Educational or Promotional Booth Application

15th Annual Hispanic Heritage Festival

Saturday, August 15, 2015
11:00 am to 11:00 pm
RiverScape MetroPark, Downtown Dayton

The Puerto Rican, American and Caribbean Organization (PACO) is a non-profit organization dedicated to the success of the Hispanic community in Dayton. PACO and Five Rivers Metro Parks invite you to participate with an educational or promotional booth about your business or institution at our largest fundraiser of the year, the 15th Annual Hispanic Heritage Festival, to be held on **Saturday, August 15, 2015** at RiverScape MetroPark in Dayton. Participation terms and information for vendors is provided below. Should you have any questions please contact the vendor coordinator by email or telephone (provided at the end of Terms and Conditions).

La Puerto Rican, American and Caribbean Organization (PACO) es una organización sin fines de lucro dedicada al éxito de la comunidad hispana en Dayton. PACO y Five Rivers MetroParks les invita a participar con un quiosco educacional o de promoción en nuestra actividad de recaudación de fondos mas importante del año, el 15th Annual Hispanic Heritage Festival, a celebrarse el próximo sábado, 15 de agosto de 2015 en RiverScape MetroPark en Dayton. Adelante les ofrecemos términos de participación e información para aquellos que estén interesados en participar. De tener alguna duda o pregunta, o necesitar ayuda traduciendo esta forma, favor de comunicarse a nuestro correo electrónico, o llamar al coordinador de puestos de venta por teléfono (provisto al final de términos y condiciones).

Terms and Conditions:

1. General Event Information:
   Festival Address: RiverScape MetroPark, 111 East Monument Avenue, Dayton Ohio, 45402
   Event Date and Hours: Saturday, August 15, 2015, 11:00am – 11:00pm
   Admission: The festival is free to the public.
2. **PACO has exclusive beverage rights.** PACO will sell *water, carbonated beverages (soda/pop)* and *alcoholic beverages* at the festival as fund raiser for our yearly activities. **Water, carbonated beverages (soda/pop) and alcoholic beverages will not be served, given away or approved for sale at the festival by any vendor other than PACO**. PACO also reserves the right to approve sale of other beverages at the festival.
3. **Offensive Language or Images.** RiverScape MetroPark is a public, family oriented space. Vendors will not wear, sell or display items containing offensive language or images, regardless of language.
4. Lights are required during evening hours. Light bulbs must be shielded to prevent shattering.
5. All products to be sold or given away must be submitted in the application and pre-approved by the vendor coordinator. Strict adherence will be made to merchandise selections. You may be asked to remove items not submitted in your application for approval.
6. PACO reserves the right to reject any application. If your application is not approved, the vendor coordinator will contact you directly and provide an explanation and options. Application fees will not be cashed until your application has been approved. No space will be reserved or application considered official until full payment has been met. **This may not apply to Festival Sponsors, please discuss with your PACO contact.**
7. Participation fee will include a space at the following rates for Informational booth vendors:

OPTIONS	DESCRIPTION	SPACE SIZE (Approx.)	PARTICIPATION FEE
A	Educational/Promotional Booth (no sales)	10’ x 10’	**$50**
B	Educational/Promotional Booth (with sales)	10’ x 10’	**$150**

8. PACO requests that oversized business layouts, including trailers longer than 15 ft. or extending more than 10 ft. from the sidewalk submit pictures or a diagram of the proposed layout or trailer. PACO reserves the right to reject oversized trailers if they can’t be accommodated at the festival.
9. Layout of the event, including booth locations, is at the discretion of PACO and MetroParks and is subject to many factors including crowd spacing, booth power requirements and safety considerations. There is no guarantee of booth location from year to year either stated or implied and space shall not be sublet.
10. Additional items are available for rental per request: Tent $75; Table $10; Chair $5. Please make the request and payment with the application, as their availability will be very limited if requested the day of the festival.
11. Due to the upfront operational costs for producing the festival, Participation fee is non-refundable once an

application is approved. The festival will not be rescheduled for inclement (bad) weather, and will proceed rain or shine. **No refunds** will be given if event is canceled aft.er it opens due to events beyond the control of the organizers.

