



HispanoFest Vendor Application

The booth includes electricity and canopy. No chairs or tables will be provided with the booths.

Early Registration by Aug 12, 2017 (Please check one)

- | | | | |
|---|---------|---|---------|
| <input type="checkbox"/> 10 x 10 Booth | \$ 900 | <input type="checkbox"/> 10 x 20 Booth | \$1,350 |
| <input type="checkbox"/> 10 x 10 Not For Profit Booth | \$ 500 | <input type="checkbox"/> 10 x 20 Tents w/ Walls | \$1,550 |
| <input type="checkbox"/> 10 x 10 Government Booth | \$ 950 | <input type="checkbox"/> Walking Advertising | \$ 550 |
| <input type="checkbox"/> 10 x 10 Corner Booth | \$ 1150 | | |
| <input type="checkbox"/> 10 x 10 Booth | Sponsor | <input type="checkbox"/> 10 x 20 Booth | Sponsor |
| <input type="checkbox"/> 10 x 10 Space Only/No Tent | \$ 750 | <input type="checkbox"/> 10 x 20 Space Only (No Tent) | \$ 1050 |

If Paid After Aug 13, 2017 *DEADLINE IS AUGUST 19, 2017 (Please check one)

- | | | | |
|---|---------|---|---------|
| <input type="checkbox"/> 10 x 10 Booth | \$ 1150 | <input type="checkbox"/> 10 x 20 Tent | \$1,450 |
| <input type="checkbox"/> 10 x 10 Not For Profit Booth | \$ 650 | <input type="checkbox"/> 10 x 20 Tents w/ Walls | \$1,650 |
| <input type="checkbox"/> 10 x 10 Government Booth | \$ 1050 | <input type="checkbox"/> Walking Advertising | \$ 650 |
| <input type="checkbox"/> 10 x 10 Corner Booth | \$1,250 | <input type="checkbox"/> 10 x 20 Space Only (No Tent) | \$1,050 |
| <input type="checkbox"/> 10 x 10 Booth | Sponsor | <input type="checkbox"/> 10 x 20 Booth | Sponsor |
| <input type="checkbox"/> 10 x 10 Empty Booth/Tables | \$ 850 | | |

Here is your checklist, please send the following:

- ✓ Application Form completed on both sides.
- ✓ Full payment, including \$200 security deposit, for all booths.
- ✓ HispanoFest Regulations Form (Signed and Dated)
- ✓ Copy of Liability Insurance Certificate (All Vendors)
- ✓ Copy of Illinois Department of Health and Sanitation Certificate (Food Vendors Only)
- ✓ Booths have to be **PAID BY 08/20/17** in full (NO EXCEPTIONS). If not paid you will not have a booth and you will lose your deposits.
- ✓ No Refund on Deposits or Payments
- ✓ Any vendor without Insurance/Liability Insurance Certificate will not be able to open the booth and any payments made to HispanoFest, will not be refunded.
- ✓ **ALL PAPERWORK HAS TO BE TURNED IN BY 08/19/17 !!!**

Please contact Irene Herrera to schedule an appointment at **(708) 296-7006**. Also, please make sure to bring all documents required, including payment in full, as well as the security deposit.

Personal or business checks will not be accepted.

Please make **CASHIER'S CHECKS OR MONEY ORDERS** payable to HispanoFest 2017 and mail required documents listed above, including full payment and security deposit to:

HISPANOFEST
Attn: Squires Florist/ C/O: Irene Herrera
 P.O. Box 1902
 Melrose Park, IL 60161

For more information please contact Irene Herrera (708) 296-7006



HispanoFest Vendor Application

Vendor Name (s): _____

Booth Name: _____ (As it will appear on the Sign)

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Cellular: () _____ Fax: () _____

Driver's License _____ E-mail Address: _____

A SECURITY DEPOSIT OF \$200 (CASHIER'S CHECK OR MONEY ORDER) IS REQUIRED FROM ALL VENDORS. Upon inspection, if a refund is due, HispanoFest will contact you by phone or in writing, at which time you will be responsible for making arrangements to pick up the security deposit on or after December 15, 2017 at 1904 W. Lake Street, Melrose Park, IL, 60160 (Contact Irene Herrera prior to picking up)

