



## HispanoFest Vendor Application

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

### Early Registration by July 21, 2018 (Please check one)

<input type="checkbox"/> 10 x 10 Booth	\$ 1,000	<input type="checkbox"/> 10 x 20 Booth	\$1,450
<input type="checkbox"/> 10 x 10 Not For Profit Booth	\$ 500	<input type="checkbox"/> 10 x 20 Tents w/ Walls	\$1,650
<input type="checkbox"/> 10 x 10 Government Booth	\$ 950	<input type="checkbox"/> Walking Advertising	\$ 650
<input type="checkbox"/> 10 x 10 Corner Booth	\$ 1,250	<input type="checkbox"/> 10 x 20 Business Booth	\$ 3,100
<input type="checkbox"/> 10 x 10 Business Booth	\$ 2,500	<input type="checkbox"/> 10 x 20 Booth	Sponsor
<input type="checkbox"/> 10 x 10 Booth	Sponsor		

### If Paid After July 21, 2018 \*DEADLINE IS AUGUST 15, 2018 (Please check one)

<input type="checkbox"/> 10 x 10 Booth	\$ 1250	<input type="checkbox"/> 10 x 20 Tent	\$1,450
<input type="checkbox"/> 10 x 10 Not For Profit Booth	\$ 750	<input type="checkbox"/> 10 x 20 Tents w/ Walls	\$1,650
<input type="checkbox"/> 10 x 10 Government Booth	\$ 1150	<input type="checkbox"/> Walking Advertising	\$ 650
<input type="checkbox"/> 10 x 10 Corner Booth	\$1,350	<input type="checkbox"/> 10 x 20 Business Booth	\$ 3,200
<input type="checkbox"/> 10 x 10 Business Booth	\$2,600	<input type="checkbox"/> 10 x 20 Booth	Sponsor
<input type="checkbox"/> 10 x 10 Booth	Sponsor		

### Here is your checklist, please send the following:

- ✓ Application Form completed on both sides.
- ✓ Cleaning deposit of \$200, for each and 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 08/25/18** in **FULL** (NO EXCEPTIONS). **IF NOT PAID, YOU WILL NOT HAVE A BOOTH AND DEPOSITS WITH BE FORFEIT.**
- ✓ 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 08/25/18 !!!**

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 cleaning deposit.

**Personal or business checks will not be accepted.**

Please make **CASHIER'S CHECKS OR MONEY ORDERS** payable to HispanoFest 2018 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 CLEANING 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 CLEANING deposit on or after December 15, 2018 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 2018
- ✓ 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:

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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 7<sup>th</sup>, 8<sup>th</sup> & 9<sup>th</sup>, 2018.  
**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](http://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, fountain alcohol mixtures, Michelada Mix and ect).
- 2) BLOW OUT SPECIALS on food items are not to be sold until Sunday night after 9:00 p.m.
- 3) It is prohibited to sell Liquor in the booths.
- 4) Alcohol will not be tolerated in any vendors booth for consumption during hours of work.
- 5) Individuals will be expelled due to fights, under the influence, disorders or gambling with the possibility of being incarcerated.
- 6) The booth will be closed for the remainder of the weekend.
- 7) Please watch your language.
- 8) Any damage to the tent or the booth will be at your expense.
- 9) The committee will inspect all foods, cooler and refrigerators for cleanliness and for alcohol beverages.
- 10) Each stand is permitted to sell only 2 items.
- 11) Food pricing for item needs to be posted.
- 12) **All stands have to sell the item they paid for, no substitutes.**
- 13) 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. At the end of the night place it in front of you booth.
- 14) Stands using frying equipment must have containers to store used grease or dump in grease pits.
- 15) Dumping on the ground or in sewers is **PROHIBITED** and there is a **\$ 900.00** fine to the vendor.
- 16) All food stands must have 10 lbs. ABC fire extinguisher for each booth.
- 17) No public address system can be used by any stand.
- 18) HispanoFest is not responsible for free items given to anyone.
- 19) All fruit or food cases have to be placed on crates, instead of the direct floor.
- 20) HispanoFest, may **CLOSE** any stand not complying with the rules at any time without any refunds.
- 21) Cheese, Meat, and Vegetables must be covered at all times, unless serving.
- 22) Gloves have to be worn when there is direct contact with food (cutting tomatoes, meat, etc)
- 23) Each stand must have one container of water, bleach and soap to wash hands.
- 24) No bullhorns, microphones or sound equipment could be used to interfere with the stage program, unless prior arrangement has been made.
- 25) HispanoFest is not liable for any food poisoning and other mishaps that may be related with the selling of your products.
- 26) Each stand has to be **PAID IN FULL** prior to opening.
- 27) The gas containers must be chained to booth.
- 28) All vendors have to park their cars, vans etc. in the designated vendor lot. If you fail to do this, your vehicle will be towed at your expense (Hispanofest is not responsible for any expenses of vehicles being towed). **Parking pass have to be displayed on dashboard at all times.**
- 29) All vendors have to remove the vehicles from the festival grounds/tents area by 3:00pm on Friday, 11:00am on Saturday and Sunday. If your vehicle is not moved to the proper parking area your vehicle will tow at your expense and not Hispanofest.

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