



TOP LATINO LIDERES AWARDS

Vendor/Exhibitor Setup

Sunday, October 9th, 2022

@Plaza Del Sol: 3831 W Vine St, Kissimmee, FL 34741

SCHEDULE OF EVENTS. Vendor Check-in:
(SHOW UP ONLY DURING YOUR SCHEDULED TIME)

- **Food Vendors:** 8:00 – 9:00 AM
- **Drink & Cultural Vendors:** 9:00 AM – 11:00 AM
- **Business Vendors:** 10:00 AM – 11:30 AM

HOSTED BY: HRFCC

Event Contacts: Jolie Gonzalez-Padilla; Jolie@HRFCC.org

(813) 407-6866 or (813) 407-7191

Click Event Tools: www.CubanSandwichFestival.com



All Vendors must be set up by: 11:30 AM. The festival will be open to the public: 12:00 PM. The festival will end at 6:00 PM. (Vendors are not allowed to leave until 6:00 PM)



The registration table will be clearly marked, when you drive into location, check-in there and you will be directed to your space number. Please drop off your set up and go and park -you will be directed to the parking area. It is helpful to have a 2-person team for initial set up. There will be a check-in map available on website shortly.

The event is indoors and outdoors at Plaza Del Sol Mall.

Most vendors will be set up inside. Music and performances will be held inside. Limited: Some vendors/exhibitors will be set up outside and will also have an inside space.

FOOD VENDORS: Please set up your system so that this works smoothly for you.

Outside Vendors are for food prep – not for food sale. Other outside vendors will include Bus, trailer and truck set ups. Each person set up outside, will also have an inside space to sell and serve.

IF YOU ARE: - Food Tents; Food Trucks; Trailer or Bus, you will have a set up outside and an additional spot inside. ALL SALES MUST BE CONDUCTED INSIDE and NOT OUTSIDE. Food Trucks/Tents/Trailers would prepare food outside and bring inside.

If you are a business exhibitor or non-food or drink preparing vendor.

Your INSIDE set up info will include a 10x10 Space. (unless your package included a bigger size) Please NOTE that you will NOT REQUIRE a 10x10 Tent because you are inside – HOWEVER YOU CAN SET UP YOUR TENT INSIDE. TENT WEIGHTS are NOT REQUIRED.

Please also bring your other things that you will need including your tables, chairs, a ODORLESS, SMOKELESS, QUIET GENERATOR if you require electricity.

If you need to rent: Tables, chairs, or table clovers, please let us know in advance and we will send you an order form. Please review the attached information to see what else is required of you as a vendor.

CAREFULLY READ, SIGN, AND RETURN

VENDOR PAYMENT POLICY: All vending fees are **NON-REFUNDABLE**. Your payment of the entry fee constitutes your right to participate at the festival. Should any entry fees not clear our account, or are contested or not be paid in full, you have no right to participate at the event and will be subject to all Legal, court, and/or collection fees. All sales are final, there are **NO REFUNDS**.

VENDOR TENTS: Vendor Tent Spaces are 10'x10' if you wish to have a 10x20 or larger vendor space there will be an additional charge for special permit. If your setup a larger space than paid for you will be subject to pay for the extra space. Please specify when reserving your Food Vendor space and request additional info in order to determine which option works for you. **No Tent Staking:** You are not allowed to stake the tents into the ground. **Kissimmee Tent Policy:** The City of Kissimmee requires that every tent and canopy, used at Lakefront Park be attached to an approved weight. All tents and canopies must be sufficiently and safely secured to the ground from the moment the tent or canopy is erected at the start of the event to the moment immediately before it is taken down at the end of the event. Tents and canopies are considered sufficiently secured with at least 24 pounds per leg.

Some notes regarding weights:

- ☑ Weights should be secured in a manner that does not create its own safety hazard.
- ☑ Weights should not cause a tripping hazard
- ☑ Weights should be tethered with lines that are clearly visible
- ☑ Weights should have soft edges to avoid causing cuts and scrapes
- ☑ Weights should be securely attached

Weights should be on the ground (NOT above people's heads). If tents or canopies are NOT adequately secured, the City of Kissimmee will require them to take tents/canopies down and sell without them. If tents/canopies need to be taken down in the middle of the event, vendors are expected to direct customers to a safe place so they will not be injured. If vendor does not comply fines and penalties will occur.

