

## 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](mailto: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\*\*\***

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

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

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

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

**Make check or money order payable to CAPA.**

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

# 2017 FESTIVAL LATINO MARKETPLACE VENDOR APPLICATION

*Return this signed page with payment to Vendor Coordinator*

Deadline: July 2017 to secure space - completed application, deposit and minimum of ½ of fees required.  
Balance owed must be paid by July 22, 2017.

**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 12, 11:00AM – 8:00 PM**  
**Sunday, August 13, 11:00AM – 8:00 PM**

**EVENT SET-UP & TEAR-DOWN:** Set-up will be Friday August 11, 2017.  
 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 12, and Sunday August 13. Vending areas must be cleaned and vacated by 10:00PM on Sunday, August 13, 2017.

**LICENSE & PERMITS:** Vendors are responsible for acquiring all necessary licenses and permits needed 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 11, 2017	\$350
	Rental Tent 10'x10'		Must Rent Space		\$150
	Rental Tent 10'x20'		Must Rent Space		\$225
	Rental Tent 10'x30'		Must Rent Space		\$275
	Rental Tent 10'x40'		Must Rent Space		\$375

- 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 \$20.00ea= \$ \_\_\_\_\_

(3) TOTAL: \$ \_\_\_\_\_

**Make check or money order payable to CAPA. 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 #: M-

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

### **2017 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 & tables, if needed; hand carts/dollies, as needed; trash receptacles and bags for use at your booth. Tents need to be anchored to ground by other means than staking ex. Concrete block, sand bags, etc. **BOXES MUST BE BROKEN DOWN AND TRANSPORTED TO DUMPSTERS ALONG WITH OTHER TRASH; BOOTH AREA MUST REMAIN CLEAN.**
- 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 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.**
- 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.

**Unsigned applications will not be accepted. This document, full deposit and 1/2 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 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. \_\_\_\_\_ \$ \_\_\_\_\_

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

**Chris Skinner , Vendor Coordinator  
Festival Latino  
21 East Main St.  
Columbus, OH 43215  
(614) 719-6926**

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

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

**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. The once your application is approved you may send payment.**

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**VENDOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

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