

7th Annual Haitian Heritage & Wellness Festival -2023

May 28, 2023

CELEBRATING THE **YEAR** OF THE SUN



VENDOR REGISTRATION FORM

WHERE: Leimert Park 3333 West 43rd Place Los Angeles, CA, 90008

WHEN: DATE: Sunday **May 28,- 2023**

TIME: 11:00 PM- 7:00PM: General **Admission** – **ADMISSION FREE** | **VIP YES**

WHAT: 7th Annual Haitian Heritage & Wellness Festival 2023 with **Food Vendors, Arts & Crafts, Dining Area, Live Entertainment** and **Cadillac Car Club Display**. Attendee by years: **2017** was **2,100 People** - **2018** was **3,300 People**. In **2019** – **900 People** in the Rain / **2020 Virtual** was **1,800 People**. **2021 Virtual 1100 People** – **2022 Canceled**

MARKETING: This year, vendor will receive marketing through social media 30 days up to the day of the events, listed on our website and will also be added to an e-mail blast with over 80,000 contacts from pass event. In addition, participants will be included on the marketing campaign of the festival. **ALL Vendors to utilize their SOCIAL MEDIA for Cross Promotion with Haitian Heritage Festival PRODUCERS**

All Vendors to post festival on their social media to help promote the Festival for 2023! With proof of posting for 3 weeks in a row \$50.00 will be deducted of vendors fee.

APPLICATION:

Name of Organization/Business: _____

Mailing Address: _____

City/State/Zip: _____

Name(s) of Contact Person(s):

1. _____ Phone: _____ E-mail: _____

2. _____ Phone: _____ E-mail: _____

Describe specific products/menu that you propose to sell or exhibit at the festival:

There are several parcels at the **FESTIVAL**. Spots will be reserved based on **First Come - First Serve!**

375 Redondo Avenue Unit 414 Long Beach, California 90814 / Telephone: 800-714-9697 / eFax: 888- 383-9338 / Cell: 562-556-6284

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I AM APPLYING TO PARTICIPATE AS A:

FOOD TRUCK VENDOR \$500 FLAT FEE- per day ___ **One Day**
Without Equipment Truck Space Rental reserved spot Only **(With no equipment's)**

ART/CRAFTS/EXHIBIT VENDOR \$350 for ___ **One Day**
With ___ or Without Equipment Rental 10' x 10' reserved spot Only _____

WELLNESS PAVILION / EXHIBIT VENDOR \$750.00 One Day ___
With or Without Equipment Rental 10' x 10' reserved spot Only _____

DO YOU NEED ELECTRICITY: YES / NO FOR: _____ VOLTAGE: _____

EQUIPMENT RENTAL: Please enter information below if you need HHWF to provide tents, tables or chairs at your site. You may also use your own equipment within the allocated space.

ITEM	FEE	YES	NO	TOTAL
10' x 10' Canopy Tent	\$250 Per Tent			
8' Rectangle Table	\$15 Per Table			
2 Chairs	\$10 Per Chair			

Total Equipment Rental

VENDOR REGISTRATION FORM ALL VENDOR APPLICATIONS MUST BE SUBMITTED BY May 20 - 2023.

LOCATION:
There are several parcels at the **FESTIVAL**. Spots will be reserved based on **first come, first serve.**

VENDOR REGISTRATION FORM CONTACT INFORMATION:

Windsor Valcinus: Caribbean American & Heritage Foundation Inc info4festival@gmail.com – 562-556-6284
Dr. Cadrin Gill – Wellness Pavilion Coordinator:
Hotel Reservation: gmayer@hiltonlaculvercity.com -- TELEPHONE: 310-348-4569

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Our team is actively promoting this event daily and updating our information about the new vendors of the Haitian Heritage & Wellness Festival **2023**. We will promote all vendors on our website, if vendor's purchase is completed by **April 30th only**. Facebook, Twitter and Instagram. In addition, we send our ads to social media guru to promote to thousands of followers.

