



PUERTO RICAN & CUBAN FESTIVAL

Midtown Park 2811 Travis. Houston, Tx
77006 Saturday, October 27th, 2018

VENDOR INFORMATION | AGREEMENT

Ferrer Productions welcomes you to the 11th Annual Puerto Rican & Cuban Festival 2018, being held at Midtown Park 2811 Travis. Houston, Tx 77006, on Saturday, October 27th, 2018 FROM 12:00 noon – 10:00 p.m. Please read carefully the following policies; fill out the information sheet and sign the agreement.

Save your spot now. Fee due upon receipt. No applications will be accepted after September 30th, 2018.

By signing this agreement you agree to the following stipulations:

<p style="text-align: center;">EXHIBITOR MARKETING ARTS & CRAFTS</p> <p style="text-align: center;">DEPOSIT: \$100.00 (Refundable)</p> <p style="text-align: center;">FEE: \$500.00 Exhibitor Provides Tent</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">FEE: \$650.00 + Deposit PRC Fest Provides Tent</p> <ul style="list-style-type: none"> <input type="checkbox"/> (1) 10' X 10' space w/ one open-sided canopy tent w/ interior lighting <input type="checkbox"/> (1) 8' X 4' table <input type="checkbox"/> 2 Folding Chairs <input type="checkbox"/> Access to 2 – 20 Amp outlets (additional fees may apply for special requests) <input type="checkbox"/> Clean up must be completed by you in your assigned space. Your deposit of \$100 dollars will be refunded if your space is completely cleaned and no trash or equipment is left behind. Upon your tear down, we will inspect your space by our coordinator. 	<p style="text-align: center;">NON-FOR-PROFIT BOOTH NO Deposit: \$100.00</p> <p style="text-align: center;">(You need proof of 501 C-3, non-profit status certificate)</p> <p style="text-align: center;">FEE: 1 DAY - \$200.00 Exhibitor Provides Tent</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">FEE: \$400.00 + Deposit PRC Fest Provides Tent</p> <ul style="list-style-type: none"> <input type="checkbox"/> 10' X 10' space w/ one open-sided canopy tent w/ interior lighting <input type="checkbox"/> (1) 8' X 4' table <input type="checkbox"/> 2 Folding Chairs <input type="checkbox"/> Access to 2 – 20 Amp outlets (additional fees may apply for special requests) <input type="checkbox"/> Clean up must be completed by you in your assigned space. Your deposit of \$100 dollars will be refunded if your space is completely cleaned and no trash or equipment is left behind. Upon your tear down, we will inspect your space by our coordinator.
<p>FOOD VENDOR DEPOSIT: \$250 (Refundable) FEE: \$1,100.00 + Deposit</p> <p style="text-align: center;">Gas Permit: \$250.00 (additional)</p> <ul style="list-style-type: none"> <input type="checkbox"/> (1) 10' X 20' Space w/ one open-sided canopy tent w/ interior lighting <input type="checkbox"/> (2) 8' X 4' Tables <input type="checkbox"/> (2) Chairs <input type="checkbox"/> Access to 2 – 20 Amp outlets (additional fees may apply for special requests) <input type="checkbox"/> Clean up must be completed by you in your assigned space. Your deposit of \$250 dollars will be refunded if your space is completely cleaned and no trash or equipment is left behind. Upon your tear down, we will inspect your space by our coordinator. 	<p style="text-align: center;">CUSTOMIZE SPACE</p> <p style="text-align: center;">If you need a space size not listed here, we will customize a space size that fits your needs. Keep in mind that the fee will also be adjusted, to meet your requested needs on the size of your booth</p>

Each Food Vendor is required to pull their own Temporary Health Permit from the Health and Human Services Department located on 8000 Stadium Drive. Before going to the Health Department you must receive an authorization from Ferrer Productions and the City of Houston. Each Temporary Health Permit costs \$60 plus a \$10 application fee for each vendor location.

Each Vendor Should:

1. Bring their own tablecloths and decorations for tent and surrounding area. The event will begin at 12:00 noon and will continue until 10:00 p.m. All tent signage must be approved by Ferrer Productions before being placed at your tent. (NO electrical or neon signs).
2. **Set up begins at 6:00 a.m. on Saturday, October 27th, 2018 and we would like everyone to be ready by 10:00 a.m.** There is one vendor entrance located on Franklin St. All vendors should display their vehicle parking/setup pass on their vehicle. When unloading your vehicle, pull up close to your booth to let other cars drive by. Quickly unload, move vehicle to designated vendor parking area, then return to set-up your booth (please do not: unload, set up, then move vehicle!)
3. **All vehicles must leave the site by 10:00 a.m. NO EXCEPTIONS! Your car will be towed if not moved from festival grounds.**
4. **Space assignments** will be completed approximately 2 weeks prior to the event. Space assignments are made on a first-come first-serve basis. We expect a fair opportunity for vendors to make a profit, so we take all considerations into account.
5. **Soft drinks and/or water are not allowed to be sold or given away to the general public during the event. Ferrer Productions and the Annual Puerto Rican & Cuban Festival hold the exclusive rights to all beverage concessions. (If there is any violation to this rule, your kiosk will be closed immediately without refund). Beverages for personal use are permitted but please advise us that you will be doing so.**
6. The Festival ends at 10:00 p.m. Please clean your area for the following business day. The Festival ends at 10:00 p.m. on Saturday, October 27th, 2018. At the completion of the Festival weekend, have your booth broken down by 11:30 p.m. no later. Do not begin breaking down prior to 9:30 pm on the day of the festival.
7. **ALL TRASH, PAPERS OR BOXES MUST BE PLACED IN A DUMPSTER. Please reference an event map that evening for location of dumpsters. We will have on staff a cleaning crew to provide festival trash removal but please do your part and help keep the park clean. Do not dump grease, dirty wastewater or hot coals into the streets. There will be a designated “Grey Water” container for all wastewater or grease. It is a State and Federal violation to dump any wastewater or grease into any downtown storm drain. Please review the map for the proper location.**
8. **All food vendors are required to follow all strict guidelines enforced by the Health and Human Service Department of the City of Houston. All locations must contain 1) receptacle with clean water, 1) receptacle with water and soap, and 1) receptacle with water and bleach stated by the Health Dept. There will be access to water on site provided by the event producer and will be specified on the event map located in your vendor packet.**
9. Ferrer Productions and The Annual Puerto Rican & Cuban Festival have obtained the necessary permits to host this event. A determined space, tent, table and chairs for your booth are provided unless otherwise specified. All festival equipment must be left as found when you leave the event. If anything is missing, they will be billed to your business. Extra equipment is available upon request – see the **EXHIBITOR CONFIRMATION FORM** for more information.

