



HispanoFest Vendor Application

The booth includes electricity and canopy. No chairs or tables will be provided with the booths.

Payment is Due in Full by July 31, 2023: (Please check one)

<input type="checkbox"/> 10 x 10 Booth	\$2,800	<input type="checkbox"/> 10 x 20 Booth	\$3,300
<input type="checkbox"/> 10 x 10 Not For Profit Booth	\$ 500	<input type="checkbox"/> 10 x 20 Tents w/ Walls	\$3,750
<input type="checkbox"/> 10 x 10 Government Booth	\$1,500	<input type="checkbox"/> Walking Advertising	\$1,500
<input type="checkbox"/> 10 x 10 Corner Booth	\$3,000	<input type="checkbox"/> 10 x 20 Business Booth	\$6,000
<input type="checkbox"/> 10 x 10 Business Booth	\$5,000	<input type="checkbox"/> 10 x 20 Booth	Sponsor
<input type="checkbox"/> 10 x 10 Booth	Sponsor		

If Paid After *DEADLINE IS AUGUST 20, 2023 (Please check one)

<input type="checkbox"/> 10 x 10 Booth	\$ 3,000	<input type="checkbox"/> 10 x 20 Tent	\$3,700
<input type="checkbox"/> 10 x 10 Not For Profit Booth	\$ 850	<input type="checkbox"/> 10 x 20 Tents w/ Walls	\$4,000
<input type="checkbox"/> 10 x 10 Government Booth	\$ 2,500	<input type="checkbox"/> Walking Advertising	\$1,800
<input type="checkbox"/> 10 x 10 Corner Booth	\$ 4,000	<input type="checkbox"/> 10 x 20 Business Booth	\$ 6,500
<input type="checkbox"/> 10 x 10 Booth	Sponsor	<input type="checkbox"/> 10 x 20 Booth	Sponsor
<input type="checkbox"/> 10 x 10 Business Booth	\$ 5,500		

Here is your checklist, please send the following:

- ✓ Application Form completed on both sides.
- ✓ Full payment, plus \$200 towards cleaning for each booth (**CLEANING DEPOSIT IS NON-REFUNDABLE**).
- ✓ NO REFUNDS ON DEPOSITS OR PRE PAYMENTS
- ✓ Any vendor without Insurance & Liability Insurance Certificate will not be able to open the Booths and any payments made to HispanoFest, will not be refunded.
- ✓ HispanoFest Regulations Form (Signed and Dated)
- ✓ Booths have to be **PAID BY 08/20/23 in FULL (NO EXCEPTIONS)**. **If NOT PAID, YOU WILL NOT HAVE A BOOTH AND ANY DEPOSITS WILL BE FORFEIT.**
- ✓ Copy of Liability Insurance Certificate (all vendors) & should read as follows: **Village of Melrose Park/ Hispanofest, Inc. 1000 N. 25th Ave Melrose Park, IL 60160.**
- ✓ Copy of Illinois Department of Health and Sanitation Certificate (Food Vendors Only)
- ✓ Contact **K & K Insurance Group (for insurance) at 800-637-4757**
- ✓ **ALL PAPERWORK HAS TO BE TURNED IN BY 8/20/23!!!**

Please contact Irene Herrera to schedule an appointment at **(708) 296-7006**. Also, please make sure to bring all documents required, including payment in full, as well as the cleaning deposit.

Personal or business checks will not be accepted.

Please make **CASHIER'S CHECKS OR MONEY ORDERS** payable to HispanoFest 2023 and mail required documents listed above, including full payment and security deposit to:

HISPANOFEST
Attn: Irene Herrera
P.O. Box 1902
Melrose Park, IL 60161

For more information please contact Irene Herrera (708) 296-7006



HispanoFest Vendor Application

Vendor Name (s): _____

Booth Name: _____ (As it will appear on the Sign)

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Cellular: () _____ Fax: () _____

Driver's License _____ E-mail Address: _____

HispanoFest requires all booths to be paid with a MONEY ORDER or CASHIERS CHECK ONLY! The cleaning deposit is non-refundable. All booths have to be clean & maintain clean during the 3 days of the festival and left clean before you leave for the night.