Examples of sufficient and safe weights include:

- Filling an empty paint can with cement and tying this to each corner of the tent with a rope or bungee. It is NOT sufficient to place the can on the feet of the tent.
- Filing containers with sand/cement that can be anchored or secured with a rope or bungee; these include canvas bags or plastic buckets/containers that have a handle through which a rope or bungee can be secured.
- PVC pipe capped and filled with cement must be hung on the inside of canopy poles and secured to the top braces of canopy in a way that it does not collide with customers or create a hazard.

Examples of NOT sufficient or safe weights:

- Gallon water jugs. These are not heavy enough for large gusts of wind.
- Tying tents, canopies or umbrellas to tables, coolers or vehicles. Sandbags that cannot be set upright and securely tied to the tent or canopy should not be used.

No Subcontracting: Only 1 "pre-approved" vendor is permitted in your vendor space. Multiple companies/vendors sharing a single vendor space is NOT permitted. Vendors need to bring their own: Tent, Table, Chairs & Table Cover, Generators, these Items are available to rent upon request.

FOOD VENDOR COOKING WITH OIL/GREASE/OPEN FIRE: Food Vendors cooking with Grease/Oil are required to cover the ground with either a tarp or plywood, **NO OIL/GREASE DUMPING IS PERMITTED!** If your Vendor Area is left uncleaned with cooking oil/grease, you will be charged a \$100 cleaning fee. **THERE WILL BE A GREASE TRAP ON LOCATION. ALL OPEN FIRE WHILE COOKING: YOU CANNOT HAVE AN OPEN FLAME UNDER YOUR TENT. PLEASE NOTE YOU MUST HAVE THE CORRECT MINIMUM DISTANCE BETWEEN YOUR TENT AND ANYTHING FLAMMABLE SUCH AS PROPANE TANKS, GAS TANKS, AND OIL/GREASE.**

GARBAGE DISPOSAL: You are responsible for cleaning your area at the end of the event. There will be a garbage disposal area at the festival. If your area is left dirty, the City could issue you a FINE. All garbage should be bagged and placed on the designated garbage collection area. If your Vendor Area is left uncleaned with trash, you will be charged a \$100 cleaning fee.

FOOD VENDOR FIRE EXTINGUISHERS: All Food Vendors are required to have a Class 2A-10BC Fire Extinguisher and Food Vendors cooking with Grease/Oil are required to have both a Class 2A-10BC Fire Extinguisher and a Class K Fire Extinguisher (Grease/Oil). If you did not bring one or the other you will be able to rent them. (See Page 1 Rental Items). Must have a current tag issued by the state of Florida.

GENERATORS: All Vendors must make sure that generators and cords do not obstruct the walkways located around the Tent area and the Generator's exhaust must face outward away from the tent when running. Absolutely NO petroleum gas Tanks Near tents or Generators. **Event Rental Generators ONLY provide power up to 6500-7500 watts. You must present a Valid Driver's License to obtain Rental Generators.**

CORDS AND CABLES: All Vendors using extension cords and Cables must not obstruct the walk ways in front or behind the tent area. When using extension cords, they must be unraveled and not wrapped when in use, this can be a potential fire hazard.

FOOD VENDOR HAND-WASHING STATION: This is actually the same as the 3 compartment sink. Use either an igloo water container or purchase a 2 1/2 gallon purified water container with a shut off valve (at any supermarket). Place the water source on a table and place the plastic bin just below it to catch the water. Make sure to have hand sanitizer, hand soap and a roll of paper towels next to this.

STATE LAWS: You are responsible for paying all appropriate sales tax with respect to the sale of goods and for procuring all permits and documentation as may be required by local and state government to operate within the state of Florida.

INDEMNIFICATION AND INSURANCE: You are solely responsible for any injuries, accidents, or losses which may be sustained as a result of your vending operations at Festival. Event promoters, producers, sponsors, vendors or guests shall have no responsibility for any accident or injury caused by your activities. You must maintain your own liability insurance and have proof of insurance available during the Festival for inspection purposes. By participating in **The Cuban Sandwich Festival, you are agreeing to indemnify and hold harmless Kissimmee Lakefront Park, The Cuban Sandwich Festival, and Hispanic Resource Foundation Inc.,** from any damages, lawsuits, or claims arising out of any injuries or accidents occurring by your activities.

