

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
614-719-6926

Información

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

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)

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el correo : Chris Skinner, CAPA Vendor Coordinator
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2010 FESTIVAL LATINO MARKETPLACE VENDOR APPLICATION

Return this signed page with payment to Vendor Coordinator

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

Vendor Name: _____ Contact Person: _____

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

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

E-mail: _____

MARKETPLACE VENDOR: The Community Marketplace area is for vendors selling handmade, authentic, cultural merchandise. You must fit within the space you have contracted. Overflow of merchandise display outside of tent is not permitted.

EVENT HOURS: Saturday August 14, 2010 11:00AM – 8:00 PM
 Sunday August 15, 2010 11:00AM – 8:00 PM

SET-UP & TEAR-DOWN: Set-up will be Friday August 13, 2010. All vendors will receive designated instructions once spaces are allocated. No vendor vehicles will be allowed on festival grounds after 8:00 AM on Saturday, August 14, 2010. Booth 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 booth. See Vendor Guidelines for specific instructions.

VENDORS MUST PAY 1/2 OF TOTAL SPACE RENTAL FEE AND SUBMIT COMPLETED APPLICATION BY July 9, 2010. BALANCE DUE BY July 23, 2010.

BOOTH SPACE:

QUANTITY	CLASSIFICATION	SPACE SIZE	TENT TYPE	SET UP DAY	RENTAL FEE
1	Merchandise Vendor	10'w x 15'd	You Provide Tent	August 13, 2010	\$600.00

- One (1) 20-amp outlet will be provided. All Merchandise Vendors must provide their own 10' by 10' tent.

(1) QUANTITY OF VENDOR SPACES	QUANTITY _____	\$ _____
(2) ADDITIONAL 20 AMP ELECTRIC SERVICES available for \$100		\$ _____
(3) 8' TABLES: (Rental optional)	_____ # of tables X \$20.00ea=	\$ _____
(4) TOTAL:		\$ _____

Make check or money order payable to CAPA

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

Application #: M-

2010 FESTIVAL LATINO MARKETPLACE VENDOR APPLICATION (cont'd)

I agree to the following terms:

1) Layout of the event, including booth 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 booth location from year to year either stated or implied and space shall not be sublet.

2) On site, vendor must provide: fire extinguisher, type A to code; chairs, if needed; hand carts/dollies, as needed; trash receptacles and bags for use at your booth. **BOXES MUST BE BROKEN DOWN AND TRANSPORTED TO DUMPSTERS ALONG WITH ALL OTHER TRASH; BOOTH AREA MUST REMAIN CLEAN AND NEAT!**

3) Event Management (Columbus Association for the Performing Arts) will provide: port-a-johns and hand washing facilities for public use, booth space, overnight site security, dumpsters, and dumpster trash removal.

4) I will at all times indemnify and hold 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.

5) I have liability insurance from a reputable insurance company, duly qualified to do business in Ohio. A copy of insurance policy verification must be available upon request.

6) 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.

7) All vendor applications and full payment must be received by Event Management by the end of the business on Friday, July 9, 2010. If you must cancel your participation in Festival Latino due to unforeseen circumstances and do so prior to July 9, 2010, Event Management will refund all monies paid less a \$50 administrative fee. If you cancel after July 9, 2010, you forfeit all monies paid.

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 sell items that have not been approved.

10) Festival Latino and all designs produced for the event are copyrighted and may not be reproduced without the written permission of Event Management.

11) I grant permission for the taking of photos/video 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.

12) 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, booth closure, and/or elimination from future events.

Please sign this application to indicate your acceptance of these terms and conditions. Unsigned applications will not be accepted. This document and payment must be received by the end of business day Friday, July 9, 2010 to guarantee your participation. Balance is due Friday, July 23, 2010. 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 MERCHANDISE SELECTION

Return this page with payment to Vendor Coordinator

(Please fill this form out completely and return with vendor application and payment).

As you are selecting items to sell, please consider the culture and flavor of Festival Latino. We encourage you to offer a variety of items at your booth. No changes in merchandise items or pricing may occur after the event begins. No food or beverages may be sold at any Marketplace booth. Event Management will not have change available in any form (coin or bills), so prepare accordingly.

Marketplace/Vendor Name: _____

Merchandise's Primary Country of Origin _____

Number of Staff working in your booth _____

MERCHANDISE SELECTIONS:

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

This form must be filled 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**