



PUERTO RICAN FESTIVAL TENT AND FOOD VENDOR APPLICATION

Tent or Kiosk Row # _____

(For office use only)

Vendor Name: First _____

Last Name _____

Vendor's Company Name, _____

Address: _____

City _____ State _____ Zip Code _____

**** Cell Phone _____ Home Phone: _____

**** Email _____ (we need an email even if friends)

Please circle your vendor type. You may use this application to indicate more than one vendor type.

| VENDOR TYPE | FULL FEE – <u>For all 3 days</u> | DEPOSIT TO HOLD YOUR SPACE |
|---|--|----------------------------|
| FOOD KIOSK VENDOR: without food for board + to include 5 dinners per day for PRF Board *You must have fire-rate tent if not supplied by PRF | \$2,500.00- + tent + permit \$ 2,100 - no PRF tent -no prf permit | \$500.00 |
| KNICK KNACK PRF SUPPLIED TENT VENDOR: | \$1,500.00- PRIME SPACE | \$200.00 |
| KNICK KNACK WITH WITHOUT PRF SUPPLIED TENT VENDOR: (SPACE ONLY) | \$1,000.00- PRIME SPACE | \$200.00 |
| PINA COLADA VENDOR: | \$2,000.00 | \$500.00 |
| ICE CREAM TRUCKS VENDOR: | \$1,000.00 2 -ONLY | \$200.00 |
| LOCAL COMMUNITY TABLE ONLY SPOT EXHIBITOR W/OUT TENT | \$800.00 | \$200.00 |
| Cart/ carriage vendor -Each cart | \$500.00 -5 SPACE ONLY | \$200.00 |

The Festival has a limited number of Tents, Food Kiosks, Table Spots, Ice Cream Trucks, and Walking Vendor opportunities. Vendor Applications shall be accepted no later than **May 25** on a first come first serve basis. Deposits will be deducted off full Fee.

All balances must be paid by **June 15th**– Make payments to Puerto Rican Festival of Ma . P.O. BOx 156, Roslindale Ma. 02131 or online at -[paypal.me/PrfestivalofMa](https://www.paypal.me/PrfestivalofMa)

Vendor Applications must be completed with signature of Vendor and submitted together with the required deposit.



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An application shall receive preliminary approval no less than three days after it is submitted and the prospective vendor shall be informed of such preliminary approval as soon as possible. * The prospective vendor shall then have 5 business days to deliver the Deposit and all required balance **must** be paid by May 25th. Two signed originals of this application & vendor agreement shall be mailed with the deposit.

Once a Vendor submits the balance of the required fee and a signed original o Vendor Agreement, the Vendor a copy of agreement signed by the Park Coordinator on behalf of Puerto Rican Festival of Massachusetts, Inc. and shall be assigned a location corresponding to the order in which their Vendor Agreement and applicable fee was submitted.

*Both tent/ kiosk application and Vendor agreement must be received no later than May 25th with full payment. Balances paid after May 25th will be subject to a \$50.00 late fee.

**You may cancel your Vendor Agreement and receive a 70% refund if the Festival's Park Coordinator receives such cancellation in writing no later than 6:00 P.M. on May 25th.

By signing this Application and/or related vendor agreements, the Applicant Vendor acknowledges and agrees to the following rules and regulations, which rules and regulations are incorporated into the Vendor Agreement:

*(1) Vendor has received copies of the rules and regulations of the following: (a) Festival Puertorriqueño of Massachusetts, Inc., (b) City of Boston, Department of Health, and City of Boston Fire Department. Vendor is aware that its operations and conduct must conform to applicable law, civil and otherwise, including but not limited to Massachusetts, federal law and local ordinances, as enforced by the Boston Police Department and other City authorities.

(2) Vendor understands the foregoing rules and regulations and agrees to conduct his/her/its vendor operations and all related actions in strict compliance with such rules and regulations.

