



Volunteer Application
17th Annual Latin American Festival
Sunday, October 7, 2007
12 noon to 7 P.M.
Mint Museum of Art, 2730 Randolph Rd.
Charlotte, NC 28207

Food Vendor Information

Name: _____ Tel: _____
Contact Person: _____ Fax: _____
Address: _____ City: _____
State: _____ Zip Code: _____
Email: _____

Food Services

Every vendor must provide the Festival committee with a menu and item prices. List a description below of what you will be selling and the item prices. Our goal is to ensure a variety of foods. Should your menu change, you must inform the Committee and receive prior written approval of change. No changes will be approved one week prior to the Festival or on the day of the Festival. No food vendor is to sell any type of beverages. By selling beverages, vendor forfeits any rights to participate in any other event held in conjunction with the Festival and hereby agrees to pay a penalty of \$1,500.00.

Vendor Agreement

Due to the increasing interest to participate in the Latin American Festival and the limited space available, the number of food vendor spaces is limited to fifteen (15). Space assignment will be done at the sole discretion of the Festival committee. Space assignment will be based on the vendor returning via mail the following:

1. A properly executed original of this contract. (A signed contract)
2. The non-refundable Entry Fee of \$300.00 (Three hundred dollars) payable in full upon completion of this contract. Each vendor will be provided with a 10' x 10' ft. tent, 3 8-ft. tables, tablecloths, and 3 chairs.
3. Certificate of Liability Insurance mailed **by your insurance company** as required by the Health Department to the address specified below; **OR** if as an individual food vendor, you wish to be included under the Festival insurance coverage, you may do so at a standard rate of \$150.00. You may include this amount with your Entry Fee and specify in the memo section.
4. Completed Mecklenburg County **Application For a Temporary Foodservice Establishment**



Festival Day: Set Up & Break Down

- Unload your materials at tent/table designated by Festival Committee.
- Set up can begin at 8:30 AM on October 7th and must be completed by 11:00 AM with no exceptions.
- Breakdown is to begin no earlier than 6:00 PM and completed no later than 7:30 PM.
- There must be a person staffing the booth at all times.
- Vendor is to provide all necessary equipment and other materials.
- Vendor is responsible for all signs (i.e. posters, banners).
- Please note that it would be to your advantage to have information in both Spanish and English.
- The Vendor agrees to maintain a clean and neat appearance of their personnel and area

Operation Guidelines

- Food vendors **must** provide clearly marked signs with menu and item prices for the public expressed in tokens. Each token is valued at \$1. (Ex. Empanadas: 3 tokens, Tamales: 2 tokens, etc.)
- Vendors agree to only accept tokens as a valid form of currency at the festival.
- Vendors agree to maintain consistent affordable prices throughout the duration of the event.
- The vendor agrees to maintain a clean and neat appearance of their personnel and area. Vendors are to provide their own containers for trash pick up, which should be periodically emptied into the general trash container specified at the Festival. All clean up of the area is the responsibility of the vendor.

Decorations

Decorations such as nationality flags, banners, and costumes are strongly encouraged to add to the excitement of your booth as well as promote the feeling of being part of or in a Hispanic community. The Festival recommends that all vendors consider the use of decorative items. The Festival committee reserves the right to prohibit any items displayed that are considered inappropriate by the Festival committee.

Electricity

There will **ONLY** be 110 Volts available (220 Volts will not be available). Please list all electrical appliances that will be used at the Festival in the appropriate section. If using electricity, vendors **must** provide their own heavy-duty extension cord(s).

Passes & Parking Permit

(3) admission tickets and (1) parking permit are issued to Latino Owned Businesses



Checklist

_____ Signed Contract

_____ Entry Fee (includes one 10' x10' tent, three 8' tables, three folding chairs, and tablecloths)

Make checks payable to the **LATIN AMERICAN FESTIVAL, INC.** in the amount of \$300.00

_____ Have Insurance Company mail directly Certificate of Liability Insurance to address below or enclose an additional \$150.00 with Entry Fee to be included under Festival's insurance coverage.

_____ Completed Mecklenburg County **Application for a Temporary Foodservice Establishment Permit**

Signature: _____ Date: _____

Fax completed contract and entry fees by **August 31st** to: 704-844-6378
If you have any questions, please contact Patricia Rodriguez at 704/488-2975