

# 2024 LATINO FESTIVAL

## FOOD VENDOR TERMS AND CONDITIONS

### **1. RENTAL FEES**

- Food truck vendor space is 30 frontage feet by 20 foot depth priced at **\$500.00**. Payment to be paid upon acceptance online via the 2024 Latino Festival Website by August 30, 2024.
- There are no refunds for any reason.

### **2. FOOD VENDING HOURS OF OPERATION**

- **Saturday September 28, 2024. 12:00pm – 6pm (Rain Date September 29, 2024)**
- Food trucks must be staffed and open for service to the public during all hours of operation.
- Food vendors may continue to sell up to 6:30pm

### **3. MENU AND PRICING APPROVAL**

- Menus with pricing must be submitted with registration. Submit menu and pricing to [latinofestivalfood@nprise.org](mailto:latinofestivalfood@nprise.org) for approval by the Festival Committee
- All signage and menu boards must be in standard condition, readable with prices displayed prominently.

### **4. PERMITS**

- Vendors must submit a Fire Permit to the East Windsor Fire Bureau by August 30, 2024 (form attached). \$54 fee. **\*Please note rain date on Fire Permit Form**
- Vendors must submit a temporary food license permit to the East Windsor Health Department by August 30, 2024, \$75.00 fee. **\*Please note rain date on temporary food license form.**
- <https://evogov.s3.amazonaws.com/media/21/media/3950.pdf>

### **5. INSPECTIONS**

- All food vendors will be inspected by the East Windsor Health Department and East Windsor Fire Code officials and conducted on the day of event.

### **6. SPACE DETAILS AND GUIDELINES**

- **Vendors are not permitted to sell any bottled or canned beverages.**
- Vendors may not trade, switch or set up in another area, without the approval of the Festival.
- Vendors must restrict all activities to their rental space.
- Vendors must supply their own tables, chairs, tents and equipment.
- Vendors are responsible for providing push carts/hand carts for movement of supplies.
- Condiment push carts, tables, tents, tables, chairs must remain within the boundaries of the vendors assigned space.
- Space-Sharing or subletting will not be permitted, nor can the vendor assign the contract to another party.
- Playing music from your booth or truck is prohibited.
- Vendor is responsible for a clean booth area, free of debris, clutter and trash.
- Vendor is responsible to dispose of cooking fats (off site).
- Vendors are not granted exclusive right to sell any particular item.
- Alcohol sales and consumption are prohibited.
- Festival volunteers will receive a meal voucher to use at their discretion. The value of the meal voucher is \$10.00. Food vendors are expected to accept these vouchers as a form of payment. Vendors are

responsible for tracking all vouchers. Following the festival, it is the vendor's responsibility to calculate the cost and submit it to Juan Cobos, Festival Coordinator at the conclusion of the Festival.

- In the event of a dispute, the decision of the festival organizers will be accepted as final.
7. SET UP
- Vendors are permitted on site by **9:00 AM** and are expected to be opened for business by **11:45**.
8. HEALTH AND SAFETY
- Any vendor *not complying* with Township, County and State Health code and Fire code regulations will be immediately closed down and may not be permitted to return for future festivals.
  - Only propane grills/barbeques are permitted, **charcoal is strictly prohibited**.
  - All booth coverings (tents) must follow guidelines for both fire compliance and wind safety.
  - Vehicles are not permitted to move onto or within the site during operating hours, as defined in paragraph 3 of this document.
  - Once in place, food truck vendors or trailers cannot be moved before the end of the festival.
  - Support vehicles are not permitted to park near or adjacent to your rental area.
9. BOOTH CLEANUP
- Vendors may not dismantle or remove booths/food trucks before 6:00pm on the day of the event.
  - Please be aware that festival attendees may still be present on Festival grounds during tear-down.
  - Vendors must remove all components of their operation including mats, tents, storage containers, signage and decorations.
  - All trucks, trailers, and booths must be broken down and removed from the Festival grounds by 8:00pm on the date of the event.
  - Any vendors failing to completely clean up their booth areas must pay a clean-up fee of **\$200** and may be disqualified from participation in future festivals.
  - Any vendor locations that require special cleanup after the festival will be billed for the work.
10. TRASH AND RECYCLING
- Vendors must properly dispose of trash, spent cooking oil, and recyclables as directed by Festival personnel.

For questions, please contact Juan Cobos , Latino Festival Coordinator, at 609-336-6271.