



Colombian Fest International 2017

SUNDAY, JULY 23, 2017 11:00- 10:00 P.M.

FOOD VENDOR INFORMATION / CONTRACT

Colombian Fest International 2017, Jorge A Herrera Special Events Manager
7031 S.HWY 6 Houston TX 77083 * 281 4985924 * 2814986033(fax) 832 512 6303
Email- colombianfest@yahoo.com or Website- www.colombiafest.com

We invite you to participate in the Colombian Fest International 2017. Please read the following policies, fill out the information sheet and sign the agreement. By signing this contract and information sheet, you agree to the following regulations:

- 1) A **\$2,500.00 non-refundable fee** is required to reserve a space (**check payable to Colombian Fest International llc**). This fee includes one 10'X10' open-sided canopy tent, (1) 8' tables and (2) chairs. Bring own tablecloths and decorations for tent and surrounding area. The event will begin at 1:00 p.m. and will continue until 9:00 p.m. . . .
- 2) Colombian Fest 2017 will be held **rain or shine**.
- 3) Bring your own **restaurant signs and menu boards** for tents (no electrical signs).
- 4) **Set up begins at 6:00 a.m. and we would like everyone to be ready by 10:00.** This is a four hours before the 1:00 p.m. start time because the public begins arriving early around 12:00 p.m. When unloading vehicle, pull up close to booth to let another car 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). All vehicles off the parks by 10:00 am.
- 5) **Space assignments** will be completed approximately 2 weeks prior to the event. Space assignments are made on a first-come first-served basis and type of food. If you have a special location request for your booth, please list it on this form. We cannot guarantee, but will try our best to accommodate your request.
- 6) Prior to the event we will mail your **vendor pass** that must be on dashboard of your vehicle to get by the Police Officer. Your booth number will be on your vendor pass and on your actual booth. Only one vendor passes per car/truck. Any staff that is meeting you at the booth to just work the event should not drive their vehicle down Tranquility & Hermann Square Park. Only vehicles that need unloading will have a vendor pass and access onto Allen Parkway & Bagby. If you need additional passes, please make request one month prior to the event and we will try to accommodate. Vendors without their wrist pass will not be permitted access into the event.
- 7) **Do not bring soft drinks or water to be sold or given away;** Colombian Fest 2017 has exclusive right to sell these items.



8) **End time of the event is 10:00 p.m.** Please have your booth broken down by 11:00 p.m. Do not begin breaking down prior to 10:00pm.

9) **ALL trash, papers or boxes must be placed in a dumpster.** Please reference an event map that evening for location of dumpsters. Do not dump grease or hot coals in streets.

10) The Colombian Fest International 2017 has rented a **table and chairs for your booth.** They must be left when you leave. If they are missing, they will be billed to your business.

11) To ensure that you will have **electricity on event day, we must know by Friday, June 6th, 2017.** This is the deadline for us to confirm an order with Houston Power. It is your responsibility to bring **100 ft. extension cords for EACH outlet requested.** Electrical outlets are not directly behind your tent. Electrician will be on premises from 6:00 am noon to 9:00pm on day of event.

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 a 10 x 10 tent with five feet on each side (total of 20ft), we suggest you purchase another booth (total of 30ft). Thanks!

14) The deadline to submit this application for a restaurant space **Friday, April 14, 2017.** Please remit application to Jorge A Herrera, Special Events Manager.

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 the Colombian Fest 2017 providing permission to use the space requested, I, and all members of my rental group (**maximum Six (6) people per booth**), do hereby release the Colombian Fest 2017 and 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 Colombian Fest 2017.

By reading this Food Vendor Information /Contract and signing below, you are agreeing to abide by all rules and regulations set forth by the event organizers in the Colombian Fest 2017 and made a part hereof by reference.



COLOMBIAN FEST 2017

FOOD CONTRACT & INFORMATION

Signature Date _____

Restaurant Name: _____

Contact Name: _____

Street Address: _____ City: _____ Zip: _____

Business Phone: _____ Cell Phone: _____

Fax: _____

E-mail Option 1: _____

E-mail Option 2: _____

(Please clearly print your email, so we may send reminders for the event. An alternate email address is recommended)

Each 10'x10' space rental fee is \$2500.00 (non-refundable). This fee includes one 10'X10' open-sided canopy tent, (1) 8' tables and (2) chairs.

How many spaces with tents do you want to reserve? _____

How many wrist passes for staff do you want to reserve? _____ Max (5) per tent.

Contact Name on Event Day:

(If you do not know this information yet, please write in someone that can be easily reached)

Contact Number on Event Day: _____

What food do you plan on serving at the event? (NOTE: Please do not bring soft drinks or bottled water to be sold or given away; Colombian Fest 2017 has exclusive right to sell these items.):

How will the food be handled? (Check all that apply)

Pre-packaged I individually wrapped

Cooking on site I cooked in advance & warmed on site

No cooking required I Bulk Transported, had portions served on site

Other: _____

How many 120-volt electrical outlets will you require? _____

Do you need any 240-volt outlets? _____

(To ensure that you will have electricity on event day, we must know by June 10th, 2017. This is the deadline for us to confirm an order with Houston Power.)

Will you bring a generator? Yes I No (It is requested that generators be muffled for sound.) Fire Extinguisher require

Will you have an open flame on site? Yes I No

Do you carry Liability Insurance? Yes I No

Does your insurance cover this type of event? Yes I No

Other requirements/requests: _____

By signing this contract/information sheet, I have read, understand and agree to comply with the rules as attached to this contract and information sheet.

Signed: _____ Date: _____

Checklist to be completed by the Special Events Manager:

1. Signed Information & Food Contract I Yes I No

2. Space Rental Payment I Yes I No

4. Request for Payment Form I Yes Me No

5. Approved for Event I Yes I No

6. Electrical Needs I Yes I No

7. Attended Mandatory Food Meeting I Yes I No

8. Vendor Pass Sent I Yes I No