



AT GREENLINE
2532 Sidney Brooks
San Antonio, 78235
SATURDAY,
DECEMBER 8, 2018
NOON TILL 6 P.M.

Feliz Tamalidad

Vendor Rules and Regulations

PLEASE READ VENDOR RULES AND REGULATIONS BEFORE SUBMITTING YOUR APPLICATION. WE RESERVE THE RIGHT TO DENY VENDORS, LIMIT NUMBER OF SPACE SOLD TO VENDORS AND LIMIT THE NUMBER AND TYPES OF VENDORS. NO PERSON HAS THE AUTHORITY TO VARY OR CHANGE ANY RULES UNLESS IT IS IN WRITING, AGREED TO BY THE FELIZ TAMALIDAD STAFF, AND ATTACHED TO THE VENDOR'S APPLICATION ON FILE WITH THE FESTIVAL. PLEASE KEEP RULES AND REGULATIONS ON FILE SO YOU CAN REFER BACK TO THEM WHEN NEEDED.

CANCELLATIONS

THERE ARE NO REFUNDS FOR CANCELLATIONS.

DEADLINE

APPLICATION DEADLINE IS NOVEMBER 9, 2018.

OPERATING HOURS

All Vendors must be ready and open for business during the hours (12 PM till 6 PM) of Feliz Tamalidad (the "Festival"): Saturday, December 8, 2018

CHECK-IN

All Vendors MUST check-in at the Vendor Registration Center to receive their booth space assignments. Festival staff will direct them to their correct location. Vendors not arriving and checking-in by 7:00 a.m. on Saturday morning will be considered "no-shows" and, in the best interest of the Festival, their space will be re-assigned unless prior arrangements were made. CHECKIN TIMES: FRIDAY, DECEMBER 7 FROM 6:00 - 8:00 P.M. OR SATURDAY, DECEMBER 8 FROM 6:00 A.M. – 10:00 A.M. Check-in location is 2532 Sidney Brooks, 78235.

BOOTH SPACES/SETUP/TEARDOWN

Food booth spaces are 8' WIDE AND 8' DEEP. Booth space assignments will be made on a first received, first paid basis, according to the date of the completed application, payment received AND acceptance by the Festival. Set-up for non-food booths can begin at 6:00 AM on Saturday morning. Food booths will be available to set up after 7:00 PM on Friday and as early as 6:00 AM on Saturday morning. All booths MUST be set-up by 11 AM on Saturday, ready for inspection. You must be ready to serve and sell at 11:30 AM sharp.

No booths may be removed from the Festival site until after the closing hour 6:00 PM on Saturday. Vendors who sell out prior to the Festival closing will be asked to wait until after 6:00 p.m. on Saturday

to tear down. All booths and displays must be completely removed from Brooks by Saturday night by 9:00 p.m.

FOOD VENDORS REQUIRING A SPACE LARGER THAN 8'X8' SHOULD PURCHASE TWO OR MORE SPACES. EACH SPACE IS 8' X 8'. FOOD VENDORS ARE NOT TO EXCEED THEIR BOOTH SPACE DIMENSIONS. ALL VENDORS AND ALL RELATED INDIVIDUALS ARE ASKED TO STAY INSIDE THEIR BOOTH. PLEASE DO NOT CONDUCT OR SOLICIT OUTSIDE ASSIGNED BOOTH. NO HAWKING, PEDDLING OR ADVERTISING IS ALLOWED OUTSIDE OF BOOTH OR BY WALKING ABOUT THE FESTIVAL. WE ALSO ASK THAT. ALL VENDORS STAY OFF SIDEWALKS. VIOLATORS WILL NOT BE CONSIDERED FOR PARTICIPATION IN THE FUTURE.

FOOD BOOTHS AND VENDOR TABLES

8' x 8' Booths will be provided for food vendors. Food vendors must provide their own tables. Retail vendors will be provided one 6' table and two chairs.

TAMALES

Tamale vendors need to be prepared to sell large quantities of tamales. We anticipate a minimum of 3,000 visitors. TAMALES MUST BE SOLD FOR NO LESS THAN \$2.50 EACH AND SHOULD BE TYPICAL SIZE. VENDORS WILL NOT BE ALLOWED TO DISCOUNT TAMALE PRICES UNTIL LATE SATURDAY AT 5 PM. NO ONSITE COOKING! Bring Tamales ready to be sold. Food Vendors are responsible for providing serving items as needed, including plates, napkins, forks etc.

AMPLIFIED SOUND

All vendors and all related individuals shall not use any sound amplification equipment of any type including but not limited to loud speakers, bullhorns, megaphones, microphones, PA systems, and amplifiers. Vendors shall not use a radio or play music from their assigned space or anywhere else on Festival grounds unless otherwise permitted by festival in writing.

VENDOR MERCHANDISE

No weapons of any kind can be sold at this event which includes but not limited to knives, swords, guns, etc. Any vendors found to be selling said items will be asked to remove them. We reserve the right to remove those items or remove the vendor from the event without notice. All vendors are required to fill out LIST OF ITEMS TO BE SOLD; only those items listed will be allowed, inspections will be done throughout event. You MUST list all items to be sold.

