



## 2021 Vendor Information

Orlando Cultural Festival has merchandise and food (including dessert) vending space for vendors who provide a variety of ethnic foods, crafts and clothing to our patrons during the festival. We anticipate many of our vendors to return in the years to come, with this event being an annual festival. So anyone interested in becoming a vendor must apply. If we get an application of more than (2) of the same type of business, we will fill it according to our need to maintain a variety of options for the festival booths. The deadline for vendors to submit their application and pay the fees is November 19, 2021. Contact [orculfestvendor@gmail.com](mailto:orculfestvendor@gmail.com) or fill out the form online.

We want the **BEST OF THE BEST** vendors, each application will be reviewed & selected for the festival, after applications have been submitted. If you have not already been selected, you may apply and will be subject to the selection process depending on available space and we will also take into consideration your application's timeliness, product, community engagement and whether your particular menu matches well with the diversity of the food offerings.

**Please note: Registration is NOT completed and you are NOT considered for the event until the Vendor Registration Fee has been paid.**

**VENDOR FEE IS NON-REFUNDABLE!!**

# ORLANDO CULTURAL FEST 2021 Vendor Application

**December 4<sup>th</sup>, 2021**

401 WEST CHURCH STREET, ORLANDO, FL 32801

## Vendor Registration Form

Name \_\_\_\_\_

Business Name: \_\_\_\_\_

Website/Social Media: \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Vendor Specialty: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Day of Event Contact Person: \_\_\_\_\_

### **ALL VENDORS MUST COMPLETE THIS SECTION**

**Type of Vendor (Licensed Businesses ONLY) - Choose One \***

- Boutique/Clothing**
- Food Truck**
- Beverage (alcohol \_yes or \_no)**
- Catering Company**
- Desserts & Sweets**
- Other (please specify below) \_\_\_\_\_**

**Food Truck: \$650.00 ~ Food: \$500.00 ~ Non Food: \$400**

(food & non-food will include a 10 x 10 space)

## **Payment Method**

**(Pay via Zelle; you can pay with your credit card or money order if you don't have a Zelle account) \***

**Must be paid by Zelle in full amount by Nov 19<sup>th</sup>, 2021 to reserve your space**

**NOTE: ORLANDO CULTURAL FEST has exclusive rights to sell water & alcohol products, any vendor that will be apart of the event, is prohibited and/or banned to sell these products.**

- Absolutely **No slushies, Alcohol, or drink with Alcohol** allowed to be sold or you will be asked to leave, and Fee will be forfeited.
- All vendor registration fees are non-refundable and non-transferable.
- Vendors are only allowed 4 passes per booth any additional passes **MUST** be purchased.
- Set-up time for all vendors is from **7:00 a.m. to 9:45 a.m.**. You may arrive as early as **6:45 a.m.** Vehicle access to the grounds **WILL END** promptly at **10:00 a.m.** If you arrive after **10:15 am**, you will not be permitted to drive your vehicle into the grounds, other arrangements must be made. **No vendor will be allowed to set up once gates are open. ReEntry IS NOT allowed!! (Please have a plan for store runs or consider delivery service that day)**

**INSURANCE & LICENSE: A copy of your current policy and Vendors license MUST accompany this registration. All food vendors are required to add Orlando Cultura Fest, as an additional insured and mail a certificate along with this registration. Failure to do so means your registration is not complete and you will NOT be allowed to set up until it is complete. All vehicles will need a parking decal for entry. Vehicles must be removed after you are set-up.**

**\*\*\*OCF is not responsible for parking\*\*\***

## **Required and Not Included in the registration fee:**

- Tent, tables, chairs (**vendor provides full set up**. Flame retardant certification required for the tent)
- Electricity (vendor can use their own generator)
- Clean Up Fee \$65

Orlando Cultural Festival is focused on promoting local establishments. Keeping that in mind, only restaurants and catering companies that have a business license will be allowed to submit entries. Due to limited space selections will be on a first come, first paid basis.

## **All selected food vendors, must adhere to the following:**

- Per health code regulation, restaurant personnel should adhere to all rules and regulations specified in the contract.

## **Vendor Spaces:**

Each vendor is provided with a 10' x 10' space which can accommodate a 10x10 tent. If you go outside the 10x10 space, you will have to pay for additional space! Vendor needs to provide their own set up, including tent, tables and chairs for displaying the merchandize. Vendors understand that are responsible for all needed display props, including table/chairs/hanging materials/signs/etc.

## **Vendor Fees:**

Vendor fee is Non-Refundable and Non-Transferable. In case the event must be cancelled for reasons out of organizer's control (i.e. weather, government imposed regulations, viruses and pandemics, etc.), event will be rescheduled and the new date will be announced to all registered vendors in the event. Refunds will **NOT** be accepted due to already inquired expenses on organizer's behalf as advertising and promotion, permits and licenses, venue rental fees, etc. In special cases as the COVID-19 pandemic, we will be working with vendors to offer credit options towards another festival in the coming year, hence 2022; a tentative will be released by mid 2022.

## **General Information:**

- Anticipated attendance: 5,000 – 10,000
- All required certificates (copies) must be submitted with the completed application.
- Vendor fees are Non-Refundable. This is a Rain or Shine event .
- ALL PROCEEDS from vendor sales will belong to the vendor.
- No commissions will be assessed. Vendors are responsible for collecting sales tax and for reporting earnings to IRS and Tax Office.

### **I have read and understand the COVID-19 SAFETY ACKNOWLEDGEMENT -- LIABILITY WAIVER AND RELEASE OF CLAIMS listed in the footer of the website \***

I agree

By checking the box and registering, I acknowledge that I have read and I agree to abide by the COVID-19 SAFETY ACKNOWLEDGEMENT -- LIABILITY WAIVER AND RELEASE OF CLAIMS for listed below. I also understand that the day of the event I will be required to complete a Vendor COVID-19 Self Screening Questionnaire. Failure to complete it will result in not being allowed to participate in the event with no possibility of receiving a refund for the registration fee.

### **I have read and understand the Vendor Contract, Policies, Rules and Regulations \***

I agree

By checking the box and registering for the Orlando Cultural Fest, I acknowledge that I have read and I agree to abide by the Vendor Contract and Vendor Rules and Regulations for listed below. Without limiting the foregoing, I also understand that all transactions executed by me through registering for the event (by checking the submit box) or thereafter which I execute as an exhibitor are final and that there are no refunds and I am aware that all events are rain or shine.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_