



Merchandise Vendor Application

17th Annual Hispanic Heritage Festival

Saturday, September 16, 2017

11:00 am to 11:00 pm

RiverScape MetroPark, Downtown Dayton

Puerto Rican, American and Caribbean Organization (PACO)

P.O. Box 31043, Dayton, Ohio, 45437-0043

The Puerto Rican, American and Caribbean Organization (PACO) is a non-profit organization dedicated to the success of the Hispanic community in Dayton. PACO and Five Rivers Metro Parks invite you to participate as a **merchandise vendor** at our largest fundraiser of the year, the 17th Annual Hispanic Heritage Festival, to be held on **Saturday, September 16, 2017** at RiverScape MetroPark in Dayton. Participation terms and information for vendors is provided below. Should you have any questions please contact the vendor coordinator by email or telephone (provided at the end of Terms and Conditions).

La Puerto Rican, American and Caribbean Organization (PACO) es una organización sin fines de lucro dedicada al éxito de la comunidad hispana en Dayton. PACO y Five Rivers MetroParks les invita a participar como vendedor de mercancías en nuestra actividad de recaudación de fondos más importante del año, el 17^{mo} Annual Hispanic Heritage Festival, a celebrarse el próximo sábado, 16 de septiembre de 2017 en RiverScape MetroPark en Dayton. Adelante les ofrecemos términos de participación e información para aquellos que estén interesados en participar. De tener alguna duda o pregunta, o necesitar ayuda traduciendo esta forma, favor de comunicarse a nuestro correo electrónico, o llamar al coordinador de puestos de venta por teléfono (previsto al final de términos y condiciones).

Terms and Conditions:

1. General Event Information:

Festival Address: RiverScape MetroPark, 111 East Monument Avenue, Dayton Ohio, 45402

Event Date and Hours: Saturday, September 16, 2017 2016, 11:00 am – 11:00 pm

Admission: The festival is free to the public.

2. **PACO has exclusive beverage rights.** PACO will sell *water, carbonated beverages (soda/pop) and alcoholic beverages* at the festival as fund raiser for our yearly activities. **Water, carbonated beverages (soda/pop) and alcoholic beverages will not be served, given away or approved for sale at the festival by any vendor other than PACO.** PACO also reserves the right to approve sale of other beverages at the festival.
3. **Offensive Language or Images.** RiverScape MetroPark is a public, family oriented space. Vendors will not wear, sell or display items containing offensive language or images, regardless of language.
4. Lights are required during evening hours. Light bulbs must be shielded to prevent shattering.
5. All products to be sold must be submitted in the application and pre-approved by the vendor coordinator. Strict adherence will be made to merchandise selections. You will be asked to remove items not submitted in your application for approval.
6. Display prices on front of booths for ease of visibility by customers.
7. PACO reserves the right to reject any application. If your application is not approved, the vendor coordinator will contact you directly and provide an explanation and options. Application fees will not be cashed until your application has been approved. **No space will be reserved or application considered official until full payment has been met.**
8. Participation fee will include a space at the following rates for merchandise vendors:

OPTIONS	DESCRIPTION	SPACE SIZE (Approx.)	PARTICIPATION FEE
A	General Merchandise Space	12' x 10'	\$175
C	Merchandise Space for Non Profits (EIN Required)	12' x 10'	\$125

9. PACO requests that oversized business layouts, including spaces longer than 12 ft. or extending more than 10 ft. from the sidewalk submit pictures or a diagram of the proposed layout or space. PACO reserves the right to reject oversized spaces if they can't be accommodated at the festival.
10. Layout of the event, including booth locations, is at the discretion of PACO and MetroParks and is subject to many factors including crowd spacing, booth power requirements and safety considerations. There is no guarantee of booth location from year to year either stated or implied and space shall not be sublet.
11. Post merchandise prices on front of booths for ease of visibility by customers.