(3) Vendor has been informed that the Festival Puertorriqueño of Massachusetts, Inc., or City of Boston reserves the right to terminate the Vendor Agreement upon the violation of any applicable rule or regulation, and that no refunds will be made to any Vendor whose Vendor Agreement is terminated due to a violation of any said rule or regulation.

*(4) Vendor will carry proper insurance and will include the city of Boston and Festival Puertorriqueño of Massachusetts, Inc. on its insurance binder.

Signature _____ Date _____

Please complete application and mail along with payment money order or bank check to: PUERTORICAN FESTIVAL OF MA. INC. P.O. Box 156, Roslindale Ma. 02131 or scan and email to :EALICEA@PRFESTIVALMA.COM

For more information Contact our main office number at: 781-706-5384 ** **Absolutely no cash will be accepted at any time only bank check or money orders will be accepted****

ATTACH VENDOR MENU AND PRICE LIST TO THIS APPLICATION AND TO THE VENDOR AGREEMENT .



FESTIVAL PUERTORRIQUENO DE MASSACHUSETTS, INC.
VENDOR RULES AND REGULATIONS

7. EVERY INDIVIDUAL WORKING IN A FOOD KIOSK MUST WEAR GLOVES **MASK** AND A HAT OR HAIR NET
8. NO ONE LESS THAN 15 YEARS OF AGE SHALL BE PERMITTED TO WORK IN FOOD KIOSK.
9. NO MORE THAN FIVE 20-POUND PROPANE TANKS PERMITTED PER FOOD KIOSK. ANY VENDOR DESIRING A LARGER TANK MUST MAKE SEPARATE PERMIT ARRANGEMENTS WITH THE FIRE DEPARTMENT AND OTHER AGENCIES, AS APPLICABLE, AND AT THE VENDOR'S OWN EXPENSE AND NO LATER THAN A **JUNE 5th**
10. THE FESTIVAL WILL SECURE FIRST PERMIT FROM THE FIRE AND HEALTH DEPARTMENTS.
11. **EACH FOOD KIOSK VENDOR MUST SUBMIT A MENU WITH PRICES FOR ALL ITEMS NO LATER THAN JUNE 10th THE MENU AND PRICES SUBMITTED SHALL REMAIN IN EFFECT DURING THE ENTIRE FESTIVAL. All same foods will be priced at the same price unless portions are different. No Price increases will be allowed once the Festival has started on Friday.**
12. **EACH FOOD KIOSK VENDOR MUST HAVE A COPY OF ITS MENU AND PRICES NEATLY TYPED ON LETTER SIZE PAPER TO FACILITATE THE FESTIVAL'S EFFORTS TO PREVENT ANY PRICE INCREASES WITHOUT THE FESTIVAL'S WRITTEN AUTHORIZATION.**
13. NO MORE THAN 5 PERSONS ALLOWED IN A FOOD KIOSK. AND PERSON COLLECTING MONEY WILL NOT HANDLE THE FOOD PER HEALTH CODE.