1. Item for Sale _____ Price \$ _____
(Prices for Food Must be \$ 6.00 or less per item)

2. Item for Sale _____ Price \$ _____
(Prices for Food Must be \$ 6.00 or less per item)

REQUIREMENTS FOR ALL BOOTHS:

- ✓ FOOD VENDORS ONLY: Copy of Illinois Department of Health and Sanitation Certificate 2017
- ✓ ALL VENDORS / EXHIBITORS: Copy of Liability Insurance Certificate

If you are not selling food, please specify what you or your company will be selling or promoting:

Will you be using a microphone or a loud speaker from your booth? YES or NO

NOTE: HispanoFest is a three-day event. The dates are September 8th, 9th & 10th, 2017.
Booths will be assigned on a first come, first served Basis. Also, for more information on food exclusivity please contact Irene Herrera.

For more information please contact Irene Herrera at (708) 296-7006

www.hispanofest.org



HispanoFest Rules - Please Post in Booth

- 1) Liquor of any kind is strictly prohibited in the stands and booths, (this includes lemonade/alcoholic fountain mixtures and Michelada Mix).
- 2) BLOW OUT SPECIALS on food items are not to be sold until Sunday night after 9:30 p.m.
- 3) It is prohibited to sell Liquor in the booths.
- 4) Individuals will be expelled due to fights, under the influence, disorders or gambling with the possibility of being incarcerated.
- 5) The booth will be closed for the remainder of the weekend.
- 6) Please watch your language.
- 7) Any damage to the tent or the booth will be at your expense.
- 8) The committee will inspect all foods, cooler and refrigerators for cleanliness.
- 9) Each stand is permitted to sell only 2 items.
- 10) Food pricing for item needs to be posted.
- 11) All stands have to sell the item they paid for, no substitutes.
- 12) All stands must be kept clean at all times. All garbage must be put into garbage bags and disposed of by you in the dumpsite by the restrooms.
- 13) All stands using frying equipment must have containers to store used grease.
- 14) Dumping on the ground or in sewers is **PROHIBITED** and there is a \$ 700.00 fine to the vendor.
- 15) All food stands must have 10 lbs ABC fire extinguisher.
- 16) No public address system can be used by any stand.
- 17) HispanoFest is not responsible for free items given to anyone.
- 18) All fruit has to be placed in cases on crates, instead of the direct floor.
- 19) HispanoFest, without refunds, may CLOSE any stand not complying with the rules at any time.
- 20) Cheese, Meat, and Vegetables must be covered at all times, unless serving.
- 21) Gloves have to be worn when there is direct contact with food (cutting tomatoes, meat, etc)
- 22) Each stand must have one container of water, bleach and soap to wash hands.
- 23) No bullhorns, microphones or sound equipment could be used to interfere with the stage program, unless prior arrangement has been made.
- 24) HispanoFest is not liable for any food poisoning and other mishaps that may be related with the selling of your products.
- 25) Each stand has to fully pay for before opening.
- 26) The gas containers must be chained to booth.
- 27) NO PARKING BEHIND STAGE 1, ALONG THE V.I.P. AREA AND BY THE PUBLIC WORKS BUILDING, THERE WILL BE A \$500.00 FINE IF YOU PARK IN THESE AREAS.
- 28) VENDORS ARE NOT ALLOWED TO DRINK ANY ALCOHOL IN THEIR BOOTHS AT ANY TIME, IF WE FIND LIQUOR IN THE BOOTH OR THAT YOU ARE DRINKING WILL BE CHARGES A PENALTY OF \$500.00 DOLLARS.

I _____ UNDERSTAND AND HAVE READ ALL
Print Name

REGULATIONS AND WILL BE ABIDE TO THEM DURING THE 3 DAYS OF HISPANOFEST. I ALSO UNDERSTAND THAT IF I DO NOT ABIDE TO THESE REGULATIONS, LEGAL MATTERS MAY BE TAKEN.

Signature

Date