***FOOD VENDOR APPLICATION***

*Festival Latino 2022 dates: August 13 & 14*

**To be considered for vendor space please send all of the following:**

• Information about your business or organization and country of origin, if applicable:
• 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: Nate Riley nriley@capa.com

Mail: Nate Riley, CAPA Vendor Coordinator
 55 East State St., Columbus, Ohio 43215
 phone: 6145607191

**Deadlines:**

* July 2, 2022 to secure space - completed application, deposit and minimum of ½ of fees required.
* Balance owed must be paid by July 16, 2022.
* If you cancel after July 27, 2022, you forfeit all monies paid.
* August 12, 2022, Set up.
* August 13th and 14th, Festival Latino.
* 10PM August 14th, area cleaned and vacated.

 **\*\*\*ATTENTION\*\*\***

**All products must be pre-approved by the vendor coordinator.**

**Vendors may NOT sell beverages without prior approval from the vendor coordinator**.

**Site placement will be determined in order of full payment received. The once your application is approved you may send payment.**

**Strict adherence will be made to menu selections.**

All fees must be paid by the posted deadlines. Failure to make payments by the deadline may eliminate you from participation in the festival.

**MAKE SURE YOU HAVE FIRE EXTINGUISHER CLASS ABC OR K IF YOU COOK WITH OIL.**

**\*Any type of cooking must be done under a metal awning. Absolutely no cooking under tents per order of Columbus Fire Department.**

**DO NOT SEND ANY MONEY UNTIL YOUR APPLICATION HAS BEEN APPROVED.**

**Please place payer name, business name or booth name, phone number and email address on or with any checks or money orders sent as payment!**

**2022 FESTIVAL LATINO FOOD VENDOR APPLICATION**

*Mail or email this signed application to Vendor Coordinator. Send payment after approval.*

**NEW -- Any type of cooking must be done under a metal awning you just provide . Absolutely no cooking under tents per order of Columbus Fire Department.**

Deadline: July 2, 2022 to secure space - completed application, deposit and minimum of ½ of fees required.

Balance owed must be paid by July 16, 2022.

**Vendor Name:**  **Contact Person:**

**Address:**  **City:** **State:** **Zip:**

**Phone #:**   **Cell #:**

**E-mail:**

**EVENT HOURS**:

**Saturday, August 13, 11:00AM – 8:00 PM**

**Sunday, August 14, 11:00AM – 8:00 PM**

**EVENT SET-UP & TEAR-DOWN**: **Set-up will be Friday August 12.**

**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 13, and Sunday August 14. Vending areas must be cleaned and vacated by 10:00PM on Sunday, August 14, 2022.**

**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.

**BOOTH SPACE: Select the option that applies to you. Tables are not included.**

**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 12** | **$350** |
| **B** | **Restaurant** | **15’w x 15’d** | **You provide tent** | **August 12** | **$825** |
| **C** | **Restaurant** | **15’w x 15’d** | **10’ x 10’ Event Tent included** | **August 12** | **$975** |
| **D** | **Restaurant** | **25’w x 15’d** | **You provide tent** | **August 12** | **$1100** |
| **E** | **Restaurant** | **25’w x 15’d** | **10’ x 20’ Event Tent included** | **August 12** | **$1325** |
| **F** | **Trailer** | **25’w x 15’d** | **No tent in space** | **August 12** | **$1100** |

**(1) SELECT VENDING SPACE OPTION that applies: OPTION\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_**

**(2) ADDITIONAL 5’w X 15’d SPACE @ $175.00 ea. (max. of 2 spaces) $**

**(3) ELECTRICITY SERVICE: (Read Electrical Requirement Sheet and select)**

 **Options B, C, D, E (50 amps provided) = $300 $\_\_\_\_\_\_\_\_\_\_\_**

 **Optional 100 amps = $450 $\_\_\_\_\_\_\_\_\_\_\_**

**(4) 8’ TABLES: (Rental optional) # of tables X $20.00ea = $**

**(5) TOTAL OF ALL FEES: $**

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

**If you have a truck or trailer, please indicate from what side of the vehicle you serve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How long is your truck or trailer? Do you need to purchase additional space?**

* **Water/Waste Water Containers/Grease & Ash Barrels provided at various locations.**
* **Options include 20 amp electric for tent lighting in the space rental fee.**
* **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.**

**Make check or money order payable to CAPA. Please place payer name, business name booth name, phone number and email address on or with any checks or money orders sent as payment.**

Application #: F-

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

**2022 FESTIVAL LATINO FOOD VENDOR APPLICATION**

I agree to the following terms:

1. **All vendor applications and 1/2 payment must be received by Event Management by the end of the business day Friday, July 2, 2022 If you must cancel your participation in Festival Latino due to unforeseen circumstances and do so prior to July 16, 2022. Full payment is due by close of business on July 16, 2022. Event Management will refund all monies paid less a $50 administrative fee. If you cancel after July 27, 2022, you forfeit all monies paid.**

2. **Vendor responsibilities**: (estimated fees are separate from fees listed on vendor contract)

 **•Health Dept. License & Inspection ($48/day– 2019 rate)** [www.publichealth.columbus.gov](http://www.publichealth.columbus.gov/%22%20%5Ct%20%22_blank) **614-645-7538**

3. On site, vendor must provide:

* fire extinguisher, type A B C or K
* water hose, to code
* chairs & tables, if needed;
* hand carts/dollies, as needed
* trash receptacles and bags for use at your vending location.
* **Propane tanks must be secured per fire department regulations**. Propane in 20lbs tanks can be secured in milk crates and larger tanks must be **chained,** not roped, to a secure fixture so they can’t be knocked over.
* 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 2, 2022 to guarantee your participation. Balance due by July 19, 2022. Failure to pay by July 16, 2022 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:**

**2022 FESTIVAL LATINO MENU SELECTION**

*Mail or email this signed application to Vendor Coordinator. Send payment after approval.*

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. **\*\*\*ABSOLUTELY NO BEVERAGES WITHOUT PRIOR APPROVAL**\*\*\*

**No pina colada, slushies, soda, water, lemonade, aqua frescas, etc. unless it is approved prior.**

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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_

**No pina colada, slushies, soda, water, lemonade, aqua frescas, etc. unless it is approved prior.**

**Do NOT bring anything that is not listed above. You will be asked to remove it.**

**Please list and describe the size of the equipment that will occupy the booth.**

1.

2.

3. \_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please fill this form out completely and return to:**

**Nate Riley, CAPA Vendor Coordinator
55 East State St., Columbus, Ohio 43215**

**Phone: 6145607191**

**Email: nriley@capa.com**

**\*\*\*ATTENTION\*\*\***

**All products must be pre-approved by the vendor coordinator.**

**Strict adherence will be made to menu and merchandise selections. Do NOT bring anything that is not listed above. You will be asked to remove it.**

**All monies must be paid by deadlines. Not meeting deadlines may exclude you from being admitted to the festival.**

**DO NOT SEND ANY MONEY UNTIL YOUR APPLICATION HAS BEEN APPROVED.**

**Please place payer name, business name, phone number and email address on or with any checks or money orders sent as payment.**

**VENDOR SIGNATURE**: **DATE:**

PLEASE LIST ALL VEHICLES THAT WILL BE COMING INTO THE FESTIVAL GROUNDS TO LOAD-IN YOUR SPACE. BE DESCRIPTIVE AS POSSIBLE.

Type of vehicle, pick up truck, full size truck, box truck, any trailers, sizes and lengths, cars, vans, etc.