



VIP Lounge Policy **FOC Approved 03.14.2024**

Premise:

The VIP Lounge is a separate space within the fair that provides members of the San Mateo County Exposition and Fair Association Board of Directors an opportunity to invite and serve as hosts to county leaders and San Mateo County Event Center and Fair Stakeholders.

The VIP lounge is a great opportunity to encourage stakeholders to attend the San Mateo County Fair, educate them about aspects of the San Mateo County Event Center and Fair, and recognize Fair stakeholders and community leaders who have provided support to the San Mateo County Exposition and Fair Association.

Guests:

Each Board Member can invite upwards to 6 people each as guests of theirs in the VIP Lounge during the operating hours of the private daily celebration and upward to 10 total people afterward. We are requesting that reservations be made before the start of the fair but no later than 48 hours before the day of the reservation. These reservations are to be made with Charlene.

Board members can share their allocated guest allotment with other board members.

Location:

The VIP Lounge will be held in the Turf Room of the Jockey Club. Access will be from the southeast gate of the Jockey Club breezeway. A security guard will be posted there to confirm guests' entry. A security guard will also be placed inside the VIP Lounge. Wristbands will be distributed to all guests. They will be mailed or available for pickup.

Operating Hours:

The VIP Lounge is to operate during each public day of the county fair (Monday & Tuesday closed to the public). It is to be open from

Saturday, June 1- Saturday, June 8

Open 5:30-9 pm for Board Members & their invited guests.

Open 5:30-7:30 pm for the private daily celebration

Sunday, June 9

Open 11:30 am-4 pm for Board Members and their invited guests

Open 11:30 am-1:30 pm for the private daily celebration.

Food and Beverage:

Hors D'oeuvres or snacks will be provided each day the VIP Lounge is open for operation based on RSVP's.

In both instances, non-alcoholic beverages, wine, beer, and spirits will be provided.