



MERCHANDISE 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 items you wish to sell;
- List of events you have participated in 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 Director
55 East State St., Columbus, Ohio 43215

Deadlines:

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

*****ATTENTION*****

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

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

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

Make a check or money order payable to CAPA.

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!

2024 FESTIVAL LATINO MARKETPLACE VENDOR APPLICATION

Return this signed page with payment to Vendor Director

Deadline: July 3, 2024 to secure space - completed application, and a minimum of half of the fees are required.
The balance owed must be paid by July 17, 2024.

Vendor Name:

Contact Person:

Address:

City:

State:

Zip:

Phone #:

Cell #:

Fax #:

E-mail:

Merchandise Country of Origin:

Number of years at Columbus Festival Latino:

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

EVENT HOURS:

Saturday, August 10, 11:00 AM – 8:00 PM

Sunday, August 11, 11:00 AM – 8:00 PM

EVENT SET-UP & TEAR-DOWN: Set-up will be Friday, August 9.

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 10, and Sunday, August 11. Vending areas must be cleaned and vacated by 10:00 PM on Sunday, August 11, 2024.

LICENSE & PERMITS: Vendors are responsible for acquiring all necessary licenses and permits to operate a festival booth. See Vendor Guidelines for specific instructions.

BOOTH SPACE:

QUANTITY	CLASSIFICATION	SPACE SIZE	TENT TYPE	SET UP DAY	RENTAL FEE
	Vendor Space	Each 10'x10'	You Provide Tent	August 9, 2023	\$420
	Rental Tent 10'x10'		Must Rent Space		\$190
	Rental Tent 10'x20'		Must Rent Space		\$280
	Rental Tent 10'x30'		Must Rent Space		\$350
	Rental Tent 10'x40'		Must Rent Space		\$450

· One (1) 20-amp outlet will be provided per 10' by 10' space.

(1) ADDITIONAL 20 AMP ELECTRIC SERVICES available for \$150		\$	_____
(2) 8' TABLES: (Rental optional)	_____ # of tables X \$22.00ea=	\$	_____
(3) TOTAL:		\$	_____

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 #: M-

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

DO NOT SEND PAYMENT UNTIL YOUR APPLICATION IS APPROVED

2024 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 **the** 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, the vendor must provide:
 - Fire extinguisher, type A to code;
 - Hand sanitizer
 - Chairs & tables, if needed
 - Hand carts/dollies, as needed
 - Trash receptacles and bags for use at your booth.
 - A copy of insurance policy verification
- 3) Tents need to be anchored to the ground by other means than staking ex. Concrete blocks, sand bags, etc. **BOXES MUST BE BROKEN DOWN AND TRANSPORTED TO DUMPSTERS ALONG WITH OTHER TRASH; THE BOOTH AREA MUST REMAIN CLEAN.**
4. **The** 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.
5. 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.
6. 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.
7. Due to the upfront operational costs for producing of 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. All vendor applications and 1/2 payment must be received by Event Management by the end of the business day Wednesday, July 3, 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.**
9. In no instance the Columbus Association for the Performing Arts is responsible or liable for costs in excess of fees charged.
10. 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.
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/videos 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, 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 MERCHANDISE SELECTION

Return this page with payment to Vendor Director

(Please fill this form out completely and return it 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. The Event Management will not have change available in any form (coin or bills), so prepare accordingly.

Marketplace/Vendor's Name: _____

Merchandise's Primary Country of Origin _____

Number of Staff working in your booth _____

Amount of employee vehicles (maximum of 2) _____

MERCHANDISE SELECTIONS:

- | | |
|-----|----------|
| 1. | \$ _____ |
| 2. | \$ _____ |
| 3. | \$ _____ |
| 4. | \$ _____ |
| 5. | \$ _____ |
| 6. | \$ _____ |
| 7. | \$ _____ |
| 8. | \$ _____ |
| 9. | \$ _____ |
| 10. | \$ _____ |
| 11. | \$ _____ |
| 12. | \$ _____ |

This form must be filled out completely and returned with vendor application and payment to:

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

*****ATTENTION*****

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

Strict adherence will be made to 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.

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

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:** _____