

## VENDOR APPLICATION 2025

Vendor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Main Contact: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Mark 'X' that apply	Vendor Type	Price
	<b>Temporary Home Food Vendor</b>	\$325
	<b>Restaurant   Catering Vendor</b>	\$425
	<b>Craft, Artesian, &amp; Goods Vendor</b>	\$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 (Tent Dimensions maximum 10 x 10) will be placed on the Great Barrington Town Hall Parking Lot as directed by the Vendor Coordinator.

Craft, Artesian, & Goods tents (Tent dimensions maximum 10 x 10) will be placed on The Town Hall lawn 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 \$250 will be charged plus the potential to be barred from selling at future events.***

Vendors are required to provide a description of services or items to be sold including country represented. See below for additional details. Please ask the vendor coordinator for visual examples. The Festival requests a menu with prices prior to event date.

**THE DEADLINE TO SUBMIT AN APPLICATION IS SEPTEMBER 19<sup>TH</sup>, 2025**

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](mailto:gabisbau@yahoo.com)

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



**Please mail or email your completed application with the check payable to:**

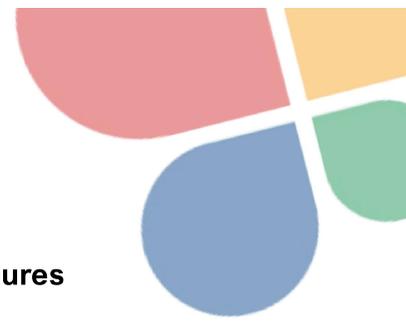
Festival Latino of the Berkshires  
P.O. Box 1021  
Lee, MA 01238

Email: [festivallatino413@gmail.com](mailto:festivallatino413@gmail.com)

If accepted to participate as a vendor at the ***Festival Latino of the Berkshires 2025***, 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.

COMPLETED AND READY ON FESTIVAL LATINO OF THE BERKSHIRES EVENT:

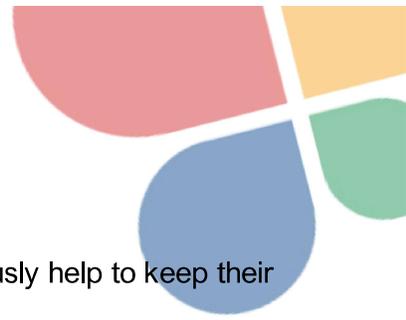
	<b>Food Vendor</b>	<b>Craft or Business</b>
<b>Vendor Application &amp; Fee</b>	✓	✓
<b>Copy of Current Victualler License</b>	✓	✓
<b>Copy of ServSafe Certificate &amp; Allergies Certificate</b>	✓ ✓	
<b>Menu or list of dishes with prices</b>	✓	
<b>Copy of Licensed Kitchen</b>	✓	
<b>Water supply by Town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



## Festival Latino of the Berkshires Vendor Policies & Procedures

*Vendor must read and checkmark*

- Arrive and set up between 10:00 am –1:30 pm. **You must remove your vehicle from the cooking area by 1:00PM.**
- All vendors must prominently display their menu with prices**, booth name, and flag of their country at their booth.
- Be fully operational and ready for business at 1:30 PM.**
- Start clean up by 5:30pm and vacate space by 7:00pm.
- VENDORS MUST ABIDE BY THE 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 the food standards for the preservation and preparation of food products to be sold in the space provided.
- The Festival caps a maximum price per dish of no more than \$20.00.** We strongly recommend each booth to sell something for equal or less than \$5.00. This information must be posted outward to customers.
- All food vendors are required to wear plastic gloves, apron and hat.** One person should be responsible for monetary exchange and not touch food while assisting with point of sale transactions.
- ALL BEVERAGES (SODAS) INCLUDING WATER, JUICE, COFFEE, HOT CHOCOLATE, PONCHE, ICE CREAM WILL BE SOLD SOLELY 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. **ALSO BRING YOUR PORTABLE GENERATOR.** Charcoal may be used.
- Vendors must provide their own equipment, tables and sufficient supplies (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. 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 2025***, 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 2025**, 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 2025***.

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

\_\_\_\_\_

**Business (if applicable)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Witness** \_\_\_\_\_

**P.O Box 1021, Lee, MA 01238 | [www.festivallatino.org](http://www.festivallatino.org)**