Please e-mail info4festival@gmail.com the information below:

- Logo in **300** dpi or higher
- 2 hi-resolution photos
- 3-5 sentences about what you are bringing to the festival and why
- Specials you will offer to **FESTIVAL** participants (optional)

ACCOMMODATIONS:

Book a hotel room at the Hilton Hotel for **\$169.00 + tax**. **The three letter block code is "6oB"**, please enter in your own specific arrival and departure dates between **MAY 10TH TO MAY-26 2023**. For telephone reservations contact **866-8195320**. Address: 6161 W. Centinela Culver City, CA 90230!

Please have all applications in as soon as possible. Applications may not be accepted after **May 20th 2023**. You may submit applications without fees pending approval. You will be notified of approval or no approval. Final Payment for vendor application will be due, **May 20, 2023 BEFORE 11:PM**. All applications must be approved by the Haitian Heritage Festival STAFF & Promoters. Be sure to include all products that you intend to market, offer or sell on this form.

The festival reserves the right to deny further participation to vendors who sell or market products that have not been disclosed on this form.

Return completed application to:

Caribbean American & Heritage Foundation Inc 375 Redondo Avenue Unit 414 Long Beach California 90814 or you can E-mail completed application to: info4festival@gmail.com to be process the same day.

For PayPal Payment: Please go to www.paypal.com and enter email eventwizz@yahoo.com

I would like to reserve my spot TODAY (Arts / Crafts/Food Truck / spots available) First Choice _____

LOCATION:

There are several parcels at the **FESTIVAL**. Spots will be reserved based on **FIRST COME / FIRST SERVE**

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FESTIVAL VENDOR RULES AND REGULATIONS :

Initialing the following indicates your acceptance of the festival rules. Understand that the cleanup deposit will be forfeited if any of the agreed upon rules are broken and/or not met to the satisfaction of the Haitian Festival producers.

To provide an accurate tip-to-toe length of the unit or space required for vendor application. To provide a **LARGE TRASH BARREL** at booth location and **EMPTY IT** as needed during the festival in order to keep the area clean **AT ALL TIMES**.

To operate only during the following hours: **SUNDAY MAY 28 - 2023** beginning at **11:00AM to 7:00PM**. Please note the closing times will be strictly monitored by the show producer's staff. To be out of the event center in a timely manner after the festival concludes, vendors will have up to 2 hours to thoroughly clean their area to the satisfaction of the festival producer and vacate their assigned location.

To setup and breakdown only at the time designated by festival producers

To sell only approved items from the proposed menu list on my application as agreed to by myself and festival producer. I will be asked to remove unauthorized items and/or to close if any additional items are being served. To pay for any additional expenses that requires repairs, such as an electrician, to repair damages to festival power poles.

To accept the location assigned by the event producer and to stay within the allotted area, make sure there are no leaks into other service areas. (Vendors cannot request locations). To not use any generators that not compliance with city ordinance for outdoor events.

Vendors are not permitted to use any public address systems or musical amplifiers. To cooperate at all times with the "Haitian Heritage Festival" Security and staff members. To pay a cleanup deposit of **\$25.00** to ensure compliance with the rules of the festival! If all rules associated with this contract are honored as determined by the festival producer, **the deposit will be refunded by mail following the festival. Vendor applications are due by May 20th, 2023.**

The following items must be submitted for consideration with completed application: Check or money order for Booth Space, proposed items, initial on rules and signed copy of the vendor rules. All vendors must provide a copy of the active insurance certificate (with Caribbean American & Heritage Foundation Inc, Inc., and the City of Los Angeles, named as additional insured. No refunds will be granted after application is presented.

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BOOTH BANNERS and PROMOTIONAL MATERIALS: Banners, Flyers and Promotional Materials are more than welcomed. It's encouraged in your booth space. The Haitian Heritage Festival should serve as a place for you to sell market and promote your product during and after the event. Therefore, we ask that you take advantage of our services.

