

# BCHCC 2017 HISPANIC HERITAGE FESTIVAL

## VENDOR RULES AND REQUIREMENT

### Keep a copy for your records

1. **DEADLINE FOR APPLICATIONS IS SEPTEMBER 11, 2017.** After deadline, call for availability. Payment must be received with your application to guarantee your spot. Upon acceptance of your application a confirmation, will be sent to you. Booths are assigned on a **First Paid, First Served** basis. **SPOTS WILL NOT BE HELD WITHOUT PAYMENT, NO EXCEPTIONS.**
2. **VENDORS MUST SUPPLY THEIR OWN POWER, NO EXCEPTIONS, ALL GENERATORS MUST BE QUITE AND UP TO CODE.**
3. Some items are exclusive. No more than 2 vendors with like items (some exclusions apply). Please provide a picture of your booth & items to be sold. Vendors must not give away or sell any items not previously agreed upon. **Violators will be asked to leave immediately and will not be allowed to return for future HISPANIC HERITAGE FESTIVALS.**
4. Food vendors will provide a list of menu items that you're interesting in selling; it's possible that not all of your items will be available on the list.
5. Booths must be clearly and neatly marked with signage listing the items for sale, with prices.
6. All food booths must be covered by a roof, tent or awning. **No glass bottles allowed. Fryers, open skillets or any other cooking appliance must be kept away from your serving area or from within a customer's reach. Violators will be asked to leave immediately and will not be allowed to return for future HISPANIC HERITAGE FESTIVALS.**
7. We do our best to arrange vendors in the most advantageous positions. **WE PUT GREAT THOUGHT INTO THIS PROCESS, DO NOT ASK US TO PLACE YOU IN A CERTAIN LOCATION, OR TO BE MOVED AT THE FESTIVAL, NO EXCEPTIONS.**
8. **Vendors may begin setup of tables and tent on Friday September 15, 2017 from 12:00 pm - 10:00 pm. Security will be monitoring throughout the night. Saturday September 16, 2017 NO VEHICLES will be allowed in the vendor site, you may walk your items to your assigned spot 9:00 am - 11:00 am. No early tear downs. Merchandise vendors can leave at 11pm but the food vendors will need to stay till 12 am. NO EXCEPTIONS. Dates and times are subject to change .**
9. Vendors must keep their area neat, clean and must dispose of all trash before they leave. **Vendors will not be allowed to stack up trash around your area. Violators will not be allowed to return for future HISPANIC HERITAGE FESTIVALS.**
10. Tables, chairs, tents and any other accoutrements are the sole responsibility of the vendor.
11. Each vendor is responsible for his or her own sales tax requirement and must have their sales tax certificate present.
12. **Drug paraphernalia or alcoholic beverages of any kind may not be sold or distributed.** BCHCC, The Hispanic Heritage Festival and the Clute Police Department reserve the right to restrict any items from sale.
13. BCHCC will charge a \$30.00 service fee for returned checks.
14. **Refunds will be issued only if the cancellation is in writing and before SEPTEMBER 11, 2017.**