Please send a copy of your Health and insurance certificate with your application to (813) 489-2422. or Mail to: HR FCC, Inc., 14391 Spring Hill Dr Suite 417; Spring Hill, Fl. 34609

All insurance certificates indicating coverage, and naming the following additionally insured:

1. **The Cuban Sandwich Festival**
2. **Hispanic Resource Foundation Inc.**

FOOD VENDOR LICENSE AND PERMITS: Temporary public food service establishments and vendors are required to Pay the following license fees at the time of licensing. If you do not have a permit to sell food and need a temporary license, they will be available at the event: 1-3 day event \$91/ 4-30 day Event \$105/ Annual \$456. **This division does not accept cash payments for fees at temporary events only accepts cashier's checks, money orders or other certified payments.**

FOOD VENDOR INSPECTION AND VIOLATION: Please note that if the Health Department inspects your vending spot and it is found to be in violation of these rules you may be asked to shut down or they may impose a fee. If you are found to be in violation and asked to shut down, Event promoters will not be held responsible. Health Department Inspections: **The Health Department will be present at the event and will inspect Food Vendors for compliance. Please email or send a copy of your Business License and/or permit to: Latin Times Media, Inc., 14391 Spring Hill Dr Suite 417; Spring Hill, Fl. 34609**

ITEMS PROHIBITED AT FESTIVAL: No person shall bring in to the Festival or possess, set off, or otherwise cause to explode, discharge, or any firecrackers, torpedoes, rockets, cannons, or other fireworks or explosives of or containing flammable material or any substance, compound, mixture, or article which, in conjunction with any other substance or compound, may explode, discharge, or burn No glass bottles, Beer, Wine or Alcohol Absolutely NO Firearms.

VENDOR SETUP AND BREAKDOWN: The Cuban Sandwich Festival All Vendors must begin setup at appointed times on both days of the Cuban Sandwich Festival. You will be emailed your setup instructions and Vendor Setup Times; All Vendors are not allowed to leave until after the event is over. If you arrive later than your appointed Vendor setup time, you will have to wait for accommodation or you may not be able to participate and forfeit your space in which **NO refund** will be issued. **PLEASE BE ON TIME.** You must begin Breakdown immediately after the end time of event and if your breakdown takes longer than allotted time you will be subject to fees or fines. **ICE:** If you need ice, please email us with an estimate as to how many lbs. you will need for each day. **ICE Vendor is not guaranteed at each event, please check in advance.**

Your vendor space number will be posted online in the next few days at the Vendor Set-Up Area
If you require setup assistance, please notify us upon arrival at the festival. -----

QUESTIONS? OUR VENDING OFFICE NUMBERS ARE:

(813) 407-6866 – Jolie Gonzalez-Padilla (Jolie@HRFCC.org) (813) 407-7191 – Victor Padilla (VPadilla@LatinTimes.com) (813) 489-2422 – FAX e-mail us at Jolie@iLOVECubanSandwiches.com

Mailing Address: HRFCC, Inc. 14391 Spring Hill Dr Suite 417; Spring Hill, Fl. 34609

ACCEPT AND ACKNOWLEDGE THE TERMS, RULES, AND REGULATIONS OF THIS AGREEMENT

By Signing this agreement, I acknowledge all the Terms, Rules, and Regulations of this Agreement and The Cuban Sandwich Festival by initialing each subject and signing this agreement. I acknowledge that any violation of this agreement will cause forfeiture of my Vendor Space and participation in the Cuban Sandwich Festival. By signing this agreement, I also Acknowledge that there are NO REFUNDS on any Payments issued to **HRFCC, Inc., and or the Hispanic Resource Foundation Inc.**, for Participation. I have read all the Terms, Rules, and Regulations of this Agreement and I am initialing each Subject Term to confirm.

THIS PAGE MUST BE SIGNED, INITIALED, AND RETURNED TO PARTICIPATE.

If this Page is not returned before the event, you will forfeit your Vendor space and Participation.

Please make sure to fill out all information correctly, signature and initials are required on this Form. Please Fax, email, or mail (See above Info to email, Fax, or Mail) this Page back to us

____ VENDOR PAYMENT POLICY

____ VENDOR TENTS

____ GENERAL PROVISIONS (NO REFUND POLICY)

____ FOOD VENDOR HANDWASHING STATION

____ INDEMNIFICATION AND INSURANCE

____ FOOD VENDOR COOKING WITH
GREASE/OIL/FIRE

____ FOOD VENDOR LICENSE AND PERMITS
____ ICE

____ GARBAGE DISPOSAL

____ FOOD VENDOR INSPECTION/VIOLATION

____ FOOD VENDOR FIRE EXTINGUISHERS

____ ITEMS PROHIBITED AT FESTIVAL

____ GENERATORS

____ VENDOR SETUP AND BREAKDOWN

____ CORDS AND CABLES

____ STATE LAWS

SIGNATURE _____ **PRINT NAME** _____ **DATE** _____

COMPANY NAME: _____

PHONE: _____ **EMAIL:** _____