



Merchandise Vendor Application 21st Annual Hispanic Heritage Festival

Saturday, September 17, 2022

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

Si necesita ayuda
traduciendo esta
solicitud, por favor
contacte al
coordinador de
Vendedores
(e-mail y teléfono debajo)

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 21st Annual Hispanic Heritage Festival on **Saturday, September 17, 2022** at RiverScape MetroPark in Dayton. Participation terms and information for vendors are provided below. If you have any questions, please contact the Vendor coordinator (info provided below).

*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 nuestro evento de recaudación de fondos más importante del año, el 21º Annual Hispanic Heritage Festival, a celebrarse el **sábado, 17 de septiembre de 2022** en RiverScape MetroPark en Dayton. Debajo les ofrecemos los términos de participación e información para todos los Vendedores. Si tiene alguna pregunta o necesita ayuda traduciendo esta solicitud, favor de comunicarse con el coordinador de Vendedores.*

PACO Vendors Coordinators: Julio Mateo

e-mail: julio.mateo@pacodayton.org (preferred)

Telephone: 937-668-3056 (Text preferred; if call, please leave a message)

Website: www.pacodayton.org

Mailing Address: PACO Dayton

P.O. Box 31043

Dayton, OH 45437-0043

Facebook Page: www.facebook.com/PACODayton

Because we are a staff of volunteers, please keep calls to weekday evenings and weekends. If we cannot respond, leave a message and we will call you back.

Debido a que nuestro personal está compuesto exclusivamente de voluntarios, por favor intenten llamar durante los fines de semana o después de horas de trabajo entre semana. Si no le podemos contestar, deje un mensaje y le devolveremos la llamada.



*** **THANK YOU FOR YOUR INTEREST! ¡GRACIAS POR SU INTERÉS!** ***

Terms and Conditions:

1. General Event Info: Address: **RiverScape MetroPark, 111 East Monument Avenue, Dayton Ohio, 45402**
Date and Hours: **Saturday, September 17, 2022, 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. **Vendors will NOT be allowed to serve, give away, or sell neither water, carbonated beverages (soda/pop) nor alcoholic beverages at the festival.** PACO also reserves the right to approve sale of other beverages at the festival.
3. Space is limited and applications will be accepted on a first-come, first-serve basis.
4. PACO reserves the right to reject any application. If your application is rejected, 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.**
5. Participation fee will include a space at the following rates for merchandise vendors:

OPTIONS	DESCRIPTION	SPACE SIZE (Approx.)	Early Bird ¹ Before 8/1	Regular 8/2 - 9/11	Late ² After 9/11
A	Regular Vendor Space	10' x 10'	\$150	\$175	\$275
B	Double Vendor Space	20' x 10'	\$275	\$350	\$450
C	Non-Profit Regular Vendor Space (EIN Required)	10' x 10'	\$100	\$125	\$175
D	Non-Profit Double Vendor Space (EIN Required)	20' x 10'	\$190	\$250	\$300

¹ If PACO has not received the Vendor's payment by September 11th, a late fee of \$100 (\$50 for non-profits) will be added to the Vendors Regular Fee. The table above shows total amount that will be owed if paid late (regular fee + late fee).

6. All monies must be paid by deadlines as specified in the table above. **Not meeting deadlines will impact the cost to participate and may exclude your business from being admitted to the festival.**
7. The festival will proceed rain or shine. Due to the upfront operational costs for producing the festival, **the participation fee is non-refundable once an application is approved (see Bullet 8 for exceptions). No refunds will**

be given if event is canceled after it opens due to events beyond the control of the organizers.

8. **IF THE FESTIVAL HAD TO BE SUSPENDED DUE TO 'ACTS OF GOD' (e.g., GLOBAL PANDEMIC), WE WILL REFUND VENDORS THEIR APPLICATION FEE IN ITS ENTIRETY (MINUS ANY CREDIT CARD FEE, IF THE VENDOR PAID ONLINE).**
9. A \$35 fee will be charged for dishonored/returned checks.
10. PACO requests that oversized layouts (i.e., Options B and D in the table above, see Bullet 5), 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 cannot be accommodated at the festival.
11. Additional items are available for rental per request (i.e., 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.
12. 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.
13. RiverScape MetroPark and PACO are not responsible for damage, theft, or loss of property.
14. **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.
15. **Lights are required** during evening hours. **Light bulbs must be shielded** to prevent shattering.
16. All products to be sold must be submitted 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.
17. Display product prices on front of booths for ease of visibility by customers.
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 – 10:00pm (overnight security will be provided), and Saturday morning from 7:00 – 10:00am. **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. A current copy of insurance policy verification must be kept onsite.
22. ***By signing and submitting the attached application, you are agreeing to have read, understood and will abide by these Merchandise Vendor Terms and Conditions.***

2022 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:

e-mail:

By default, we will use e-mail to communicate with you. Check this box ONLY if you require future communications to be mailed to this address:

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:

3. Booth Space and Rentals Price Schedule (Circle your preferred options in the table below)

DESCRIPTION	SPACE SIZE	Early Bird Before 8/1	Regular 8/2 - 9/11	Late After 9/11	ITEMS AVAILABLE FOR RENT PER REQUEST
A Regular Vendor Space	10' x 10'	\$150	\$175	\$275	Tent (10' x 10') \$75 each
B Double Vendor Space	20' x 10'	\$275	\$350	\$450	Tables (6' Long) \$12 each
C Non-Profit Regular Space (EIN: _____)	10' x 10'	\$100	\$125	\$175	Chairs \$6 each
D Non-Profit Double Space (EIN: _____)	20' x 10'	\$190	\$250	\$300	

4. Dues (Use the tables above to estimate the total amount you need to pay)

1. Booth Option that Applies (e.g., 'A – Early Bird'): Option: _____ Fee: \$ _____

2. Additional Items You Wish to Rent During the Festival (if any):

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

3. Amounts from Lines 1 and 2 | **TOTAL AMOUNT TO PAY (if paid by deadline specified in your option):** \$ _____

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:

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, <http://www.pacodayton.org/hispanic-heritage-festival.html> (Hispanic Heritage Festival tab)
- Scroll down to the bottom of the page
- Click on the PayPal button
- **Print your receipt and PLEASE SEND A COPY OF YOUR RECEIPT WITH YOUR APPLICATION so your payment can be adjudicated.**