

SEMANA AHISPANA

UNIENDO GENERACIONES



Vendor application

Please return this application along with the signed vendor contract

Name of Business _____

Address _____

Name of contact person _____ Title _____

Telephone _____ Fax _____ Email _____

Due Date: 5/15/2011

Space for rent	Deposit	Price	Total
Van	\$100.00	\$700.00	\$800.00
Kiosk	\$100.00	\$700.00	\$800.00
Table (Non-profit)	\$100.00	\$250.00	\$350.00
Table	\$100.00	\$400.00	\$500.00
Food Permit	\$0.00	\$25.00	\$25.00 ****

**** Food Vendors: Please make payment by "Money Order" \$25.00 to the CITY OF LAWRENCE.

Is your organization a non profit? Si _____ No _____

Will your organization be selling or distributing objects? Si _____ No _____

Description of the articles to distribute or sell

Total amount sent \$ _____

 Vendors' signature

 Date

PARA USO OFICIAL SOLAMENTE

Fecha del pago inicial recibido _____ Suma \$ _____ #de cheque _____ Inicial _____

Fecha del pago final recibido _____ Suma \$ _____ #de cheque _____ Inicial _____

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Vendor's contract

Please return this contract along with the vendor's application signed along with payment

Name of Business _____

Address _____

Name of contact person _____ Title _____

Telephone _____ Fax _____ Email _____

TYPE	SIZE	COST
Van	15 x 15	\$700.00
Kiosk	10 x 10	\$700.00
Table (selling food is prohibited)	8 Feet long	\$450.00
Table non-profit (selling of food prohibited)	8 Feet long	\$250.00

A \$100.00 deposit is collected and will be returned by mail alter our financial report has been closed. All payments must be made by certified checks or Money order. **NO BUSINESS/ PERSONAL CHECKS**

STIPULATIONS

Vendors must provide their own Kiosks or tables. In special circumstances Semana Hispana can lend the vender a kiosk which the vendor must return with in 24 hours after the end of the festival in the same condition & dimensions as the one that was initially borrowed. The kiosk must be returned to the same location where it was initially picked up from. **IF THE KIOSK IS NOT RETURNED IN THE SAME MANOR AS STATED ABOVE YOUR DEPOSIT WILL BE USED TO REPLACE THE LOST KIOSK.**

The vendor must cooperate with 3 meal tickets daily for SH members and volunteers.

The vendor needs submit 50% of the total amount of payment along with the application and contract in order to secure his/her space. Applications must have been received by May 15, 2011 5/15/2011.

Vendors must make sure to have all of the necessary documents, freezers, heating systems ect. To ensure that they will have no problems with the department of sanitation. Remember that Semana Hispana will not reimburse money paid for space in the park

There will be no return of Money for inclement weather!!!!!!

Any return of funds is at full discretion on Semana Hispana en Lawrence Inc.

Initials _____

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- **Semana Hispana will assign one parking space to each kiosk. The parking permits for your vehicle need to be visible at all times. Any vehicle without a Semana Hispana permit will be towed at vehicle owners' expense.**
- **No vehicle with out a permit will be allowed entry in to the Campagnone Park.**
- **Each night the park must be left clean other wise you will loose your deposit.**
- **Each space is give to the vendor clean, and with an electrical out let. (Space does not include kiosk or table**
- **All kiosks must be in place at 2:00pm on Friday June 17, 2011 in order to acomodate everyone and to be able to make changes that may be necessary.**
- **Video games, machines, talent presentations, dramas ect. ARE NOT ALLOWED All presentations must be on stage, approved and contracted by Semana Hispana.**
- **Alcoholic beverages are not allowed. Semana Hispana reserves the right to close down and expel from the park any vendor that is selling alcoholic beverages**
- **Vendors are not allowed to sell any items that are not listed on the vendors application:**
- **Vendors can not sell anything that is not listed on your application this includes: fire arms fake or real, knives, spades etc. Materials for adults, Pornographic materials, racist or offensive materials.**
- **It is not permitted to play any kind of lottery, raffles, or bets of any kind. (unless authorized by Semana Hispana en Lawrence Inc)**
- **All vendors who will be handling food need to have a Serv Safe certicate from the state of Massachusetts. (this form can be found in your package)**

Initials_____

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Important Information

There will be a mandatory meeting on Friday June 17, 2011 at 5:00 p.m. in the park. All kiosk vendors must attend this meeting.

By signing this document I _____ certify that I have read this document entirely and I agree with all the stipulations and rules listed. I am aware that if I do not comply with such stipulations I can face fines and penalties including but not limited to losing the \$100.00 deposit and being expelled from the park.

Payments must be made to: **Semana Hispana en Lawrence Inc.**
P.O. Box 347
Lawrence, Ma 01842

Vendors signature

Maria López
Committee leader 2011

Rosa Aquino
President SH 2011