10. If you require propane (LP Gas) for cooking, the festival will make arrangements and cover all costs associated with an HFD LP Gas Permit, standby Fire Inspector and certified LP Gas technician on site during the event. Additional cost will apply. Prior to the festival, a certified technician must first inspect all gas-operated equipment that operates with LP Gas tanks, no later than 5 days before the event. There are no exceptions. Please take your equipment to AB Gas Company for inspection at 4722 W. 18th Street, Houston, Texas 77092. Located off of Hempstead HWY. Please call Robert or Justin at 713.682.5555 or 713.724.3017. Inspection charges may apply.
11. To ensure that you will have **electricity on event day, let us know.** It is your responsibility to bring at least **100' extension cords for EACH outlet supplied.** Electricity will be provided and located by your tent. **Please be specific on electrical needs and their uses and complete the Electrical Needs Section on the EXHIBITOR CONFIRMATION FORM.** An electrician will be on site from 6:00 a.m. to 11:00 p.m. on the day of event for any assistance. **Additional charges may apply. PRC Fest will not be responsible for your electrical needs, if you don't submit your Electrical Form by the due date you will not have electricity.**
12. For public safety, our Police and Fire Department require that **ALL sidewalks behind your booth spaces are not blocked.** This means you cannot use them for any type of food prep or grilling. We have given you space on either side of your booth for these purposes. If you need additional space larger than what you are renting we suggest you purchase another booth for the appropriate listed fee.
13. No applications will be received after **September 30th, 2018.** **Please contact Ferrer Productions once you complete the form or if you have any questions.**
14. **All vendor Fees must be paid by Major Credit Card, Company Check, Money Order, Cash or Cashiers Check. Fee due upon receipt. To guarantee you a good spot, First come, first served basis.**
15. Liability Waiver and Release: I, hereby assume all responsibility for, and risks and hazards of, participation in the rental activity planned by my group. In considerations of Ferrer Productions and the the Annual Puerto Rican & Cuban Festival providing permission to use the space requested, I, and all members of my rental group, do hereby release Ferrer Productions and The Annual Puerto Rican & Cuban Festival and the City of Houston, including all officials, officers, employees, sponsors, organizers, supervisors, volunteers, participants, and all other agents, of any and all claims, demands, rights, and causes of action of whatever kind and nature, arising from and by reason of, and all known and unknown, foreseen and unforeseen, bodily and personal injuries, damage to property, and the consequences thereof, resulting from participation in the rental activity planned in The Annual Puerto Rican & Cuban Festival.

Fees & Payments:

For your convenience, we accept payments online!

We Accept All Major Credit Cards

Visa | Master Card | American Express | Discover | Debit Cards with Visa or M/C Logos

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Check Payments

**Make sure that there's plenty of time for Ferrer Productions to receive check payments
Fee due upon receipt. First come, first serve basis. Save your spot now.**

**Make Checks Payable to:
Puerto Rican & Cuban Festival**

Mail to:

Ferrer Productions
11th Annual Puerto Rican & Cuban Festival
286 E. 28th St, Houston, TX 77008
Direct: 713 446 1027
Javier@prcfestival.com

Date of event participation: October 27, 2018

Disclaimer: Vendors are not allowed to set-up on the festival grounds without full payment made for the space and without registering with a PRC Festival Representative on the day of the event. All violators will be rejected from admission, and all materials will be removed from the festival grounds at the vendor's expense. Additionally the vendor will not be allowed to participate in future events. Food Vendors are permitted to sell food items only, no exceptions. Beer, water, soft drinks, juices and other refreshments are exclusive for the beverage concessions only. No exceptions! We appreciate your cooperation!

****Checklist to be completed by Ferrer Productions ONLY****

FEES

SPACE TENT FEES:		PROPANE:		ADDITIONAL CHAIRS:	
				QTY:	\$:
ADDITIONAL TABLES:		ELECTRICAL:		ADDITIONAL ITEM S:	
QTY:	\$:	AMPS:	\$:	QTY:	\$:
TOTAL: \$					

CHECK LIST

Insurance:		Wristbands Qty:		Booth Agreement:	
Banner Location:		Health Permits:		Booth Location:	
DEPOSIT PAID: \$	DATE	DEPOSIT PAID:	BALANCE DUE: \$	DUE DATE:	
APPROVAL SIGNATURE:				DATE:	