Should you need our resources or assistance at an affordable price, please inform us no later than one month prior to the event date. We will be happy to provide you with the following: Banners __ Promotional Card/Flyers __ Promotion Products __ One Sheets __ Raffle Tickets __ Brochures __ Post Cards __ Promotional Give-Away __ Book Markers __ Displays __

I understand and agree with the rules and regulations that are set forth in this application and agree to abide by and fully comply with said rules. I further understand and agree that the producer of the "Haitian Heritage Festival" or the venue are not responsible in any way for damage, loss or theft of me, my firm or of my customers and agree to indemnify and hold harmless the producer of the "Haitian Heritage Festival" and the venue against such loss, damage or theft. **I understand that if I cancel after May 20, 2023 my entire paid amount will be forfeited and I cannot use any amount toward future festivals.** You can always call and speak to festival promoters

I further understand that in the event of cancellation due to war, acts of God or acts of nature No refund shall be made and it is agreed that all contracts are null and void. There shall be no responsibility or liability on the part of the "Haitian Heritage Festival" producer for any losses sustained by any person caused by such event. The producers in no way guarantee any return or benefits to vendors.

It is also agreed and understood that the "Haitian Heritage & Wellness Fest **2023**" producer assume no liability for any injury to person or property or any other damages or losses occurring in the festival premises during the festival. I agree to forever indemnify and hold harmless the "Haitian Heritage & Wellness Festival"

producer or venue from and against any and all claims for loss, death or damage of person or property and any other loss whatsoever arising out of any act, omission or negligence in the operation or conduct of myself /business, including violation of any law, and all attorney's fees and costs incurred by those parties. All the foregoing is agreed to in consideration of and as a condition precedent to the "Haitian Heritage & Wellness Festival" producer providing to me/my business the applied for vendor space. The indemnification provision shall survive after the **2023** "Haitian Heritage & Wellness Festival".

VENDOR RULES & REGULATIONS CANCELLATIONS: All Vendor Booth reservations and fees are final. You will not receive a full refund do to cancellation. If you cannot attend the Festival, you must contact the producer office; Caribbean American & Heritage Foundation, Inc. (CAAHFI) at **(562) 556-6284** no later than three days prior to the event date. You will still owe for half of the booth rental and half of the deposit. You may expect a partial refund mailed to you no later than **(25)** days after the event date. If you do not contact the producer office you will be considered a "No Call, No Show" vendor, and must pay a **\$20.00** fine.

WEATHER: The "Haitian Heritage & Wellness Festival" is an all-weather event. Vendors; must be prepared for all weather conditions. The festival producers are not responsible for any weather-related damages. There are no refunds due to inclement weather or if the Festival producer closes for any reason.

BOOTH DISPLAY: 1. All display materials; must be kept within the confinement of the marking of your booth space.
2. Walking around the festival site to advertise, pass out samples, or distribute flyers is not permitted.
3. The producer reserves the right to regulate various aspects of each display, but prefers not to.

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BOOTH-ETIQUETTE:

1. Booths must always be staffed by an adult, except for restroom or short lunch breaks.
2. Vendors are encouraged to help neighboring vendors if needed during bathroom breaks.
3. Smoking is not permitted in booth spaces during Festival hours.
4. "Hawking" or aggressively offering goods for sale by calling out is not permitted at the Festival.
5. Vendors should not approach a customer viewing another vendor's display.
6. Vendors should not approach a customer viewing another booth.

ELECTRICITY:

1. Electrical service will be available at booth if requested prior to the event if needed (**110 volt/ac outlets**).
2. Vendors may not use more than (3) outlets.
3. Festival staff has the right to limit/deny electrical usage for the day if there is too much electrical pull on these (3) outlets.
4. High amperage equipment, such as space heaters, is not permitted at festival.
5. Vendors are not permitted to bring generators to festival.

SETUP AND BREAKDOWN:

1. Setup hours are from **6:00 AM. To 10:00 AM. Saturday, May 28, 2023.**
2. Breakdown will begin immediately following the Festival at **7:05 p.m.**
3. Please make sure your booth **SPACE** is clean before leaving to receive your **\$25.00** deposit.
4. Please be courteous and patient with neighboring vendors during set-up and break-down time.
5. Vendor's vehicles are not allowed inside the **PAVILLION** area. However, they are allowed in the front for loading and unloading only. Please do not keep your vehicle in the Pavilion area longer than necessary.