1. Item for Sale _____ Price \$ _____
(Prices for Food Must be \$ 15.00 or less per item)

2. Item for Sale _____ Price \$ _____
(Prices for Food Must be \$ 15.00 or less per item)

REQUIREMENTS FOR ALL BOOTHS:

- ✓ FOOD VENDORS ONLY: Copy of Illinois Department of Health and Sanitation Certificate 2023
- ✓ ALL VENDORS / EXHIBITORS: Copy of Liability Insurance Certificate

If you are not selling food, please specify what you or your company will be selling or promoting:

Will you be using a microphone or a loud speaker from your booth? YES or NO

NOTE: HispanoFest is a three-day event. The dates are September 8th, 9th & 10th, 2023.

Booths will be assigned on a first come, first served Basis. Also, for more information on food exclusivity please contact Irene Herrera.

For more information please contact Irene Herrera at (708) 296-7006

www.Hispanofest.us



HispanoFest Rules - Please Post in Booth

- 1) Liquor of any kind is strictly prohibited in the stands and booths, (this includes lemonade/alcoholic Fountain mixtures, cantaritos and Michelada Mix).
- 2) BLOW OUT SPECIALS on food items are not to be sold until Sunday night after 9:00 p.m.
- 3) It is prohibited to sell Liquor in the booths.
- 4) Alcohol will not be tolerated in any vendor booth for consumption during hours of work.
- 5) Individuals will be expelled due to fights, under the influence, disorders or gambling with the Possibility of being incarcerated.
- 6) The booth will be closed for the remainder of the weekend.
- 7) Please watch your language.
- 8) Any damage to the tent or the booth will be at your expense.
- 9) The committee will inspect all foods, cooler and refrigerators for cleanliness and alcohol beverages.
- 10) Each stand is permitted to sell only 2 items.
- 11) Food pricing for item needs to be posted.
- 12) All stands have to sell the item they paid for, no substitutes.
- 13) All stands must be kept clean at all times. All garbage must be put into garbage bags and disposed Off by you in the dumpsite by the restrooms. At the end of the night place it in front of your booth.
- 14) Stands using frying equipment must have containers to store used grease or dump in grease pits.
- 15) Dumping on the ground or in sewers is **PROHIBITED** and there is a \$ **900.00** fine to the vendor.
- 16) All food stands must have 10 lbs ABC fire extinguisher for each booth.
- 17) No public address system can be used by any stand.
- 18) HispanoFest is not responsible for free items given to anyone.
- 19) All fruit has to be placed in cases on crates, instead of the direct floor.
- 20) HispanoFest, may **CLOSE** any stand not complying with the rules at any time and without refunds.
- 21) Cheese, Meat, and Vegetables must be covered at all times, unless serving.
- 22) Gloves have to be worn when there is direct contact with food (cutting tomatoes, meat, etc)
- 23) Each stand must have one container of water, bleach and soap to wash hands.
- 24) No bullhorns, microphones or sound equipment could be used to interfere with the stage program, Unless prior arrangement has been made.
- 25) HispanoFest is **not** liable for any food poisoning and other mishaps that may due to or be related To the selling of your products.
- 26) Each stand has to be **PAID IN FULL** or fully pay for before opening.
- 27) The gas or propane tanks must be chained to booth.
- 28) All vendors have to park their cars, vans etc., in the designated vendor lot. If you fail to do this, Your vehicle will be towed at your expense (HispanoFest is not responsible for any expenses of Vehicles being towed). **Parking pass have to be displayed on dashboard at all times.** All Vendors have to remove the vehicles from the festival grounds/tent area by 3:00pm on Friday and 11:00am on Saturday and Sunday. If your vehicle is not moved to the proper parking area your vehicle will be tow at your expense And not Hispanofest.

I _____ UNDERSTAND AND HAVE READ ALL

Print Name

REGULATIONS AND WILL BE ABIDE TO THEM DURING THE 3 DAYS OF HISPANOFEST. I ALSO UNDERSTAND THAT IF I DO NOT ABIDE TO THESE REGULATIONS, LEGAL MATTERS MAY BE TAKEN.

Signature

Date