

Vendor Information

Festival Latino 2010 dates: August 14 & 15, 2010

To be considered for vendor space and be added to our database, please send all of the following:

- Information about your business or organization;
- List of merchandise or food items you wish to sell;
- List of events you have participated within the last two years;
- A photo of tent, booth or trailer with products/signage on display.

Please forward all your vendor information to:

E-mail: Chris Skinner cskinner@capa.com

Mail: Chris Skinner, CAPA Vendor Coordinator
55 East State Street Columbus Ohio 43215

Información

Fechas de la actividad Festival Latino 2010: 14 & 15 de Agosto.

Para ser considerado para espacio para vender y ser incluido a nuestro sistema de datos, por favor envíenos la siguiente información:

- Información acerca de su negocio u organización;
- Una lista con todos las mercancía , los alimentos y/o productos que usted quiere vender.
- Una lista con los nombre de todos los eventos en los que usted a participado como vendedor en los ultimos 2 anos.
- Una foto de la caseta, puesto o carrito mostrando los productos que planea vender y letero(s) que usará (como se vera el puesto en el Festival Latino)

E-mail: Chris Skinner cskinner@capa.com

el correo : Chris Skinner, CAPA Vendor Coordinator
55 East State Street Columbus Ohio 43215

2010 FESTIVAL LATINO FOOD VENDOR APPLICATION

Return this signed page with payment to Vendor Coordinator

(Deadline: July 9, 2010 to secure space - completed application, deposit and minimum of 1/2 of fees required)

Vendor Name: _____ Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Cell #: _____ Fax #: _____

E-mail: _____

EVENT HOURS:

Saturday, August 14, 11:00AM – 8:00 PM

Sunday, August 15, 11:00AM – 8:00 PM

EVENT SET-UP & TEAR-DOWN:

All vendors will receive designated set-up instructions once spaces are assigned. No vendor vehicles are allowed on festival grounds after 8:00 AM Saturday, August 14, and Sunday August 15. Vending areas must be cleaned and vacated by 10:00PM on Sunday, August 15, 2010.

LICENSE & PERMITS: Vendors are responsible for acquiring all necessary licenses and permits needed to operate a festival food-vending site. See vendor guidelines for specific instructions.

Vendors must pay 1/2 total space rental fee by July 9, 2010. Balance owed must be paid by July 23, 2010.

BOOTH SPACE: Select the option that applies to you.

OPTIONS	CLASSIFICATIONS	SPACE SIZE	TENT TYPE	SET-UP DAY	RENTAL FEE
A	Food/Novelties Cart	10'w x 10'd	No tent in space	August 15	\$300
B	Restaurant	15'w x 15'd	You provide tent	August 14	\$750
C	Restaurant	15'w x 15'd	10' x 10' Event Tent	August 14	\$900
D	Restaurant	25'w x 15'd	10' x 20' Event Tent	August 14	\$1,100
E	Trailer	20'w x 15'd	No tent in space	August 14	\$1,000

- Water/Waste Water Containers/Grease & Ash Barrels provided for Options B, C, D, E.
- Options C & D include electric for tent lighting in the space rental fee.
- If you select Option B, you may bring your own tent provided it meets City of Columbus Fire Code, is in good clean condition, is secured with sand bags, water barrels, etc. NO staking is allowed.

- (1) SELECT VENDING SPACE OPTION that applies: OPTION \$ _____
- (2) ADDITIONAL 5'w X 15'd SPACE @ \$100.00 ea. (max. of 2 spaces) \$ _____
- (3) ELECTRICITY SERVICE: (Read Electrical Requirement Sheet and select)
- Options B, C, D, E (50 amps provided) = \$150 \$ _____
- Optional 100 amps = \$250 \$ _____
- (4) 8' TABLES: (Rental optional) _____ # of tables X \$20.00ea = \$ _____
- (5) REFUNDABLE CLEAN-UP/SECURITY DEPOSIT: \$200 for Options B, C, D, E \$ _____
- (6) TOTAL OF ALL FEES: \$ _____

Do you cook with oil? (Yes/No) _____ or Charcoal? (Yes/No) _____

Make check or money order payable to CAPA

*RETURNED CHECKS ARE SUBJECT TO A \$35.00 SERVICE FEE.