PARKING:

1. Festival vendors will have a private parking area, which event staff will guide you to your proper area.
2. Decals will be distributed; on the morning of Festival at vendor check-in. Please display the decal prominently; in your front window of your vehicle.

ON-SITE MANAGEMENT & RULES ENFORCEMENT:

1. The Haitian Heritage Festival Management will be on site to answer any questions.
2. All questions concerning the rules and regulations of Festival should be directed; to the event staff.
3. Festival Staff has the authority to remove any vendor or visitor. Only management and security does.
4. If a vendor or visitor disagrees with the event staff, the vendor may file a grievance report with the producer Caribbean American & Heritage Foundation, Inc.

RAMIFICATIONS: THE (3) STRIKE POLICY:

1. The First Warning is a verbal notification of which rule(s) are being broken.
2. The Second Warning is verbal notification as the final warning before, being removed from the festival.
3. The Final written notification presented to you removing vendor from festival and asking them to vacate the pavilion grounds even though your product may have been approved and booth rental fees paid. Once this occurs there will be no refunds for any reason.

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ETHICS AND CONDUCT:

- 1. Vendors shall be aware and comply with all current Festival rules, regulations, and guidelines. Producers of the Haitian Heritage Festival reserve the right to modify the policies, rules and regulations at its discretion. Festival producer will make every attempt to be reasonable. Please be aware that violators may be banned from Festival and any future events.
2. Vendors shall conduct themselves in a professional and business-like manner while participating in the 'Haitian Heritage & Wellness Festival'.
3. Vendors agree to sell only their product during the entire duration of the day unless the event closes early due to unforeseen circumstances.
4. Vendors are allowed to sell only those items pre- approved by the Product Review Committee of the 'Haitian Heritage Festival'
5. Vendors must comply with all federal, state, and local regulations, special statutes and ordinances regarding public health, safety, and welfare, including but not limited to product labeling laws and required licenses.
6. Vendors are responsible for collecting and reporting California State and County Sales Tax on all products sold. Vendors must have a Business Tax Receipt (formerly known as an occupational or peddler's license). For more information about Business Tax Receipts, please contact event producer.
7. Vendors should refrain from using profanity and any other form of behavior that is verbally or physically abusive and disruptive to the 'Haitian Heritage Festival' activities.
8. Vendors whose product (i.e. scents and sounds) that may have an impact beyond the confines of their booth must be sensitive to the impact of their products on other vendors and the public.
9. Vendors may not use illegal or mood-altering drugs during the event or be intoxicated while selling at the 'Haitian Heritage & Wellness Festival 2023'.
10. Vendors must cooperate with any reasonable requests made by the Event Staff and Manager to remedy any problem that might arise during festival hours.
11. Failure to uphold any of these Guidelines may result in an immediate dismissal of vendors, even though their work may have been approved and booth rental fees paid. Please return this form with your application and payment.

Vendor Booth Rules and Regulations Signature Page the 'Haitian Heritage Festival' producer reserves the right to remove any vendor who does not adhere to rules and regulations established by the company presenting the Haitian Heritage & Wellness Festival.

NO REFUNDS will be given if you are removed for rule violations!

I, _____, have read and understand the requirements to operate a Commercial Vendor Booth(s) inside the 'Haitian Heritage & Wellness Festival'

Signature: _____ Date: _____

FOR OFFICE USE ONLY: FOOD TRUCK | BEER | ARTS/CRAFTS | EXHIBIT Application Received:
Coordinator's Action: _____ Approved _____ Not Approved Reason:
Name: _____ Booth #: _____ Parcel:
Electricity: Y / N Equipment: _____ Tent _____ Table _____ Chair Invoice Total: \$ _____
PAID: _____ DATE: _____ UNPAID: _____