



## **FOOD VENDOR APPLICATION**

*Festival Latino 2024 dates: August 10 & 11*

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

- Information about your business or organization and country of origin;
- List of merchandise or food items you wish to sell;
- List of events you have participated within the last two years;
- A sample photo of your booth, if applicable;
- How many years you have been with the Columbus, Ohio Festival Latino.

Please forward all your vendor information to:

E-mail: Nate Riley [nriley@capa.com](mailto:nriley@capa.com)

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

## **Deadlines:**

- July 3, 2024 to secure space - the completed application, and a minimum of half of the fees are required.
- Balance owed must be paid by July 17, 2024.
- If you cancel after July 31, 2024, you forfeit all monies paid.
- August 9, 2024, Set up.
- August 10th and 11<sup>th</sup>, Festival Latino.

- 10PM August 11<sup>th</sup>, area cleaned and vacated.

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

All products must be pre-approved by the vendor director.

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

Strict adherence will be made to menu selections.

**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.

\*A Propane Pressure Leak Test (PPLT) administered by a licensed plumber is required for mobile food vendors prior to the Festival.

\*A Temporary Food License Information Application must be submitted and the application fee paid 10 days before the Festival.

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

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

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



(5) TOTAL OF ALL FEES:

\$ \_\_\_\_\_

Do you cook with oil? (Yes/No) \_\_\_\_\_ or Charcoal? (Yes/No) \_\_\_\_\_ Propane? (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 the City of Columbus Fire Code, is in good clean condition, and is secured with sand bags, water barrels, etc. **NO** staking is allowed.

Make a check or money order payable to CAPA.

**Please place the payer's name, business name or booth's 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.**

## 2024 FESTIVAL LATINO FOOD VENDOR APPLICATION

I agree to the following terms:

1. **All vendor applications and 1/2 payment must be received by the Event Management by the end of the business day Wednesday, July 3, 2024. Full payment is due by the close of business on July 17, 2024. The Event Management will refund all monies paid less a \$50 administrative fee if you cancel before July 31, 2024, after that date 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) 614-645-7538**
3. On-site, the vendor must provide:
  - fire extinguisher, type A B C or K, applicable to your cooking set-up.
  - water hose, to code
  - chairs & tables, if needed;
  - hand carts/dollies, as needed
  - proof of a Propane Pressure Leak Test (PPLT) administered by a licensed plumber.
  - 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. **The 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 the application.**
7. Due to the upfront operational costs for producing the event, no refunds will be given if the event is canceled after it opens due to weather or other events beyond the control of Event Management.
8. In no instance is the 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 **the** 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 **the** 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 **the** 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 the Event Management, or risk fine, loss of deposit, booth closure, and/or elimination from future events.

**Unsigned applications will not be accepted. This document and half of the fees must be received by the end of business day July 3, 2024 to guarantee your participation. Balance due by July 17, 2024. Failure to pay by July 17, 2024 will result in loss of space and a \$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'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

## 2024 FESTIVAL LATINO MENU SELECTION

*Mail or email this signed application to Vendor Director. 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 an adequate cash supply to conduct business, as The Event Management will not have change available. **\*\*\*ABSOLUTELY NO BEVERAGES WITHOUT PRIOR APPROVAL\*\*\***

**No piña 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 \_\_\_\_\_

Amount of worker's vehicles you will bring (maximum of 3) \_\_\_\_\_

### MENU SELECTIONS:

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

**No piña 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.**





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

All products must be pre-approved by the vendor's Director.

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 the payer's name, business name, phone number, and email address on or with any checks or money orders sent as payment.

VENDOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please fill this form out completely and return to:

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

**Phone: 6145607191**

**Email: nriley@capa.com**