



VENDOR APPLICATION 2023

Vendor Name: _____
 Main Contact: _____
 Address: _____
 City, State, Zip: _____

Telephone: _____
 Fax: _____
 Email: _____

Mark 'X' that apply	Vendor Type	Price
	Temporary Home Food Vendor	\$350
	Restaurant Catering Vendor	\$500
	Craft, Artesian, & Goods Vendor	\$150

*All fees are non-refundable

IMPORTANT DETAILS (READ COMPLETELY):

The Festival Latino of the Berkshires Vendor Coordinator will assign event set-up spaces. No exceptions.

The Festival Latino of the Berkshires DOES NOT provide table, tents, or chairs.

Food Vendor tents will be placed on the Great Barrington Town Hall Green Parking Lot as directed by the Vendor Coordinator.

Craft, Artesian, & Goods Vendors will be placed on The Town Hall Green as directed by the Vendor Coordinator.

ALL BEVERAGES including water, soda, coffee, and hot chocolate will be sold exclusively by the Festival Latino of the Berkshires Inc. If you violate this addendum a fine of \$100 will be charged plus the potential to be barred from selling at future events.

If you are a native Spanish speaker and need help understanding this application contact Gabriela Bautista, Vendor Coordinator T: 413.854.4154 ~ email: gabisbau@yahoo.com

Vendors are required to provide a description of services or items to be sold including country represented

The deadline to submit an application is September 15th, 2023*



Payment is required PRIOR to the event to ensure your space is held.

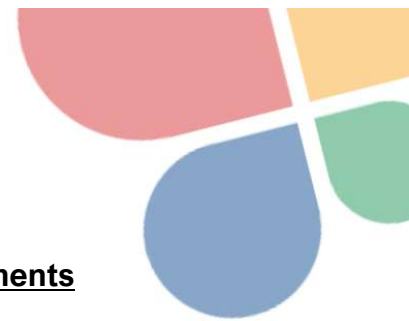
Please mail your application with the check payable to:

Festival Latino of the Berkshires
P.O. Box 1021
Lee, MA 01238

If accepted to participate as a vendor at the ***Festival Latino of the Berkshires 2023***, 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.

	Food Vendor	Craft or Business
Vendor Application & Fee	✓	✓
Copy of Current Victualler License	✓	✓
Copy of ServSafe Certificate & Allergies Certificate	✓ ✓	
Menu or list of dishes with prices	✓	
Copy of Licensed Kitchen	✓	
Water supply by Town or Private Water (Recent Lab Report	✓	

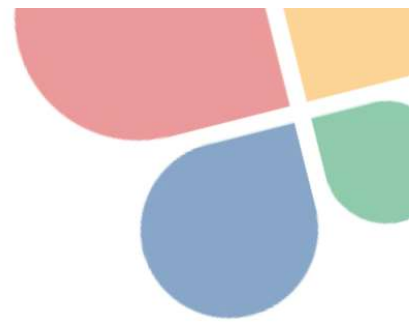
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Festival Latino of the Berkshires Vendor Policies & Requirements

Vendor must read and checkmark

- Arrive and set up between 8:00 –10:30 AM. **You must remove your vehicle from the cooking area prior to 11:30 AM.** Your vehicle is subject to tow if not removed by 11:30 AM.
- All vendors must prominently display their names, menu with prices, and flag of the country represented at their booth.
- Be fully operational and ready for business at 11:30AM. Event start at 12PM
- Begin clean up by 5:45 PM and vacate space by 7:00 PM.
- Vendors MUST abide by the Town of Barrington Plastic By Law!** Failure to do so will result in refusal to sell until the proper compostable (cardboard, aluminum etc.) products are distributed with food.
- 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.** Vendors must abide by 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 **\$15.00.**
 - We strongly recommend each booth to sell something for equal or less than **\$3.00.**
 - Food Vendor price list **MUST** be posted outward to customers. **NO EXCEPTIONS**
- All food vendors are required to wear plastic **gloves, apron and hat.** We kindly suggest tablecloths covering the front table.
- All beverages (sodas) including water, juice, coffee, hot chocolate, punch, Ice cream will be sold solely by Festival Latino of the Berkshires Inc.**
- Vendors must be prepared for inclement weather (tarp, umbrella, protective covering for food and equipment, etc.).
- Vendors must bring their portable generator as needed.** Vendors must have their own heavy-duty extension cords to connect and bring electricity to their tables to keep food at the right temperature. Charcoal may be used.
- Vendors must provide their own equipment, tables and sufficient supplies (cold storage, grill, garbage containers and bags, etc.) Booth area must be kept clean and neat at all times, not only for health reasons but to represent an overall clean and wholesome image and assume all costs associated with the participation in the event.



- Recycling:** Be advised that all vendors are required to recycle at the Town Hall Green 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 Town Hall Green Park in full for all expenses incurred in repairing any damage caused by vendor.

As a voluntary participant in the ***Festival Latino of the Berkshires 2023***, I agree to abide by all applicable rules and requests that the Festival Latino Vendor Coordinator may make from time to time for the safety and operation of this event. I waive all rights or claims arising from any damage or injuries incurred during the course of this event against organizers of the **Festival Latino 2023**, 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, and 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 2023***

**Printed Vendor Representative
First and Last Name:**

Business (if applicable)_____

Signature_____

Witness_____

P.O Box 1021, Lee, MA 01238 | www.festivallatino.org