



2018 LATINO FESTIVAL VENDOR APPLICATION

Saturday, August 11, 2018

12 p.m. – 5 p.m.

Rock Quarry Park (701 Stadium Drive)

Rain Location: Holton Career and Resource Center (401 N. Driver Street)

APPLICATION DEADLINE

NO applications will be accepted after **July 27, 2018**

FEES AND PAYMENTS

	City Resident	Non-City Resident
Food:	\$125.00 + \$50 = \$175	\$140.00 + \$65.00 = \$205.00
<i>(Price includes a refundable deposit. CR-\$50/NCR-\$65)</i>		
Education/Non-profit:	\$30.00	\$45.00
Artists/Natural Crafts:	\$50.00	\$65.00
Non-food vendors:	\$100.00	\$115.00

****Fees must be paid in full at the time of application submission. ****

- Payment Options: Cash, Money Order, Check, MasterCard, American Express, or Visa
- Write Checks or Money Orders to: City of Durham

VENDOR DEFINITIONS

Food: All items being consumed by participants (whether it is beverages, food, desserts, frozen treats, ice cream, etc.) are considered to be a food vendor.

Education/Non-Profit Information: Education/Non-profits who are not selling items; intended only for giving away printed literature/materials describing their community services and/or organization.

Artist/Natural Crafts: All items must be hand-crafted, original design made by the exhibitor, authentic antiques (NO REPRODUCTIONS), original visual art, photography, graphics & fabric art, hand-crafted originals in wood, leather or metal, handmade pottery, sculptures and ceramics, hand woven baskets (NO KITS), and hand-made jewelry

Non-food vendors: All items being sold that are mass produced, reproduced, etc. Commercial Businesses are considered

REFUNDS

No deposit and rental fees will be refunded for cancellations less than 30 calendar days prior to the proposed date of event. Exceptions include when the cancellation is a result of an act of nature or the event is cancelled by DPR due to unforeseen circumstances. Please allow two to four weeks for processing. All refunds will be mailed to the individual, business, or organization's address shown on the application.

INSURANCE REQUIREMENTS

The City of Durham will purchase special events insurance to cover the City's liability exposure. This insurance will not protect vendors, suppliers, performers, or others participating in the festival. The City of Durham requires all food vendors to obtain their own insurance, naming the City of Durham as an additional certificate holder, with combined single limit not less than \$1,000,000 per occurrence. **A copy of this insurance must be included with this application.**

PERMITS

1. It is also the responsibility of each food vendor to comply with the Durham County Health Department guidelines and inspections (919-560-7800).
2. All licenses and permits (if applicable) must be submitted with application.

The City of Durham Parks and Recreation Department does not assume responsibility for loss or damage of works exhibited during the Latino Festival. If insurance is desired, it must be purchased by the vendor.

SET-UP/VENDOR/DISPLAY

- Food vendors will only sell at their designated location and only the food they registered to sell. Set-up should be **COMPLETE** by **11 a.m.**
- All food trucks will only be given space for their truck. Any additional equipment (ex: tents, restocking trucks/trailers, grills, etc.) will need to purchase an additional space.
- All peddler pushcarts will be required to remain in their assigned space, the entire event. Roaming will not be allowed.
- The park will be open at 9 a.m. for vendors to start set-up; **NO** vendors are allowed to setup before 9 a.m.
- All vendors and booth attendants should leave their areas clean after breakdown, **NO later than 6 p.m.**
- Non-food vendor space is limited to one 10x10 tent. Anything more than this should pay for an additional vendor space in full increments.
- **Durham Parks & Recreation will NOT provide any equipment to vendors. (Tents, tables, chairs, etc.)**
- **ALL tents, including 10x10's, must be properly secured in preparation for rain and/or high winds. Vendors will be responsible for any damage from tents not being properly secured.**

RAIN PROCEDURE

- In the case of rain, all vendors are responsible for covering their space, unit and/or products.
- If there is inclement weather (i.e. thunderstorms, heavy rain), the festival coordinator will make the decision to move the event to Holton the day before or day of.
- Vendors **SHOULD NOT** leave the festival area **BEFORE** the festival coordinator announces the suspension or cancellation of the event.
- If a vendor should vacate their space before an official suspension or cancellation is made by the festival coordinator, **NO REFUND OF EVENT FEES WILL BE RETURNED TO THE VENDOR.**
- The City of Durham Parks and Recreation Department does not assume responsibility for loss or damage to works exhibited during the Latino Festival. If insurance is desired, it must be purchased by the vendor.

REMEMBER: LATINO FESTIVAL DOES NOT HAVE A RAIN DATE!



2018 LATINO FESTIVAL VENDOR APPLICATION

www.DPRPlayMore.org

APPLICATION DEADLINE: **July 27, 2018**

Return Application By Mail To:

Durham Parks & Recreation
c/o: Latino Festival- Vendor
101 City Hall Plaza
Durham, NC 27701

or

Return Application In Person:

Durham Parks & Recreation
400 Cleveland Street
Durham, NC 27701

If you have any questions about this application or about vendor regulations, contact Kristin Perez, Event Coordinator, at 919-560-4355 or by email: Kristin.Perez@durhamnc.gov

SPACE IS LIMITED!

**Applications will be accepted during the hours of 9 a.m. until 5 p.m.,
Monday thru Friday until all rental spaces are filled.**

To ensure variety and quality, Latino Festival organizers reserve the right to limit vendors whose products are significantly similar. Please provide detailed information to enhance your consideration for selection. Applications received without this information will not be considered. **Payment In Full Must Accompany Application.**

Name _____

Business Name/Organization _____

Address _____ City _____ State _____ Zip _____

Telephone: Home _____ Work _____ Mobile _____

E-Mail Address _____

NC Sales Tax I.D. Number _____

Tax Employee Identification Number (EID) _____

Category: *(check one)*

- Food: *(circle one)* Mobile Food Unit Peddler Push Cart
- Education/Non-profit *(301 or 501c3 status)*
- Artist/Natural Craft *(please check which Artist/Natural Craft category on the following page)*
- Non-food vendor/business

Size of Canopy/Tent: _____

ITEMS AND PRICES: This section **MUST** be complete!

Artist/Natural Craft:

Drawing Photography Sculpture Fiber Blown Glass
 Printmaking Pottery Leather Jewelry Stained Glass
 Wood Weaving Painting Metal
 Other (specify): (please describe) _____

Non-Food/Artist:

Item _____ Price: \$ _____
Item _____ Price: \$ _____
Item _____ Price: \$ _____
Item _____ Price: \$ _____
Item _____ Price: \$ _____

Describe Information/Educational Items: _____

Food:

Item _____ Price: \$ _____
Item _____ Price: \$ _____
Item _____ Price: \$ _____
Item _____ Price: \$ _____
Item _____ Price: \$ _____
Item _____ Price: \$ _____
Item _____ Price: \$ _____
Item _____ Price: \$ _____

Beverages:

Item _____ Price: \$ _____
Item _____ Price: \$ _____
Item _____ Price: \$ _____

I hereby affirm that I have read and do understand all instructions and guidelines in the Latino Festival Application form and information packet. I agree to comply with all Latino Festival rules/guidelines and my failure to do so will result in my removal from the Festival activities with NO REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the Latino Festival Event Coordinator.

Signature of Applicant

Date

Latino Festival Application: **revised 5/2018**

For Office Use Only	
Date Rec'd: _____	
By Mail _____	In Person _____
Approved _____	Denied _____