Application #: F-

2010 FESTIVAL LATINO FOOD VENDOR APPLICATION (cont'd)

I agree to the following terms:

1. **All vendor applications and full payment must be received by Event Management by the end of the business day Friday, July 9, 2010. If you must cancel your participation in Festival Latino due to unforeseen circumstances and do so prior to July 16, 2010. Event Management will refund all monies paid less a \$50 administrative fee. If you cancel after July 16, 2010, you forfeit all monies paid.**
2. **Vendor responsibilities:** (these estimated fees are separate from fees listed on vendor contract)
•**Health Dept. License & Inspection (\$54/day; non-profit: \$27/day)**
3. On site, vendor must provide: fire extinguisher, type #40 B or C; water hose, to code; chairs, if needed; hand carts/dollies, as needed; trash receptacles and bags for use at your vending location. **BOXES MUST BE BROKEN DOWN AND TRANSPORTED TO DUMPSTERS ALONG WITH ALL OTHER TRASH; BOOTH AREA MUST REMAIN CLEAN AND NEAT!**
4. Event Management (Columbus Association for the Performing Arts) will provide: grease container; ash container; ice for purchase; water connection; overnight site security; port-a-johns and hand washing facilities for public use; booth space; wastewater disposal containers, dumpsters and dumpster trash removal,
5. I will at all times indemnify and hold the Columbus Association for the Performing Arts, their employees, agents, and sponsors harmless from and against any and all suits, claims, demands, costs, damages, counsel fees, charges, liabilities, and expenses which may at any time be sustained by consequences of any act or negligence of our organization, its employees, agents, or volunteers.
6. I have liability insurance from a reputable insurance company, duly qualified to do business in Ohio. A current copy of insurance policy verification must be sent in with application.
7. Due to the up front operational costs for producing the event, no refunds will be given if event is canceled after it opens due to weather or other events beyond the control of Event Management.
8. In no instance is Columbus Association for the Performing Arts responsible or liable for costs in excess of fees charged.
9. All items sold must be approved in advance by Event Management and I agree to (a) abide by their decision, and (b) not serve items that have not been approved.
10. Layout of the event, including vending locations, is at the discretion of Event Management and is subject to many factors including assisting with crowd spacing, booth requirements, and city requirements. There is no guarantee of vending location from year to year either stated or implied and no space shall be sublet.
11. Festival Latino and all designs produced for the event are copyrighted and may not be reproduced without the written permission of Event Management.
12. I grant permission for the taking of photos of our booth and booth operations for promotional and news media purposes. My employees, agents, or volunteers have authorized us to grant such permission on their behalf.
13. I will abide by the above, in addition to other rules and regulations outlined in the attached vendor guidelines and by Event Management, or risk fine, loss of deposit, booth closure, and/or elimination from future events.

Unsigned applications will not be accepted. This document, full deposit and ½ payment must be received by the end of business day July 9, 2010, to guarantee your participation. Balance due by July 23, 2010. Failure to pay by July 23, 2010 will result in loss of space and \$50 penalty. I have read, understand, and agree to the terms and conditions outlined in this application, as well as in the attached vendor guidelines.

VENDOR SIGNATURE: _____ **DATE:** _____

2010 FESTIVAL LATINO MENU SELECTION

Return this page with payment to Vendor Coordinator

Each vendor should offer a minimum of three (3) menu items. As you are selecting items to sell, please consider the culture and flavor of Festival Latino, and ease of service. We encourage you to offer a variety of items at your booth; however, **speed of service is extremely important. Speed of service impacts your profit. It is strongly recommended that you limit your menu items to increase service to the customer.**

No changes in menu items or pricing may occur after the event begins. Vendors must also be prepared with adequate cash supply to conduct business, as Event Management will not have change available. **Vendors may NOT sell beverages without prior approval from the Event Management.**

Restaurant/Vendor Name: _____

Food's Primary Country of Origin _____

Number of Staff working your booth _____

MENU SELECTIONS:

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____
4. _____ \$ _____
5. _____ \$ _____
6. _____ \$ _____
7. _____ \$ _____
8. _____ \$ _____
9. _____ \$ _____
10. _____ \$ _____

Please fill this form out completely and return with vendor application and payment to:

**Chris Skinner, Vendor Coordinator
Festival Latino
55 East State Street
Columbus, OH 43215
614-719-6926**