12. Additional items are available for rental per request: Tent \$75; Table \$12; Chair \$6. Please make the request and payment with the application, as their availability will be very limited if requested the day of the festival.
13. Due to the upfront operational costs for producing the festival, participation fee is non-refundable once an application is approved. The festival will not be rescheduled for inclement (bad) weather, and will proceed rain or shine. **No refunds** will be given if event is canceled after it opens due to events beyond the control of the organizers.
14. Space is limited and applications will be accepted on a first-come, first-serve basis.
15. All monies must be paid by deadlines. Not meeting deadlines may exclude your business from being admitted to the festival.
16. A \$35 fee will be charged for dishonored/returned checks.
17. RiverScape MetroPark and PACO are not responsible for damage, theft, or loss of property.
18. Important information for the day of the festival:
 - a. **Vendor Set-Up:** Vendors will be allowed to set-up on the Friday evening prior to the festival from 8:00 pm – 10:00 pm (overnight security will be provided), and Saturday morning from 7:00am – 10:00am. Overnight parking for those who want to drop trailers after 10pm can do so in the parking across 224 N St. Clair Street. All vendors must be ready 1 hour prior to event time (10:00 am) and attend a vendor mandatory meeting. **No vehicles will be allowed inside the festival footprint beyond 10:00 am on Saturday.**
 - b. **Vendor Close-Down:** Vehicles can return following the Park Rangers 'all clear' post closure of the event (usually 30 minutes after close). All vendors will have to stop sales at 10:30pm and start clean-up of the area after their last sale is completed. Vendors shall pack up all equipment and leave the area ready for street sweeping before 12:30am. **Street sweeping is scheduled for 12:30am.**
19. Vendor will at all times indemnify and hold PACO, RiverScape, their employees, agents, volunteers and sponsors harmless from and against any and all suits, claims, demands, costs, damages, counsel fees, charges, liabilities, and expenses which may at any time be sustained by consequences of any act or negligence of our organization, its employees, agents, or volunteers.
20. In no instance is PACO responsible or liable for costs in excess of fees charged.
21. You must have liability insurance from a reputable insurance company, duly qualified to do business in Ohio.
22. By signing and submitting the application provided below, you are agreeing to have read, understood and will abide by these Merchandise Vendor Terms and Conditions.

For additional information or questions, please contact the vendor coordinator (hablamos español). Information is provided below:

Michael González

PACO Vendor Coordinator

Email: paco4dayton@gmail.com (Account is not monitored daily, but we will return all emails weekly)

Telephones: Michael (direct): 787-538-6656

PACO President: 937-532-9915

Because we are a staff of volunteers, please keep calls to weekday evenings from 7 to 8pm, and weekends 12 to 5pm. Please leave a message if no response, you will be called back!

Debido a que nuestro personal está compuesto exclusivamente de voluntarios, favor llamar solo de lunes a viernes de 7 a 8pm, y fines de semana de 12 a 5pm. Si no le podemos contestar por favor deje un mensaje, ¡le devolveremos las llamadas!

Mail Address: PACO Dayton

P.O. Box 31043

Dayton, OH 45437-0043

Website: <http://new.pacodayton.org/>.



Look for us on Facebook as **PACO – The Puerto Rican, American and Caribbean Organization**

*****THANKS FOR YOUR INTEREST! ¡GRACIAS POR SU INTERES!*****

2017 HISPANIC HERITAGE FESTIVAL MERCHANDISE VENDOR APPLICATION

Please print legibly and return this signed page with payment to Vendor Coordinator



Contact Person:	
Mailing Address:	Cell Phone No:
	Alternate Phone:
City, State, Zip:	Email:

1. Business Information:

Store/Vendor Name:		
Country Being Represented (if arts/crafts):		
Items you are requesting to sell during the Festival: (Please offer a minimum of three items)		
1.	3.	5.
2.	4.	6.

NOTE: RiverScape MetroPark is a family oriented space. No offensive images, music or materials are allowed in festival grounds.

2. Electrical Requirements (Please circle one):

110 amp	220 amp	Please describe specific electrical requirements, if any:
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3. Booth Space and Rentals Price Schedule:

OPTIONS	DESCRIPTION	SPACE SIZE	PARTICIPATION FEE	ITEMS AVAILABLE FOR RENT PER REQUEST	
A	General Merchandise Space	12' x 10'	\$175	Tent (10'x10')	\$75 each
B	Merchandise Space for Non-Profits (EIN: _____)	Larger than 12'x10'	\$125	Tables (6' Long)	\$12 each
				Chairs	\$6 each

4. Dues:

1. Select Booth Space Option that Applies: Option: Fee: \$

2. Select Additional items you wish to Rent during the festival (if any):

	Qty.		
Tents	<input type="text"/>	x \$75 =	\$ <input type="text"/>
Tables	<input type="text"/>	x \$12 =	\$ <input type="text"/>
Chairs	<input type="text"/>	x \$6 =	\$ <input type="text"/>

3. Add Items A and B | TOTAL AMOUNT TO PAY (Before August 31, 2017): \$

I have read, understand and agree to the Merchandise Space Terms and Conditions outlined in this application and will abide by them. I understand that I enter the festival at my own risk. I also agree to obtain all necessary insurance for doing business at RiverScape. RiverScape MetroPark and PACO are not responsible for damage, theft, or loss of my property.

Vendor Signature:	Date:
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Pay and Apply By Mail: Send your application with *check, money order or E-payment receipt* to:
Festival Vendor Coordinator, PACO
P.O. Box 31043
Dayton, OH 45437-0043

- Please include your name, business name, phone number and email address on or with any checks or money orders sent as payment.
- A \$35 fee will be charged for dishonored/returned checks.
- No space reserved until payment is received in full.

E-Payment: (additional fees may be charged)

- Go to our website, www.pacodayton.org
- Pull the **Hispanic Heritage Festival** drop-down menu
- Select **Vendor Applications**
- Click on the PayPal button →
- **Print your receipt and send a copy of it with your mailed or emailed application so your payment can be adjudicated.**