



VENDOR BOOTH APPLICATION
April 13, 2019
APPLICATION DEADLINE: MARCH 15, 2019

Name of Organization: _____

If Non-Profit, please list Tax ID #: _____

Contact Person/Representative: _____

Mailing Address: _____

Cell Phone: _____ Email: _____

Please list *all* products that will be offered for sale at your booth*: _____

Please describe how your products represent or are a part of the Portuguese Culture (if applicable):

******Items listed are "proposed only" until accepted/confirmed by Carlos Vieira Foundation******

Booth Type	Cost
<input type="checkbox"/> Non-Profit Information Only	Free
<input type="checkbox"/> Business Information Only	\$50
<input type="checkbox"/> Non-Food Vendors - 15% of sales or \$100 Buyout	***
<input type="checkbox"/> Food/Drink Vendors - 15% of sales or \$300 Buyout	***

If your application is approved, you will be receiving a phone call no later than two (2) weeks after application submission to confirm your participation and answer any questions. After you receive notification of approval, all event fees (including deposit), health department forms (food vendors only), and proof of \$1 million general liability insurance is due **within two weeks**. **If required documents and payment are not received within the allotted time, the vendor will forfeit their spot at the festival.** Once submitted and approved, **there will be no refunds.**

Setup time: Friday, April 12th 8am-4pm or Saturday, April 13th 6am-8am

For more information, contact us at 209-394-1444 or info@carlosvieirafoundation.org

Signature: _____ Date: _____

OFFICIAL USE ONLY			
Date Received:	_____	By:	_____
		<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
		Reason: _____	
Payment Enclosed:	<input type="checkbox"/> yes <input type="checkbox"/> no	Deposit Enclosed:	<input type="checkbox"/> yes <input type="checkbox"/> no
Insurance Enclosed:	<input type="checkbox"/> yes <input type="checkbox"/> no	Will Deposit be refunded:	<input type="checkbox"/> yes <input type="checkbox"/> no
Was booth kept clean During & After the Event:	yes <input type="checkbox"/> no <input type="checkbox"/>		



Organization Name: _____

Name of Representative: _____

IMPORTANT – PLEASE READ BEFORE SIGNING

The applicant is an authorized agent of the group submitting this application. The applicant (and/or his/her) organization making this application understand and agree to the vendor agreement and understand that booths may be asked to shut down if terms and guidelines are not followed.

The applicant (and/or his/her) organization making this application understand and agree to assume all risk for loss, damage, liability injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the Stanislaus County Fairgrounds.

The applicant further agrees that in consideration of being permitted to have a booth at said event and facility, he/she and the group/organization will defend, indemnify and hold the Carlos Vieira Foundation/Stanislaus County Fairgrounds and their agents and employees, harmless from any loss, claims and liability or damages and/or injuries to persons and property that in anyway may be caused by the applicant’s use or occupancy of the Stanislaus County Fairgrounds. Absolutely no refunds!

I/We, the undersigned, have read the above statement and received a copy of the event guidelines and agree to comply with them.

Signature: _____ Date: _____

You may submit your application and all other required documents and payment...

In person to:
51FIFTY Apparel Store
(436 Second St Livingston, CA 95334)

By mail to:
Carlos Vieira Foundation
6079 Washington Blvd
Livingston, CA 95334

By email to: info@carlosvieirafoundation.org

By fax to: 209-394-3964

Payment must be cash, cashier’s check, or money order! No personal checks!

Checklist

Due no later than March 15, 2019: (Spaces will be assigned on a first come, first serve basis once all requirements on checklist are met)

___ Application

Due within two (2) weeks of approval notification (or spot is forfeited):

___ Deposit (\$100)

___ General Liability Insurance Certificate with Carlos Vieira Foundation (6079 Washington Blvd Livingston, CA 95334) listed as additional insured (contact us for help if needed)

___ Proof of Non-Profit (Non-Profit Vendors Only)

___ Booth Fee/Buyout (if applicable)

___ Electrical Fee (if applicable)

___ Health Department Paperwork (food vendors only)



San Joaquin Valley Portuguese Festival Vendor Agreement

To be considered as a vendor, you must agree and follow these terms and guidelines:

Event Details:

- A. **Location:** Stanislaus County Fairgrounds: 900 N Broadway, Turlock, CA 95380
- B. **Time and Date:** Saturday, April 13th from 9:00AM to Midnight (Approximate)
- C. **Set-up:** Vendor set up times are Friday, April 12th 8am-4pm or Saturday, April 13th 6am-8am
 - a. All vehicles must vacate festival areas immediately after set-up times. **No vehicles will be allowed in the fairgrounds during the festival hours!** Vehicles driving in the park or parked in no parking areas during the festival may be ticketed by Turlock police and/or towed at the owner's expense. The vendor deposit will also be forfeited.
 - b. At set-up, you will receive a welcome package with a copy of your application, 2 vendor vehicle passes, and 4 vendor bracelets.

