

# EXPO LATINO 2017

## August 18, 19 & 20

### Community Booth

*Community Booths are for community services provided by government and/or non-profit organizations. Only free written/visual material and services that are provided by the organization are allowed to be distributed.*

**\*\*YOU ARE RESPONSIBLE FOR READING AND UNDERSTANDING ALL OF THE TERMS AND CONDITIONS IN THIS APPLICATION\*\***

#### TERMS AND CONDITIONS:

Organizations, businesses and individuals interested in participating in Expo Latino Business Booth for Aug. 18<sup>th</sup>, 19<sup>th</sup> & 20<sup>th</sup>, 2017; must fill out this application. Please read the following carefully, complete application and return with full payment to reserve your space. Booth applications will be accepted until July 3<sup>rd</sup>, space permitting.

#### **Responsibilities**

##### **Vendor**

- Booths must be open by 6 pm on Friday and 11am on Saturday and Sunday.
- Booths must be open all 3 days of the Festival.
- All organizations are obliged to read and follow the attached Vendor guidelines from the City Parks and Recreation Department.
- Each individual booth is restricted from distributing flyers or posting banners from any outside sponsors/business. Promotions/advertising must retain only to your services and not to be distributed outside your booth area.
- One approved First Aid kit is required to be prominently displayed in each booth
- Fire extinguisher required for all booths.
- The space provided will be for an area of 15'x15' for a tent 10x10. The organization is responsible for garbage disposal within and around your booth. You have the option of purchasing an additional spot. If you require more space arrangements to purchase an additional spot must be made at the time of application.

- No spikes or poles driven into the ground without prior approval from the Hispanic Arts Society.
- You are required to bring your own chairs, tables and tent with your own anchors to secure it to the ground through the use of weighted objects such as sandbags. Spikes or other objects to go into the ground to secure your tent are NOT allowed. You are not permitted to tie or hang anything from the trees.
- No electricity or water is provided.
- Vehicles must be off site by 3pm Friday and 9am on Saturday and Sunday. The Hispanic Arts Society does NOT provide parking.
- Community Booths / Tents must be properly identified for the view of the public with the name of the booth.
- You must provide a floor covering within your booth. Rugs, carpet, rubber, cardboard or plywood will suffice.
- The areas within and around your booth must be kept clean and garbage is disposed of in the large dumpster bin provided by the Hispanic Arts Society.
- Organizations are required to keep their area clean and tidy with extra stock and personal items stored under the tables, behind the skirt out of public viewing.
- Organizations will be financially responsible for any clean-up cost, damages and/or loss of equipment, City property, tents, improper garbage/water/grease disposal. Any fines to the Hispanic Society due to the vendor's negligence will be the vendor's financial responsibility.
- All vehicles must have a vehicle pass to enter the Prince Island Ground and has to be approved by the Hispanic Arts Society.
- No one can enter the island without being escorted and without a valid pass.
- Take only the space assigned, failure to do so will automatically release your booth location back to the producer and no refund will be given.
- When filling out the form please state the equipment and tent will be using. You cannot change that by adding on another tent to the booth.
- The last day of the festival each organization must wait to have their booth checked by a Hispanic Arts Society staff member, before they can bring their vehicle on the island and pack their equipment.
- Organizations failing to comply with any of the above terms and conditions will be subject to immediate and complete shutdown of their booth with no refund.
- Vendors are not permitted to sell or offer water, beverages or food to the public.

## Hispanic Arts Society

- The Hispanic Arts Society will provide up to 12 daily passes or 4 weekend passes for your booth. The Community Organization is financially responsible for any additional passes.
- The Hispanic Arts Society has the right to refuse or terminate any application for any reason they deem appropriate.
- Although the Hispanic Arts Society will try to accommodate locations requests there are no guarantees that this will be achieved.
- Even though we are providing overnight security, The Hispanic Arts Society is not responsible for any damages, theft or losses to your materials or your personal belongings during the festival. As well, the Special Event Liability Insurance does not cover the organizations property or acts of negligence on behalf of the community organization.
- Community Organizations are received on a first come first served bases until we have maximized capacity. Early payment received in full ensures your booth will have a space.

## NOTES:

- Calgary Parks and Recreation have the authority to cancel the event due to bad weather or acts of God. If that is the case you will be notified as soon as possible should the event be cancelled before August 1<sup>st</sup> otherwise the Event runs RAIN OR SHINE.
- According to the Alberta Building Code all tent and canopy materials must be made of flame resistant material that conforms to CAN/ULC-S109. The CAN/ULC-S109 rating will be listed directly on the tent/canopy. This rule applies to all tents and canopies regardless of the activity being performed in the tent i.e. food vendor, merchandise, performance tent.
- There will be set time the organization will be able to come and set up their booth. (Hispanic Arts Society will give you further notice on the times and dates). Once a business is scheduled to set up they must make it a priority to show up at that time, because other vendors need to set up as well. You are given a limited amount of time to set up so please use your time wisely

## BOOTH COSTS

- Payments are FINAL and NON-REFUNDABLE
- Full payment (by ways listed below), must be received by no later than July 3, 2017  
**There are NO extensions.**
- **To ensure your spot is secured, early payment is recommended.**

\*\*\* Personal or Company cheques will **NOT** be accepted after **July 3rd** and a \$25.00 surcharge will be charged for NSF. \*\*\*

## EXPO LATINO 2016 TIMES AND DATES:

Friday, Aug. 18 – 6pm to 11:30 pm \*

Saturday, Aug. 19 – 1pm to 11:30pm \*

Sunday, Aug. 20 – 1pm to 10:30pm \*

*\*Times subject to change*