12. Space is limited and applications will be accepted on a first-come, first-serve basis.
13. All monies must be paid by deadlines. Not meeting deadlines may exclude your business from being admitted to the festival.
14. A $35 fee will be charged for dishonored/returned checks.
15. RiverScape MetroPark and PACO are not responsible for damage, theft, or loss of property.
16. Important information for the day of the festival:
    a. **Vendor Set-Up** Vendors will be allowed to set-up on the Friday evening prior to the festival from 6:30 – 8:00pm (overnight security will be provided), and Saturday morning from 7:00 – 10:00AM. All vendors must be ready 1 hour prior to event time (10:00 am). **No vehicles will be allowed inside the festival footprint beyond 10:00am on Saturday.** Vehicles can return following the Park Rangers 'all clear' post closure of the event (usually 30 minutes aft.er close).
17. Vendor will at all times indemnify and hold PACO, RiverScape, their employees, agents, volunteers and sponsors harmless from and against any and all suits, claims, demands, costs, damages, counsel fees, charges, liabilities, and expenses which may at any time be sustained by consequences of any act or negligence of our organization, its employees, agents, or volunteers.
18. In no instance is PACO responsible or liable for costs in excess of fees charged.
19. You must have liability insurance from a reputable insurance company, duly qualified to do business in Ohio.
20. By signing and submitting the application provided below, you are agreeing to have read, understood and will abide by these Educational or Promotional Booth Vendor Terms and Conditions.

For additional information or questions, please contact the vendor coordinator (hablamos español). Information is provided below:

Michael González
PACO Vendor Coordinator
Email: paco4dayton@gmail.com (Account is not monitored daily)
Telephones: *Michael (direct):* 787-538-6656
PACO: 937-532-9915
(Because we are a staff of volunteers, please keep calls to weekday evenings from 7:00pm to 8:00pm, and weekends 12:00pm to 5:00pm. Please leave a message if no response, you will be called back!
Mail Address: *PACO Dayton*
P.O. Box 31043
Dayton, OH 45437-0043
Website: http://new.pacodayton.org/.

Find us on Facebook

Look for us on Facebook as **PACO – The Puerto Rican, American and Caribbean Organization**

*****THANKS FOR YOUR INTEREST! ¡GRACIAS POR SU INTERES!*****

2015 HISPANIC HERITAGE FESTIVAL EDUCATIONAL/PROMOTIONAL VENDOR APPLICATION

P

Please print legibly and return this signed page with payment to Vendor Coordinator

Contact Person:	
Mailing Address:	**Cell Phone No:**
	Alternate Phone:
City, State, Zip:	**Email:**

☐ Please check this box if you would like to be added to the PACO database. We will mail or email you an application for future festivals automatically via your preferred method (select one): ☐ EMAIL ☐ US MAIL

1. Business Information:

Business/Institution Name:

Items you are requesting to provide the public during the Festival:

1.	3.	5.
2.	4.	6.

No changes should occur to the items list once the application is approved.

2. Electrical Requirements (Please circle one):

110 amp 220 amp

Please describe specific electrical requirements, if any:

3. Booth Space and Rentals Price Schedule:

OPTIONS	DESCRIPTION	SPACE SIZE	PARTICIPATION FEE
A	Booth (no sales)	10' x 10'	**$50**
B	Booth (with sales)	10' x 10'	**$150**

Note: See Terms and Conditions for a list of requirements.

ITEMS AVAILABLE FOR RENT PER REQUEST	
Tent (10'x10')	**$75 each**
Tables (6' Long)	**$10 each**
Chairs	**$5 each**

4. Dues:

1. **Select Booth Space Option that Applies:** Option: _____ Fee: $ _____
2. **Select Additional items you wish to Rent during the festival (if any):**

	Qty.		
+ Tents		X $75 =	$
+ Tables		X $10 =	$
+ Chairs		X $5 =	$

3. **Add Items A and B | TOTAL AMOUNT TO PAY (Before July 31, 2015):** **$**

I have read, understand and agree to the Terms and Conditions outlined in this application and will abide by them. I understand that I enter the festival at my own risk. RiverScape MetroPark and PACO are not responsible for damage, theft, or loss of my property.

Vendor Signature: _____ **Date:** _____

Pay and Apply By Mail: Send your application with *check, money order* or *E-payment receipt* to:

Festival Vendor Coordinator, PACO
P.O. Box 31043
Dayton, OH 45437-0043

- Please include your name, business name, phone number and email address on or with any checks or money orders sent as payment.
- A $35 fee will be charged for dishonored/returned checks.
- No space reserved until payment is received in full.

E-Payment: (additional fees may be charged)

- Go to our website, www.pacodayton.org
- Pull the **Hispanic Heritage Festival** drop-down menu
- Select **Vendor Applications**
- Click on the PayPal button → Pay Now
- ***Print your receipt and send a copy of it with your mailed or emailed application so your payment can be adjudicated.***