

LUMINARIA 2012
Arts Night in San Antonio
(Food Management and Logistics provided by theFund, San Antonio's United Arts Fund)

VENDOR APPLICATION / AGREEMENT

On behalf of _____, (name of sponsoring Company/Organization),
I _____, (name of Company/Organization representative) commit
to sponsoring a food booth featuring the following item(s) at the Luminaria, Arts Night in San Antonio
celebration on Saturday, March 10, 2012, from 5:00 PM until 12:00 Midnight at HemisFair Park, San Antonio,
TX 78205).

Description of Food Item(s)	Price of Item (\$1.00 increments)
_____	_____
_____	_____
_____	_____

AS\$175.00 non-refundable deposit for each booth is required with this agreement. As part of the deposit, theFund will obtain all required City of San Antonio Metro Health and City of San Antonio Fire Department permits and provide a covered 8' X 8' booth, signage showing your menu items, light for the booth, access to water, and a location to connect your power. If you wish to have several contiguous booths, the fee for booths after the first one will be \$150.00 each. If you wish to have non-contiguous booths in multiple locations, the fee will be \$175.00 per booth.

We, the undersigned, understand that my organization is responsible for complying with all of the guidelines in the following pages of **Responsibilities and Guidelines, Luminaria 2012**, that are a part of this application/agreement and that our participation is not confirmed until notified by theFund. Our non-refundable deposit must be included with this agreement.

We also agree to contribute 25% of all gross sales generated during Luminaria 2012 to theFund, a 501(c)(3) organization. As these proceeds can be reported as a charitable contribution, at the undersigned's discretion a higher percentage may be donated.

Signature: _____ Date: _____

Organization Activity Point of Contact: _____ Cell Phone: _____

Address: _____ Fax: _____

E-mail: _____

PLEASE PRINT LEGIBLY AND FILL IN ALL CONTACT INFORMATION
(For early registration, complete only those food items you know)

Responsibilities and Guidelines Luminaria 2012

In submitting a vendor application/agreement, you are accepting responsibility for complying with the following vendor responsibilities and guidelines.

LIABILITY INSURANCE: Vendors are required to maintain appropriate liability insurance and name Luminaria as well as the Bexar County Arts and Cultural Fund (theFund) as additional insured parties.

Prior to March 1, 2012 please have a copy of the insurance certificate with these additional insured names sent to Casey Bohman, SYSCO San Antonio (office 210. 444.3490 ext 4352 or cell 210.867.5347) at:

If mailed: Casey Bohman, SYSCO San Antonio, P.O. Box 18364, San Antonio, TX 78218-0364
If emailed: bohman.casey@satx.sysco.com
If faxed: (210) 661-3217, Attn: Casey Bohman

BOOTHS: We provide a 8' x 8' booth, two 6' tables, and enough space outside the booth for cooking/preparation, light, signage, access to water, and a location to connect your power. Vendors with food trucks must provide dimensions of their vehicle prior to the event to ensure sufficient space is available. Vendors are expected to provide and prepare all items for sale and provide all necessary equipment and manpower needed. Vendors need to bring their own extension cords, extra chairs, tables specific to their food specialty, etc. Vendors serving prepackaged foods must show proof that such foods were prepared in a licensed commercial kitchen. Vendors are NOT authorized to use any loudspeakers, megaphones or other noise or sound enhancing equipment at Luminaria to entice/entertain customers or advertise their product/service.

Vendors must provide a list of food items for sale and price of item by March 1 for proper signage.
\$1 tickets will be sold separately at locations throughout the event and accepted by each food vendor.

Vendors are authorized to sell only those items previously agreed to and are not authorized to sell or give away any beverages or other items.

All booth preparations must be completed and ready **prior to 3:00 PM Saturday, March 10th**. This time must be enforced to ensure the safety and success of the event and to permit appropriate Metro Health and Fire Department inspections. Booths not prepared by 3:00 PM will be unable to participate in the event.

ELECTRICAL CONNECTIONS: All electric wiring, outlet boxes, and booth lighting will be installed by electricians provided by the Luminaria event team. Vendors may connect approved electric appliances/equipment to these outlet boxes only with UL or approved commercial outdoor wiring. Any appliances must be properly grounded and may not exceed a total of 30 amps. All appliances and connections must comply with all applicable San Antonio electrical codes. **All electrical wiring and connections will be inspected and tagged by the electricians prior to any vendor using their electrical appliances/equipment at the Luminaria event site.** Vendors will not be permitted to use any electrical equipment that has not been inspected and approved.

