



HERMANN SQUARE DOWNTOWN HOUSTON Saturday October 22, 2011

VENDOR INFORMATION / AGREEMENT

Ferrer Productions welcomes you to the 5th Annual Puerto Rican & Cuban Festival 2011, being hosted at Hermann Square and Tranquility Park, on Saturday October 22nd, 2011 FROM 12:00 noon – 10:00 p.m. Please read carefully the following policies; fill out the information sheet and sign the agreement.

By signing this agreement you agree to the following stipulations:

Exhibitor/Market/Arts & Crafts Vendor \$800:

- (1) 10' X 10' space w/ one open-sided canopy tent w/ interior lighting
- (1) 8' X 4' table
- 2 Folding Chairs
- Access to 2 – 20 Amp outlets (additional fees may apply for special requests)

Food Vendor \$1,100:

- (1) 10' X 20' Space w/ one open-sided canopy tent w/ interior lighting
- (2) 8' X 4' Tables
- (2) Chairs
- Access to 2 – 20 Amp outlets (additional fees may apply for special requests)

Each Food Vendor is required to pull their own Temporary Health Permit from the Health and Human Services Department located on 8000 Stadium Drive. Before going to the Health Department you must receive an authorization from Ferrer Productions and the City of Houston. Each Temporary Health Permit costs \$60 plus a \$10 application fee for each vendor location.

Each Vendor Should:

1. Bring their own tablecloths and decorations for tent and surrounding area. The event will begin at 12:00 noon and will continue until 10:00 p.m. All tent signage must be approved by Ferrer Productions before being placed at your tent. (NO electrical or neon signs).
2. **Set up begins at 6:00 a.m. on Saturday October 22nd, 2011 and we would like everyone to be ready by 10:00 a.m.** There is one vendor entrance located on Walker at Smith St. All vendors should display their vehicle parking/setup pass on their vehicle. When unloading your vehicle, pull up close to your booth to let other cars 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!)

3. **All vehicles must leave the site by 10:00 a.m. NO EXCEPTIONS!**
4. **Space assignments** will be completed approximately 2 weeks prior to the event. Space assignments are made on a first-come first-serve basis. We expect a fair opportunity for vendors to make a profit, so we take all considerations into account.
5. Prior to the event we will mail your **vendor pass** that must be displayed on the dashboard of your vehicle to enter into the site. The designated Vendor Entrance will be on Walker and Smith St. Your booth number will be on your vendor pass and on your actual booth. Only one vendor pass per vendor vehicle and a maximum of 4 vendor wristbands will be included. If you require more please bring that up to our attention. Vendors without their wristband will not be permitted to access into the event. Designated Vendor parking will be available on 500 McKinney St. and the entrance will be off of Bagby St. Parking spaces are limited, please arrive early.
6. **Soft drinks and/or water are not allowed to be sold or given away to the general public during the event. Ferrer Productions and the Annual Puerto Rican & Cuban Festival 2011 hold the exclusive rights to all beverage concessions. (If there is any violation to this rule, your kiosk will be closed immediately without refund). Beverages for personal use are permitted but please advise us that you will be doing so.**
7. The Festival ends at 10:00 p.m. Please clean your area for the following business day. The Festival ends at 10:00 p.m. on Saturday October 22, 2011. At the completion of the Festival weekend, have your booth broken down by 11:30 p.m. no later. Do not begin breaking down prior to 9:30 pm.
8. **ALL TRASH, PAPERS OR BOXES MUST BE PLACED IN A DUMPSTER. Please reference an event map that evening for location of dumpsters. We will have on staff a cleaning crew to provide festival trash removal but please do your part and help keep the park clean. Do not dump grease, dirty wastewater or hot coals into the streets. There will be a designated "Grey Water" container for all wastewater or grease. It is a State and Federal violation to dump any wastewater or grease into any downtown storm drain. Please review the map for the proper location.**
9. **All food vendors are required to follow all strict guidelines enforced by the Health and Human Service Department of the City of Houston. All locations must contain 1) receptacle with clean water, 1) receptacle with water and soap, and 1) receptacle with water and bleach stated by the Health Dept. There will be access to water on site provided by the event producer and will be specified on the event map located in your vendor packet.**
10. Ferrer Productions and The Annual Puerto Rican & Cuban Festival 2011 have obtained the necessary permits to host this event. A determined space, tent, table and chairs for your booth are provided unless otherwise specified. All festival equipment must be left as found when you leave the event. If anything is missing, they will be billed to your business. Extra equipment is available upon request – see the **EXHIBITOR CONFIRMATION FORM** for more information.
11. **If you require propane (LP Gas) for cooking, the festival will make arrangements and cover all costs associated with an HFD LP Gas Permit, standby Fire Inspector and certified LP Gas technician on site during the event. Additional cost will apply. Prior to the festival, a certified technician must first inspect all gas-operated equipment that operates with LP Gas tanks, no later than 5 days before the event. There are no exceptions. Please take your equipment to AB Gas Company for inspection at 4722 W. 18th Street, Houston, Texas 77092. Located off of Hempstead HWY. Please call Robert or Justin at 713.682.5555 or 713.724.3017. Inspection charges may apply.**