14. VENDORS SHOULD HAVE THEIR OWN (2) -3 PRONG CLIP ON LAMPS AND A 50 FOOT EXTENSION CORD TO ILLUMINATE THE INSIDE OF THEIR TENTS. FESTIVAL PROVIDES PLAZA LIGHTS AND 1 ELECTRICAL OUTLET FOR MIXERS ONLY.
15. FOOD KIOSKS MUST HAVE NO LESS THAN 3 BUCKETS OF CLEAN WATER: ONE FOR HAND CLEANING FOR WASHING UTENSILS AND ONE FOR RINSING UTENSILS. ALL FOOD KIOSKS MUST ALSO HAVE AN ADEQUATE SUPPLY OF HAND SANITIZER AND KIOSK WORKERS MUST USE THE SAME REGULARLY. ALL KIOSK WORKERS MUST WEAR HATS OR HAIR NETS WHILE WORKING IN THE KIOSK.
16. NO SMOKING INSIDE OR NEAR ANY KIOSK OR ON THE PLAZA.
17. KIOSK VENDORS SHALL HELP PROMOTE PRODUCTS SUCH AS SOFT DRINKS WATER AND PRODUCTS SUPPLIED BY MAJOR FESTIVAL SPONSORS UPON REQUEST if exclusivity is part of the festival agreement.
18. IF A KIOSK VENDOR DESIRES AN EXTRA TENT, SUCH TENT MUST BE FIREPROOF AND SET UP BEHIND THE FOOD KIOSK. AT VENDOR EXPENSE, SUCH TENT SHALL BE USED FOR THE PURPOSES OF SUPPORTING THE KIOSK OPERATIONS AND NOT FOR HANGING OUT.
19. . ALL FOOD KIOSK VENDORS MUST CLEAN UP AND DISPOSE OF ALL GARBAGE AFTER THE CLOSE OF EACH BUSINESS DAY SO AS TO AVOID THE ACCUMULATION OF GARBAGE OVERNIGHT OR LEAVING GARBAGE BEHIND AT THE CONCLUSION OF THE FESTIVAL. A FEE OF **\$ 300.00** WILL BE BILLED TO VENDOR FOR CLEAN UP IF AREA IS LEFT IN UNSANITARY CONDITIONS. PLEASE PLACE ALL GARBAGE IN PROVIDED DUMPSTERS.
20. YOU MUST HAVE YOUR OWN AT LEAST ONE FULL SIZE TRASH CAN FOR ALL FOOD KIOSKS. EACH FOOD KIOSK VENDOR SHALL BE RESPONSIBLE FOR REGULARLY EMPTYING TRASH CANS IN THE DESIGNATED DUMPSTERS. NO FOOD VENDOR SHALL ALLOW ITS KIOSK TRASH CANS TO OVERFLOW.
21. ALL VENDORS ARE REQUIRED TO BE AT FRANKLIN PARK ON TIME. SPECIFICALLY, ALL VENDORS MUST SET UP AT FRANKLIN PARK NO LATER THAN 11::00 AM. ON FRIDAY AND NO LATER THAN 11:00 A.M. ON SATURDAY AND SUNDAY DURING FESTIVAL HOURS.
22. PARKING PERMIT FOR ONE VEHICLE MAY BE GIVEN ON THE FIRST SUBMITTAL AND PAYMENT OF APPLICATION WITH NO GUARANTEES. VEHICLE MUST BE PARKED AT THE LOCATION DESIGNATED BY BOSTON POLICE AND/OR THE FESTIVAL PARKING ADMINISTRATOR FOR ANY QUESTIONS ASK THE PARK COORDINATOR. **VENDORS ARE RESPONSIBLE FOR THEIR OWN PERSONAL CAR PARKING EXPENSE.**
23. VENDORS SHALL BE PERMITTED TO LEAVE FRANKLIN PARK AT 3:00 P.M. ON SATURDAY AND SUNDAY FOR PURPOSES OF REPLENISHING SUPPLIES, BUT MUST RETURN NO LATER THAN 5:00PM.



FESTIVAL PUERTORRIQUENO DE MASSACHUSETTS, INC.

