

FESTIVAL LATINO

of the Berkshires



Part of Lee Founders Weekend
Saturday, September 17, 2016 (from 2-8pm)
VENDOR APPLICATION

Vendor Name: _____ **Telephone:** _____
Contact Person: _____ **Fax:** _____
Address: _____ **Email:** _____
City, State, Zip: _____

VENDOR FEES

Make Checks/Money Orders payable to Festival Latino of the Berkshires. Vendor Fee is Non-Refundable

\$300 Temporary Food Vendor \$400 Restaurant/Caterer \$150 Craft & Business Vendor \$50 Social Services

DESCRIPTION OF SERVICES OR ITEMS TO BE SOLD INCLUDING COUNTRY REPRESENTING

If accepted to participate as a vendor in the *Festival Latino 2016*, 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 and that I will abide by the policies set forth.

If help is needed to understand this application, I will contact Mary Vasquez-Slack, Vendor Coordinator, 413-446-1988 or mary@mvsoffice.com.

The Vendor Coordinator will assign vendor spaces.

- The Festival Latino tent is on the grass
- Food Vendors are in the parking lot.
- Craft & Business Vendors are on the grass
- **ALL beverages including water, coffee and hot chocolate are sold by Festival Latino**
- Vendors representing the same country should offer different menus and food items.

All vendors are required to provide the following, by **September 5, 2016**, for consideration:

| | Food Vendor | Craft or Business |
|------------------------------------|-------------|-------------------|
| Vendor Application & Fee | ✓ | ✓ |
| Copy of Current Victualler License | ✓ | ✓ |
| Copy of ServSafe Certificate | ✓ | |
| Menu or list of dishes with prices | ✓ | |
| Copy of Licensed Kitchen | ✓ | |

- Arrive and set up between 12:00 – 1:30 pm
- All vendors must prominently display their names and menu with prices.
- Be fully operational and ready for business at 1:30 pm.
- Start clean up by 7:30pm and vacate space by 8:00pm.
- 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 of the Berkshires.**
- 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. Charcoal may be used.
- Provide own equipment, tables and 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.
- Reimburse the First Congregational Church in full for all expenses incurred in repairing any damage to the church park caused by vendor.

As a voluntary participant in the **Festival Latino of the Berkshires 2016**, 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. 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 2016, or any sponsor. 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 2016**, part of the Lee Founders Weekend Festivities, September 17, 2016.

Printed Vendor Representative Name _____

Signature _____ **Date** _____

Witness _____