12. To ensure that you will have **electricity on event day, we must know by Friday, October 21st, 2011 of all of your event electrical requirements.** It is your responsibility to bring at least **100' extension cords for EACH outlet supplied.** Electricity will be provided and located by your tent. **Please be specific on electrical needs and their uses and complete the Electrical Needs Section on the EXHIBITOR CONFIRMATION FORM.** An electrician will be on site from **6:00 a.m. to 11:00 p.m. on the day of event for any assistance.** Additional charges may apply.
13. 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 what you are renting we suggest you purchase another booth for the appropriate listed fee.
14. The deadline to submit this application for a space is **Friday, September 23, 2011.** **Please contact Ferrer Productions once you complete the form or if you have any questions.**
15. **All vendor Fees must be paid by Company Check, Money Order, Cash or Cashiers Check. Personal Checks will not be accepted. Payment must be received no later than Friday, September 23, 2011.**
16. 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 Ferrer Productions and the The Annual Puerto Rican & Cuban Festival 2011 providing permission to use the space requested, I, and all members of my rental group, do hereby release Ferrer Productions and The Annual Puerto Rican & Cuban Festival 2011 and the 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 Annual Puerto Rican & Cuban Festival 2011 .

Make payments payable to:

Javier Ferrer

FESTIVAL CONTACTS

**Javier Ferrer
Producer
Ferrer Productions
5th Annual Puerto Rican & Cuban Festival
713 446 1027
Javier@prcfestival.com**

Date of event participation: October 22, 2011

Disclaimer: Vendors are not allowed to set-up on the festival grounds without full payment made for the space and without registering with a PRC Festival Representative on the day of the event. All violators will be rejected from admission, and all materials will be removed from the festival grounds at the vendor's expense. Additionally the vendor will not be allowed to participate in future events. Food Vendors are permitted to sell food items only, no exceptions. Beer, water, soft drinks, juices and other refreshments are exclusive for the beverage concessions only. No exceptions.

EXHIBITOR CONFIRMATION FORM

By reading this Vendor Information /Contract and signing below, you are agreeing to abide by all rules and regulations set forth by the event organizers in The Annual Puerto Rican & Cuban Festival 2011 and made a part hereof by reference.

Vendor Name: _____

Contact Name: _____

Street Address: _____ City: _____ Zip: _____

Business Phone: _____ Cell: _____ 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)

How many spaces with tents do you want to reserve?

10'X10' _____ 10'X20' _____ OTHER _____

Additional Chairs (\$10 each) _____ Additional Tables (\$20 each) _____

Electrical Needs (list items and required amps): _____
 _____ (Additional cost may apply)

Propane Needs: (Requires an additional charge of \$200 per vendor): YES / NO

The Annual Puerto Rican & Cuban Festival 2011 will cover all necessary costs for an HFD LP Gas permit and have a standby Inspector on site. We will hire AB Gas Company to be the official LP Gas provider.

Contact Name & phone number on Event Day: _____

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

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 Ferrer Productions****

FEES:			
Space / Tent Fee: _____	_____	Propane Fee: _____	TOTAL
Additional Chairs: _____	_____	Electrical: _____	
Additional Tables: _____	_____	Additional: _____	_____

CHECK LIST:

Insurance: _____ Wristbands: _____ Booth Agreement: _____

Banner Location: _____ Health Permits: _____ **BOOTH PLACEMENT** _____

APPROVAL _____