

Festival Latino of the Berkshires 2014



Lee Founders Weekend

Saturday, September 20, 2014

VENDOR APPLICATION

VENDOR NAME _____ CONTACT PERSON _____

ADDRESS _____

TELEPHONE _____ FAX _____ E-MAIL _____

DESCRIPTION OF ITEMS TO BE SOLD (or attach a menu with prices)

All vendors should display their names on their tables or stand and display prominently a menu with prices.

Two vendors from the same country should have to offer different menus. Booth cannot sell the same food items.

Vendors are allowed to bring their own tables for storage of food and supplies. The fees below still apply when renting or bringing additional tables. Space assignment is determined by the Vendor Coordinator upon review of all applications prior to the Festival. Please plan accordingly: You will need your own heavy-duty extension cords to connect to our power supply and bring electricity to your table. Charcoal may be used.

***FESTIVAL LATINO WILL BE THE SOLE PROVIDER OF
Beverages & Empanadas***

VENDOR APPLICATION FEE IS NON-REFUNDABLE.

Fees below are for space determine by the Vendor Coordinator

Temporary Food Vendor Fee: \$300; Established Business (-Restaurant/Caterer-): \$400

Temporary Craft & Bus Promotional Vendor Fee: \$150- Social Services \$75

Checks and money orders must be made payable to **Festival Latino of the Berkshires.**

All vendors are required to provide a copy of a Common Victualler License and a ServSafe Certification (*see enclosure*) along with a completed application, menu with prices, and fee by September 14, 2014

Festival Latino of the Berkshires 2014 Vendor/Participant Agreement & Waiver

If accepted to participate as a vendor in the *Festival Latino 2014*, I, the undersigned, agree to the conditions below and acknowledge that failure to adhere to them may jeopardize future participation. My initials below serve as an acknowledgement that this section has been read and is understood. If help is needed to understand this section, Please e-mail The Vendor Coordinator at Gloria Escobar at escobarg28@yahoo.com call at 413-429-5900

The park space is used by other organizations before and after Festival Latino. Please abide by the following:
Please read carefully the following terms and conditions to participate in this year's Festival. All food vendor space will be on the parking lot out the grass area. Only festival Latino beverage will be the field grass.
We have included a few positive changes.

- _____ Arrive and set up between 2:00 – 3:00 pm.
- _____ Be fully operational and ready for business at 4:00 pm.
- _____ Clean up and vacate space between 8:00 – 8 :30 pm.
- _____ In order to strongly support the authenticity of the Festival Latino of the Berkshires, all our vendors are required to offer *authentic* Latin American food. Food Vendors are restricted to selling food items only. Must abide the Food standards for the preservation and preparation of food products to be sold in the space provided.
- _____ The Festival organizers suggest a maximum price per dish of no more than **\$10.00**. We strongly recommend each booth to sell something for equal or less than **\$2.00**. Food vendors should display their **Menu and Price' list** and this information must be posted in big letters. All vendors should display their names on their tables or stand and the **flag** from their country. All food vendors should wear plastic **Gloves, Apron and Hat**. First class presentation and food quality are essential.
- _____ ***All beverages including water, coffee and hot chocolate will be sold by Festival Latino organizer' Committee.***
- _____ Be prepared for inclement weather (tarp, umbrella, protective covering for food and equipment, etc.).
- _____ Vendors must have their own heavy-duty extension cords to connect and bring electricity to their tables to keep the food in right temperature
- _____ Provide own equipment, sufficient supplies and materials (cold storage, grill, garbage containers and bags, etc.)
- _____ Your area must be kept clean and neat at all times, not only for health reasons but to represent an overall clean and wholesome image. Vendors must bring plastic trash bags to prevent overloading on-site receptacles.
- _____ Assume all costs associated with the participation in the event.
- _____ Recycling: Be advised that all vendors are required to recycle at the First Congregational Church Park. Boxes, cans, and plastic are to be separated and placed in the back right hand corner of your booth. An official cleaning crew will periodically remove these recyclables from your site.
- _____ Provide adequate staff to manage and clean the area safely and efficiently. All food waste, including used cooking oil, must be disposed of properly outside the park grounds.
- _____ Vendors must bring at least two trash receptacles and continuously help to keep their designed areas clean.
- _____ Submit application, menu with prices, fees, and proof of Common Victualler License and ServSafe Certification by **9/13/2014**.
- _____ Failure to adhere to these regulations may jeopardize future participation in the Festival Latino
- _____ The application fee is non-refundable.
- _____ Reimburse the First Congregational Church in full for all expenses incurred in repairing any damage to the church park caused by vendor.

Festival Latino of the Berkshires 2014 Vendor/Participant Agreement & Waiver

As a voluntary participant in the *Festival Latino of the Berkshires 2014*, I waive any rights or claims arising from any damage or injuries incurred during the course of this event against organizers of the Festival Latino 2014, or any sponsor of the *Festival Latino of the Berkshires 2014*. This waiver is signed voluntarily and I have been advised of the time, place and circumstances of my involvement. This waiver is intended to hold harmless the sponsors, beneficiaries, volunteers, officers, agents, connected with the event from damages or injuries which may occur, with the exception of those arising from gross negligence or intentional malfeasance. This waiver is intended to apply only to those activities to which, I, the undersigned have been assigned as part of the participation in the *Festival Latino of the Berkshires 2014*, part of the Lee Founders Weekend Festivities, September 20, 2014.

**All documentation and fees (1) Completed application, (2) Menu with prices, (3) Proof of Common Victualler License a ServSafe Certification (4) Copy of the License Kitchen
Must be received by, September 13, 2014**

**c/o Festival Latino of the Berkshires
P.O. Box 1021
Lee, MA 01238**

Signature _____ Date _____

Vendor Representative (*Print*) _____

Vendor Name _____

I agree to abide by all applicable rules and requests that the Festival organizer may make from time to time for the safety and operation of this event.

Witness _____