FOOD VENDOR RULES AND REGULATIONS -- Tent or Kiosk Row # _____

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1. **ALCOHOLIC BEVERAGES IS NOT TO BE CONSUMED OR SOLD ALLOWED AT ANY TIME OR PLACE IN THE PARK DURING THE FESTIVAL BY ANY VENDOR. VIOLATION THIS RULE SHALL HAVE ITS VENDOR AGREEMENT TERMINATED WITH NO RECOURSE OF FEES PAID. IN ADDITION TO TERMINATION OF THE VENDOR AGREEMENT, ANY VENDOR VIOLATING THIS RULE MAY ALSO BE BANNED FROM FUTURE FESTIVALS.** BY SIGNING THIS AGREEMENT, VENDORS ALSO UNDERSTAND THAT THEY ARE SUBJECT TO INSPECTIONS BY THE CITY HEALTH INSPECTORS, POLICE OFFICERS, AND REPRESENTATIVES OF THE FESTIVAL AT ANY GIVEN TIME. (VENDORS ARE EXPECTED TO COOPERATE FULLY WITH THE FESTIVAL'S EFFORTS TO PROVIDE A FRIENDLY FAMILY ENVIRONMENT TO ALL FESTIVAL PATRONS.)
2. TABLE SPOT VENDORS SHALL LIMIT THEIR OPERATIONS TO THEIR ASSIGNED TABLE SPOT LOCATION. NO TABLE SPOT VENDOR SHALL EXPAND ITS ASSIGNED LOCATION WITHOUT (1) AUTHORIZATION FROM THE FESTIVAL AND (2) THE PAYMENT OF APPLICABLE FEES.
3. FOOD VENDORS ARE **NOT ALLOWED** TO TRANSPORT ALREADY COOKED FOOD FROM HOME OR SELL FOOD FROM THE PRIOR DAY.
4. THE FESTIVAL IS NOT RESPONSIBLE FOR ANY FOOD POISONING OR INDUCED ILLNESS. BY SIGNING THE VENDOR APPLICATION AND AGREEMENT VENDOR AGREES TO BE RESPONSIBLE FOR ANY FOOD POISONING OR FOOD INDUCED ILLNESS CAUSED BY VENDOR OPERATIONS AND TO INDEMNIFY THE FESTIVAL FOR ANY RELATED CLAIMS.
5. ALL VENDORS WILL BE SUBJECT TO UNSCHEDULED INSPECTIONS BY CITY HEALTH INSPECTORS, POLICE DEPARTMENT, AND FESTIVAL REPRESENTATIVES. FESTIVAL REPRESENTATIVES SHALL RATE EACH VENDOR ON A SCALE OF 1 TO 10, WITH 1 BEING THE LOWEST AND 10 BEING THE HIGHEST SCORE, WITH RESPECT TO THE FOLLOWING FACTORS: (a) APPEARANCE AND CLEANLINESS, AND MAINTAIN COMPLIANCE.
6. ANY VIOLATION OF THE VENDOR AGREEMENT AND THE RELATED RULES AND REGULATIONS WILL BE GROUNDS FOR TERMINATION OF THE VENDOR AGREEMENT AT THE SOLE DISCRETION OF THE FESTIVAL.

VENDOR PRINT NAME: _____

VENDORS SIGNATURE _____

COORDINATOR SIGNATURE _____

Please complete application and mail along with payment money order or bank check to: PUERTORICAN FESTIVAL OF MA. INC.
P.O. Box 156, Roslindale Ma. 02131 or scan and email to :alicea@prfestivalma.com

For more information Contact our main office number at: 781-706-5384 **** Absolutely no cash will be accepted at any time only bank check or money orders will be accepted****

PRFFESTIVAL IS NOT RESPONSIBLE FOR RAIN OR ACTS OF GOD OR OTHER OCCURRENCES, WHICH THE FESTIVAL CANNOT CONTROL AND WHICH MAY INTERFERE WITH FESTIVAL ACTIVITIES. (SIMILARLY, THE FESTIVAL'S FINANCIAL OBLIGATIONS TO THE CITY OF BOSTON AND OTHER THIRD PARTIES ARE NOT EXCUSED BY RAIN OR ACTS OF GOD OR OTHER OCCURRENCES, WHICH THE FESTIVAL CANNOT CONTROL AND WHICH MAY INTERFERE WITH FESTIVAL ACTIVITIES. ACCORDINGLY. THE VENDOR PARTICIPATION FEE IS NON REFUNDABLE EXCEPT TO THE EXTENT OTHERWISE SPECIFICALLY PROVIDED BY THE VENDOR AGREEMENT AND THESE RULES AND REGULATIONS.