Vendor Fees:

- A. **Deposit:** All vendors are required to pay a **\$100 deposit** that will be returned after the festival if all terms and guidelines are followed appropriately. **All deposits are due within two weeks of approval.** Deposits will be returned no later than May 10, 2019.
- B. **Vendor Booth Prices:**
 - Non-profit information only – **FREE (10x10 space)**
 - Business information only – **\$50 per 10x10 space**
 - Nonfood vendor – **15% of gross sales or \$100 buyout per 10x10 space**
 - Food vendor – **15% of gross sales or \$300 buyout per 10x10 space**
- C. **Electricity Fee:** It is recommended that vendors provide their own electricity for concessions that require reliable service. This includes any extension cords. All electrical wires and fixtures shall be appropriately grounded and protected from wear, scuffing and accidental contact. The power systems shall comply with the City's Electrical codes. Electrical hook-ups units will be available for a **\$50 fee.**
- D. **Accepted Payment:** cashier's check, money order, or cash (personal checks are not accepted)
- E. **Late application fees:** Non-Food Vendors will be charged **an additional \$100** fee for applications received after the due date (food vendor applications will not be accepted after the due date, due to Health Department Permits).

Percentages of gross sales are due and must be paid **before leaving the festival** (if applicable). Other payment, buyouts, electrical fees, or deposits are due in full **within two weeks of the vendor being notified of approval.** Checks or money orders should be made out to the Carlos Vieira Foundation and mailed to:

Carlos Vieira Foundation
6079 Washington Blvd.
Livingston, CA 95334

Vending:

- A. Booth space is 10 ft. x 10 ft. Additional fees are required for vendors requiring more than 10x10ft.
- B. All vendors **must bring their own canopies, tables, chairs, extension cords**, etc (if needed). **If you are not able to provide your own, please contact us ASAP.** All tents/easy-ups *must* be anchored with sandbags (or similar weighted items) in anticipation of wind.
- C. A summary of all 3items to be displayed and offered for sale must be stated on the agreement form and approved by the Carlos Vieira Foundation.
- D. The Carlos Vieira Foundation reserves the right to require any vendor to remove from display and immediately cease selling or distributing any 3items3 that could be deemed inappropriate or dangerous.
- E. Vendors will be placed on a first-come first-serve basis once all requirements are met



Insurance:

1. Please contact the Carlos Vieira Foundation if assistance is needed in obtaining insurance.
2. Vendor shall, at Vendor's own cost and expense, obtain and keep in 4an4a during the time of the event, set-up, and tear-down a broad form comprehensive coverage policy of public liability and property damage insurance **naming the Carlos Vieira Foundation (6079 Washington Blvd. Livingston, Ca 95334) as additional insured.** Such insurance amount of not less **4an one million dollars (\$1,000,000) per occurrence.** The limits of said insurance shall not however limit the liability of vendor hereunder.

Rules and Restrictions:

1. Duplications of products sold may be restricted. Booth spaces will be accepted on a "first come, first serve" basis.
2. Carlos Vieira Foundation reserves the right to accept or decline any vendor application.
3. **Alcoholic drinks and bottled water will be sold exclusively by the Carlos Vieira Foundation. Vendors are not allowed to sell these items.** If you are found selling alcohol or bottled water, your booth will be closed for the rest of the festival and all fees will be forfeited.
4. 51FIFTY Energy Drink is the exclusive energy drink for the festival and will be the only energy drink allowed for sale. Vendors may call Brandon Hirsch at 559-375-4098 to purchase product to sell.
5. **No pets or ice chests** will be allowed in the park. Vendor ice chest will be subject to inspections. Periodic inspections of booths and ice chests may be done by foundation members or security/police.
6. **Items considered to be unsafe will not be allowed in the festival.** The following items are not allowed and may not be sold including (but not limited to) guns, knives, tasers, any type of weapon, silly string, airsoft guns, toy guns, disappearing ink, poppers, drugs, or tobacco products. The Carlos Vieira Foundation reserves the right to limit any items deemed unsafe.
7. The consumption of or use of any drugs or alcohol by vendors will not be permitted. All vendors must conduct themselves in a professional manner.
8. The area surrounding each vendor's booth must be left in good condition (clean) *during and following* the event. **You must provide a trash container inside and outside of your booth;** trash must be taken to dumpster at the end of the event. Failure to clean your area may result in the loss of your deposit.
9. Booths dispensing paper products (i.e. napkins, promotional flyers) are responsible for litter control.

Food Vendors:

1. Food vendors must complete and submit the "Stanislaus County Food Vendors Permit Application" along with their payment and proof of insurance. Booths with year-round permit must still fill out the Stanislaus County Health Permit application and provide a copy of their yearly permit. **Please contact us if assistance is needed.**
2. Refrigeration and warming units **will not be provided.** If you require either, you must provide them yourself and be sure that they are compliant with Health Department standards and in proper working condition.
3. Food Vendors should follow Stanislaus County Health Department requirements (i.e. proper hand washing and utensil cleaning areas, appropriate food storage and handling) and **be prepared for an inspection.**
4. Applications must include a menu of all items you would like to sell. Once your menu is approved, you are **not permitted to add any food items** to your menu. Adding other items to your menu will result in being asked to shut down and forfeit all fees and deposits.
5. The disposal of liquid byproducts (i.e. grease, cooking oil) within the fairgrounds is prohibited; please dispose of them in a legal manner off premises.
6. Food Vendors who are cooking on-site **MUST have fire extinguishers on hand.**

PLEASE KEEP A COPY OF THIS VENDOR AGREEMENT FOR YOUR RECORDS