

# 16\* Festival

LATINO AMERICANO



**Food Vendor Contract**  
**16<sup>th</sup> Annual Latin American Festival**  
**Sunday, October 1, 2006**  
**12 noon to 7 P.M.**  
**Mint Museum, 2730 Randolph Rd.**  
**Charlotte, NC**

## Vendor Information

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

## Food Services

Each person 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.

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## 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 Permit**. **County Inspector will check off items the day of the Festival and then give the permit (Check list included). No one will be allowed to sell food unless they have the permit.**

All of the above documents must be postmarked no later than September 15, 2006. Space assignment will be made on a first come basis once all of the above are received. The postmarked date will be the determining factor to establish receipt.

# F<sup>16\*</sup> Festival

## LATINO AMERICANO



### **Festival Day: Set Up and Break Down**

Set up can begin at 7:00 AM on October 1st, but *must be completed by 10:30 AM* with no exceptions. Breakdown is to begin no earlier than 6:00 PM and *completed no later than 8:00 PM*. If clean up is not completed by the time specified, the vendor will forfeit his/her deposit check of \$50.00.

### **Operation Guidelines**

Vendor is to provide all that is necessary to produce and sell their offerings in a neat and attractive manner. Vendor is responsible for all signs (i.e. menus, posters, banners). It is *strongly recommended* that vendor have a clearly marked sign with menu and item prices for the public. Please note that at this event it would be to your advantage to have signs in both Spanish and English. The Festival committee will provide tablecloths and table skirts to maintain a uniformed appearance among Festival vendors. 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. By not keeping the immediate area clean, vendor forfeits deposit check.

### **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). The Festival will provide electricity as long as your specific needs are known at the time of returning this contract. 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) passes 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: \_\_\_\_\_

Mail completed contract and entry fees by **September 15, 2006** to:  
Latin American Festival, Attn: Food Vendor  
Latin American Coalition, 4949-B Albemarle Road, Charlotte, NC 28205  
If you have any questions, please contact Jorge Medina at 704/605-6689