

Vendor Information

Festival Latino 2017 dates: August 12 & 13

To be considered for vendor space and be added to our database, 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: Chris Skinner cskinner@capa.com

Mail: Chris Skinner, CAPA Vendor Coordinator
21 East Main St., Columbus, Ohio 43215
phone: 614-719-6926 fax 614-719-6927

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

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

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!

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

Application #: F-

2017 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 7, 2017. If you must cancel your participation in Festival Latino due to unforeseen circumstances and do so prior to July 14, 2017. Full payment is due by close of business on July 21, 2017. Event Management will refund all monies paid less a \$50 administrative fee. If you cancel after July 14, 2017, you forfeit all monies paid.**
2. **Vendor responsibilities:** (estimated fees are separate from fees listed on vendor contract)
•**Health Dept. License & Inspection (\$46/day– 2017 rate) www.publichealth.columbus.gov 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 7, 2017 to guarantee your participation. Balance due by July 21, 2017. Failure to pay by July 21, 2017 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: _____

2017 FESTIVAL LATINO MENU SELECTION

Mail, fax 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:

**Chris Skinner, Vendor Coordinator
Festival Latino
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Columbus, OH 43215
P: (614) 719-6926 F: (614) 719-6927**

Email: cskinner@capa.com

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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.