b. Parking Lot Closure(s): Yes No List Closure(s)
 - c. Bridge Closure: Yes No
4. Estimated Attendance:
5. Amplified Music: Yes No
 - a. Other prolonged noise impacts? Yes No
 - b. Acts on a local or national level? Yes No Name of Act:
 - c. When do you plan to conduct event sound checks?
6. Do you plan to apply for an Alcohol Permit? Yes No
7. Partnering with a park entity? Yes No
 - a. Which one(s)?
8. Public Benefit Non-Profit? Yes No
9. Have completed noticing Park Institutions? Yes No
10. Are there performances at the following:
 - a. Old Globe: Yes No Unsure
 - b. Organ Pavilion: Yes No Unsure
11. Other special event of more than 500 people occurring concurrently? Yes No
 - a. Location(s) in the Park?
12. Will you be making a donation to Balboa Park, a facility or institution located in the Park or outside the Park? Yes No
 - a. How much:
 - b. Who:
13. Provide a brief description outlining specific event components:
14. For events previously approved by Balboa Park Committee, please note any new modifications:

**HPR ETHNIC FOOD FAIR/90th ANNIVERSARY CLOSING
TENTATIVE TIMELINE**

FRIDAY, MAY 1, 2026

8:00PM – 5:00PM Logistics Delivery – Diamond restrooms, trash/recycle bins, 3-comp sinks
Abbey Rental changing tents, tables, chairs
12:00PM – 8:00PM Vendor/Food Booth Setup Available

SATURDAY, MAY 2, 2026

6:00AM – 9:00AM Volunteer & Vendor Check-In
Vendor Setup
10:00AM – 10:30AM Barrier Fences placed closing access road
11:00AM Area Open to the Public
11:00AM – 12:00PM Opening Ceremony
12:00PM – 5:00PM Cultural Performances
6:00PM Vendors Close
8:00PM Access Road Barriers Removed/Road Open
5:00PM – 7:00PM Strike Out
Provider Equipment Pick Up

SUNDAY, MAY 3, 2026

7:00AM – 9:00AM Volunteer & Vendor Check-In
Vendor Setup
10:00AM – 10:30AM Barrier Fences placed closing access road
11:00AM Area Open to the Public
12:00PM – 5:00PM Cultural Performances
5:00PM Vendors Close
5:00PM – 8:00PM Strike Out
Provider Equipment Pick Up
8:00PM Access Road Barriers Removed/Road Open

HPR EFF-90th Anniversary Closing
Saturday, May 2 - Sunday, May 3
10:00AM – 5:00PM

LEGEND

- Food Truck
- Vendor 10x10
- 3-Comp. Sink
- Temp trash recycling organic
- Tables chairs
- Barrier Racks

