



Hispanic Festival 2017 Food Booth Vendor Agreement

DATES & TIME:

Friday, August 25: 11:30 am – 12:00 am
Saturday, August 26: 11:30 am – 12:00 am
Sunday, August 27: 11:30 am – 5:30 pm

LOCATION: Calder Plaza, Downtown Grand Rapids, MI

EVENT FEES

- The fee is **\$1000.00 per booth** (non-refundable).
- Vendor agrees to make payment (**cashier check or money order**) payable to the **Hispanic Center of Western Michigan**.
- There will be no refunds to vendor for acts of God, inclement weather, power failures, or any other reason what so ever that may cause the vendor not to be able to operate the food booth. That if for whatever reason vendor is unable to maintain its commitment to be a vendor, after the Agreement is signed, that the booth fee is non-refundable and/or non-transferable.
- **Application, agreement and payment should be mailed to: Hispanic Festival 2017, c/o Grand Rapids Event Management, PO Box 1522, Grand Rapids, MI 49501.**

BOOTH SET-UP & CLEAN-UP

- Vendor to begin set up of booth between 4:00 p.m. – 8:00 p.m. on Thursday, August 25 or 7:00 a.m. – 10:00 a.m. on Friday, August 27. **All booths must be set up and ready to serve by 11:30 am on Friday, August 27.**
- Tear-down will be from 5:30 p.m. to 8:30 p.m. on Sunday, August 28.
- Vendor will remain open for the sale of all approved menu items for the entire duration of the festival dates and times stated in this agreement.
- Vendor will place the two tables provided by the Center in the front of the booth where customers will be served.
- Vendor will provide all other equipment and resources to operate vendor booth.
- The area around the food booth will be clean and free of litter and vendor will dispose of refuse, grease and ashes in appropriate containers at all times.
- Vendor to ensure that the booth has enough workers to ensure limited waiting time for customers and a smooth overall operation.
- No minor children allowed in cooking areas.
- Using thick gauge extension cords in your booth will assist in alleviating power outages.
- Fold up table and place chairs as instructed at the conclusion of the festival.
- Clean concrete in tent area with soap and water.

PER GRAND RAPIDS CITY POLICY:

(If you have any questions, please call the Fire Prevention Bureau at 616- 456-3900)

- No Flammable liquid shall be kept in or stored near any booth or tent.
- Individual L.P. tanks are to be marked for each appliance to facilitate emergency shut-off.
 - Manifold L.P. tanks are to have a master shut-off.
- **Cooking is not allowed under any canopy.** The following clearances must be maintained:
 - Solid fuel (BBQ's) and liquid fueled (Coleman) stoves and equipment requires 10 feet clearance.
 - Gas fired equipment require 4 feet clearance
 - Hot plates and unlisted equipment are to be set on non-combustible supports.
 - Combustible storage and material is to be kept a minimum of 36 inches from the cooking equipment.
- All Charcoal must be disposed of properly, in a covered metal container.

PARKING

- **Vendor to secure parking space at vendor expense.**
- All vehicles must be off the Calder Plaza by 10:00 a.m. on each day of the official festival dates. After 10:00 a.m., Food Vendors must use the loading and unloading area.
- Food Vendors or anyone associated with their booth are not allowed to park their vehicle(s) at any time behind the food booths tents, at hooded meters along Ottawa Avenue (Saturday or Sunday) or in the Probate Court Parking area. Unauthorized vehicles will be ticketed at owner's expense without prior warning.
- Vendor to inform its volunteer workers/associates of parking and any and all other policies and procedures.
- Understand that Vendor vehicles and those of its volunteer workers/associates parked in any unauthorized area will be ticketed and/or removed without notice at owner expense.



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PERMITS & SECURITY

- Vendor to obtain the proper sales tax license and agrees to be responsible for the payment of any sales tax or any other taxes and will pay such taxes to the proper governmental authority.
- Vendor to obtain liability insurance to cover the cost of activities of vendor against injury, theft or damage to persons or property as the result of any accident, casualty, claim or any cause whatsoever.
- Vendor will hold the Center, Festival volunteers and employees, Hispanic Center Board Members, Center staff, City of Grand Rapids, owners, and lessees of the property upon which the Hispanic Festival is conducted harmless of any form of liability or claim for injury or damages or theft or any other cause whatsoever.
- Vendor agrees and understands that the Center will provide security officer(s) during official hours of the festival; however Vendor agrees to leave items of value in the booth only at vendor risk.

FOOD & BEVERAGES

- Vendor will not bring in any personal alcoholic beverages into the food booth or Calder Plaza that were not purchased from the Beer Tent(s).
- Vendor will not sell any food or beverage item that the Center food booth is selling, however, may sell any other non-carbonated beverage(s).
- Vendor will sell only food and beverage items that were pre-approved by the Center in packaging/containers that do not display the Center, Hispanic Festival, City of Grand Rapids, or other non-festival sponsor logo or name.
- Vendor understands that there may be other vendors who may be selling the exact or similar beverage(s) or food item(s).
- Vendor will not store food, equipment or other vendor property in unauthorized areas.

REGULATIONS

- Vendor will not operate a food booth or use net profit from the vendor food booth to support any political party, political candidates or the election of any political official(s) or religious groups.
- Vendor will not display any signage/banner that may be perceived as political or advertisement for non-festival sponsors.
- Vendor will follow all Center, Festival, City and Health Dept. policies. Failure to follow all policies and procedures of the aforementioned may cause immediate closure of food booth and/or will jeopardize selection as a vendor in the future.
- Vendor will be an independent contractor under this agreement. Vendor or its volunteers or associates will not have the authority to represent to any other individual(s) or organization(s) that s/he is a representative or employee of the Center, Hispanic Festival, the City of Grand Rapids or any festival sponsor/contributor.

The Center will provide:

- **Two chairs.**
- **Two tables** that must be placed in the front of the booth where customers will be served.
- **15'x 15' tent** (available to first 12 approved food vendors).
- **Access to electricity and water usage.**
- Vendor agrees to use only the space that is provided.
- Ice may be sold to the vendor at the discretion of The Center.

I have read the agreement, and if selected to participate, I will comply with the terms. I understand that my signature on this document does not guarantee participation. The Center reserves the right to select all Vendors. The Center has sole discretion of the location of vendor's food booth, number of food booths selected for the festival and replacement.

Name: _____ Date: _____

Please Print

Signature: _____ Phone: _____