ELECTRICITY/WIFI

Food Vendors will have electricity. Electricity cost is included in booth space fee. The Festival arranges for large generators to supply the electricity needs of all vendors. Please complete the ELECTRICAL NEEDS portion of the vendor application. Electricity use will be closely monitored. Electricity is only available during the Festival hours. 24-hour electricity is NOT provided. Please arrange your electricity needs accordingly. Vendors will be responsible to provide their own heavy-duty, three (3)-prong cord needed for the distribution box. The appropriate cord gauge is determined by the amps being used. Vendors CANNOT bring their own generators. Electricity WILL NOT be available until 7:00 a.m. Saturday morning and turned off one hour after event ends. Retail vendors will not have electricity unless arranged with festival staff prior to the event. WIFI is available. Food and other vendors conducting business via cell-enabled payment software should be prepared with back-up web access services (i.e. data usage, hot spot) in the event of unforeseen WIFI outages or bandwidth issues.

TRASH/CLEANING

All vendors are responsible for keeping their booth space clean and free of trash and debris. Vendors who generate trash must provide a large trash can with plastic liners at their location and be responsible for the periodic removal of the trash to the dumpsters provided by the Festival. Vendors are not to use trash cans provided for Festival Guests.

VEHICLES

For safety purposes, all vehicles must be out of the Festival area by 8:00 a.m. on Saturday. NO EXCEPTIONS! Vendors will receive parking passes for vendor parking lots. Cars parked in areas not assigned or not in compliance with these rules WILL BE TOWED at the owner's expense or ticketed. Golf carts are not allowed on the grounds during Festival hours, except for festival staff. No overnight parking.

INSURANCE COVERAGE

Festival rules require every vendor have liability insurance. To facilitate participation, vendor signup fees include single-day liability coverage for the event day. For vendors providing their own coverage, proof of liability will be required. There are no refunds or discounts given for vendors who supply their own coverage.

SUB-LEASE OF SPACE

Vendors cannot assign, sub-lease or apportion the whole or any part of their assigned space without prior written permission from the Festival. In such situations, the vendor must go through the same approval process.

WEATHER

The Festival will take place regardless of weather conditions. There are NO refunds for weather or otherwise. Vendors must be prepared for wind and rain.

SECURITY

The Festival provides security during Festival hours. However, the Festival is not responsible for the security of individual vendor booths and products. Vendors are responsible to secure their own booths, supplies and equipment at night.

WAIVER and INDEMNITY

All vendors are responsible for costs of all labor, materials, equipment, supplies and any other items necessary for the performance of their participation in the Festival. The Festival will not be held liable for any debt, tax or assessment accrued by any vendor in the operation of their booth and participation. It is expressly understood and agreed that Vendor will indemnify, defend, and hold harmless Brooks Development Authority ("BDA"), Brooks Gives Back, together with their board of directors, officers, employees and agents, individually or collectively (referred to herein as the "Indemnitees"), from and against all suits, actions, losses, damages, demands, judgments, claims, or liability of any character, type or description, including without limiting the generality of the foregoing, all expenses of litigation, court costs, and reasonable attorneys' and experts' fees, for injury or death to any person, or loss or damage to any property, received or sustained by any person, or persons, or property referred to herein as the "losses"), to the extent arising out of, or occasioned by, acts or omissions of Vendor arising out of Vendor's use of their assigned booth space located in or around Hangar 9 at Brooks ("Premises") or from the conduct of Vendor's business, or from any activity, work, or thing done, permitted, or suffered by Vendor, in or about the Premises. BDA and Brooks Gives Back together with their boards of directors, officers, employees and agents, individually and collectively ("BDA, Et Al") will not be liable in any event for personal injury or loss of Vendor's property caused by fire, flood, water leaks, rain, hail, ice, snow, smoke, lightning, wind, explosion, interruption of utilities or other similar occurrences. Vendor will give prompt notice to BDA of any significant accidents involving injury to persons or property. Furthermore, BDA, Et Al, will not be responsible for lost or stolen personal property, equipment, money or jewelry from the Premises or Brooks, regardless of whether such loss occurs when the area is locked against entry. BDA, Et Al will not be liable to Vendor or Vendor's employees, customers or invitees for any damages.

ALCOHOLIC BEVERAGES

NO alcoholic beverages of any kind may be sold or given away by a vendor. Alcoholic beverages will be sold only in the approved beer/margarita gardens.

COMPLIANCE WITH LAWS

All vendors are required to comply with all necessary and applicable local, state and federal laws, ordinances and fees. Food vendors must comply with all health laws, ordinances, and regulations of the City of San Antonio. ADDITIONAL FEES MAY APPLY. The Department of Environmental Health lists minimum requirements for the Festival. Cooking of foods in booths will require compliance with the Fire Department and Health Department. For more information please contact the City of San Antonio's Metro Health (210) 207-0135. ADDITIONAL fees MAY APPLY.

ANIMALS

Animals ARE NOT permitted within your booth, except registered service dogs.

Make checks payable to:

Brooks Gives Back

3201 Sidney Brooks

San Antonio, Texas 78235

(210) 678-3367