If you require anything other than a 110 circuit with 30 amps and standard electric outlet, you must inform us of the specific requirements in writing no later than March 1st. Vendors will be assessed a minimum charge plus materials for any work required to assist them in upgrading their electric capability to meet safety standards during Luminaria. We expect to be inspected by City Inspectors to ensure compliance with applicable codes.

- String wire is not allowed.
- Metal cord caps are not allowed.
- Additional lights in booths must be in safe and operational condition and provided by the vendor.
- Electrical connections may not be moved or modified by vendors after approval by the electricians.

VEHICLES: While setting up, please **do not park in front of ANY SPACE OR BOOTH other than your own assigned space/booth.** All vehicles must be out of the area by 3:00 PM. **VEHICLES REMAINING IN THE AREA AFTER THAT TIME ARE SUBJECT TO POLICE TICKETING AND TOWING.** Vendors (other than pre-approved Food Trucks) are not permitted to operate from their vehicles inside the event site. The event closes at 12:00 AM Midnight. Vehicles will not be permitted back onto the site until after all event participants (other than workers) have departed.

There will be extremely limited parking in the vicinity of the grounds. We will provide **one (1) parking space** for vendor vehicles in designated event parking lots. A vendor parking pass will be provided. **Please provide detailed description and measurements of any vehicle/trailer that will not fit in a standard parking space.** You and your team are encouraged to use VIA Park-and-Ride buses. A separate list of parking locations will be posted on our web site (www.luminariasasa.org) by March 1st. The event is free and open to the public so workers can come and go as necessary.

ON-SITE ADDITIONAL FOOD STORAGE: Additional freezer/cooler/dry storage will be provided by SYSCO San Antonio for each area on the day of the event on a first come basis. **All items must pass all City of San Antonio Metro Health criteria to be stored on the SYSCO trucks provided.** No hazardous materials or fuels may be stored on or near the trucks and any items not passing local health or sanitation standards will not be permitted

SANITATION: You must meet all appropriate City of San Antonio Metro Health sanitary requirements for your food items (proper storage, handling, temperature control, etc). Please ensure you have Metro Health approved hand washing and utensil washing capability in your booth. Potable water will be available on site. **All vendors serving food items will be inspected by City Metro Health Food Inspectors. See City codes for requirements.**

FIRE: All vendors must meet the appropriate City of San Antonio Fire Department requirements for fire safety including on site availability of appropriate fire extinguishers. **If you will be using any heat to cook/heat food, you must have the correct fire extinguisher(s) for that specific heat source(s) being used in your booth. Vendors will be inspected by the City of San Antonio Fire Department Inspectors. See city codes for requirements.**

MONEY TICKETS: Only \$1.00 tickets sold by theFund at Luminaria may be used to purchase items/services at Luminaria. Vendors will be provided a container with their booth name on it prior to the event opening. This container should be used to collect the \$1.00 tickets for turn-in at the end of the night to the Luminaria Control Center across from the Instituto. Only the \$1.00 tickets sold at this event will be reimbursed. **You are responsible for turning in your container to the Money Room at the end of the event.** If it is not turned in, there is no way to determine your share of income collected by your booth. **Any vendor found accepting cash rather than approved money tickets will be closed down immediately.**

In submitting the application/agreement you are: (1) agreeing that all \$1.00 tickets will be delivered by the vendor to the Luminaria Control Center for counting by theFund; (2) that 25 percent of all gross proceeds from your booth will be donated to theFund, a 501(c)(3) organization; (3) that only authorized 2012 edition \$1.00 tickets will be accepted as payment; and (4) that NO CASH or other payment will be accepted at your booth. Any other tickets taken in will not be counted towards total receipts.

CLEAN UP: Vendors must ensure that they clean up their area completely (including any spilled cooking greases/residue) and either take unwanted items with them or dispose of it in the garbage dumpsters or other collection containers on site.

APPLICATION/AGREEMENT SUBMISSION:

- Please make checks payable to theFund.
- A completed application/agreement may be sent to Casey Bohman, SYSCO San Antonio (office 210. 444.3490 ext 4352 or cell 210.867.5347) at:
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