



## Concessions Vendor Application

### 17<sup>th</sup> 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 **concessions vendor** at our largest fundraiser of the year, the 17<sup>th</sup> Annual Hispanic Heritage Festival, to be held on **Saturday, September 16, 2017** at RiverScape MetroPark in Dayton. Participation terms and information for all vendors are provided below. Should you have any questions please contact the booths 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 Comidas en nuestra actividad de recaudación de fondos más importante del año, el 17<sup>mo</sup> Annual Hispanic Heritage Festival, a celebrarse el próximo sábado, 19 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, 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 expected on vending selections. You may be asked to remove items not submitted in your application for approval.
6. Display food 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 food vendors:

OPTIONS	DESCRIPTION	SPACE SIZE (Approx.)	PARTICIPATION FEE
A	Full Service Tent or Food Truck	10' x 10'	\$300
B	Oversized Spaces or Food Trucks over 15 ft. (provide photos and diagram with your application)	20' x 10'	\$375
C	Non-Profit Organizations (EIN Required)	10' x 10'	\$200

9. PACO requests that oversized business layouts, including trailers longer than 10 ft. or extending more than 10 ft. from the sidewalk submit pictures or a diagram of the proposed layout or trailer. PACO reserves the right to reject oversized trailers 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. The entire food vendor area needs to be covered in **tar paper**, including the sidewalk behind tent.
12. The use of sidewalks for cooking or cleaning of any type will not be permitted.
13. Sources of water, waste water containers and grease collecting barrels will be provided. Hoses for water hookups will not be provided.
14. **Any vendors caught dumping grease or grey water will be suspended from any further sales at the festival and may be suspended by MetroParks and/or PACO from ever doing business at MetroParks facilities. This is to ensure that MetroParks continue to support our festival.**
15. 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.
16. 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.
17. Space is limited and applications will be accepted on a first-come, first-serve basis.
18. All monies must be paid by deadlines. Not meeting deadlines may exclude your business from being admitted to the festival.
19. A \$35 fee will be charged for dishonored/returned checks.
20. RiverScape MetroPark and PACO are not responsible for damage, theft, or loss of property.
21. Important information for the day of the festival:
  - a. **Mobile or Temporary Food Service License:** Food Vendors are responsible for obtaining and having a valid temporary food service license by the day of the festival. Apply for this license 10-days prior to the event. The cost as of May 2017 are **\$60.00 for commercial operations** and **\$30.00 for non-commercial operations**. Visit the Montgomery County Combined Health District at <http://www.phdmc.org/food-protection/food-protection#files> to obtain an application or call (937) 225-4460. The Public Health Department will charge an additional fee on site if vendors do not have a valid license by September 16, 2017.
  - b. **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 will be available for vendors 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 concessions vendor mandatory meeting. **No vehicles will be allowed inside the festival footprint beyond 10:00 am on Saturday.**
  - c. **Vendor Close-Down:** Vehicles can return following the Park Rangers 'all clear' post closure of the event (usually 30 minutes after close). All vendors must stop sales at 10:30pm and start clean-up of the area after their last sale is completed. Vendors shall remove tar paper, pack up all equipment, throw trash in bins provided and leave the area ready for street sweeping before 12:30am. **Street sweeping is scheduled for 12:30am.**
22. Vendor will 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.
23. In no instance is PACO responsible or liable for costs in excess of fees charged.
24. You must have liability insurance from a reputable insurance company, duly qualified to do business in Ohio. A current copy of insurance policy verification must be kept onsite.
25. By signing and submitting the application provided below, you are agreeing to have read, understood and will abide by these Food 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](mailto:paco4dayton@gmail.com) (Account is not monitored daily but we will return emails weekly)

Telephones: Michael (direct): 787-538-6656  
PACO President: 937-532-9915

Mail Address: PACO Dayton  
P.O. Box 31043  
Dayton, OH 45437-0043

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

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!

**2017 HISPANIC HERITAGE FESTIVAL CONCESSIONS 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:

Check Box if you prefer future applications mailed to this address

Check box if you prefer future applications e-mailed

**1. Business Information:**

Restaurant/Business Name:

Foods Primary Country of Origin (IF Applicable):

Menu Items you are requesting to sell during the Festival:

1.	3.	5.
2.	4.	6.

Note: We encourage you to offer a variety of items; however, speed of service is important as it could impact your profitability.

**2. Electrical Requirements (Please circle one):**

110 amp    220 amp

**3. Booth Space and Rentals Price Schedule:**

OPTIONS	DESCRIPTION	SPACE SIZE (Approx.)	PARTICIPATION FEE	ITEMS AVAILABLE FOR RENT PER REQUEST
A	Food Truck or Tent	10' x 10'	\$300	Tent (10'x10') \$75 each
B	Oversized Spaces over 15 ft. (provide photos or diagram)	20' x 10'	\$375	Tables (6' Long) \$12 each
C	Non-Profit Organizations EIN No: _____	10' x 10'	\$200	Chairs \$6 each

**4. Dues:**

A. Select Booth Space Option that Applies (EIN No. if Selecting C):    Option: \_\_\_\_\_    Fee: \$ \_\_\_\_\_

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

	Qty.	
+ Tents	_____	X \$75 = \$ _____
+ Tables	_____	X \$12 = \$ _____
+ Chairs	_____	X \$6 = \$ _____

I would like to make a Tax-deductible donation to PACO in the amount of: \$ \_\_\_\_\_

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


I have read, understand and agree to the Concessions Vendor 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 a Food Vendor License from the Montgomery County Public Health Department and insurance per these terms. RiverScape MetroPark and PACO are not responsible for damage, theft, or loss of my property.

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- **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](http://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.**