

Western Region Puerto Rican Council

P O. Box 2028, San Jose, CA 95109

www.wrprc.org



Dear Food Vendor:

The Western Region Puerto Rican Council presents our 33rd Annual **SCHOLARSHIP FUNDRAISING EVENT** "Día de San Juan Festival" 2011. This year's festival will be held on Saturday June 25th, 2011 at:

**San Jose Historical Museum Park
1650 Senter Rd., San Jose, CA
(408) 264-4201**

The WRPRC is committed to bringing our guests a first rate selection of food, merchandise, promotional and informational literature. If you are interested in participating in this year's event as a food vendor, please submit the enclosed vendor application forms **before May 2nd, 2011**. Returning vendors in good standing with the El Día De San Juan Festival Scholarship Fund Raising Event are encouraged to submit applications early to secure a space. However, past participation in the El Día De San Juan Festival Scholarship Fund Raising Event does not guarantee acceptance. Applications will be reviewed for food selection, cleanliness, past performance, and professionalism.

Please take this moment to review the 2011 El Día De San Juan Festival Scholarship Fund Raising Event vendor application policies and procedures. We will accept checks, cashier's checks and money orders as forms of payment. Cash and Credit Cards are **not** accepted. Post dated check will not be accepted. To secure a prime location, please remit your application and payment as soon as possible payable to:

WRPRC - Vendor Application
P.O. BOX 2028
San José, CA 95109
Attn: Festival Committee

Please provide your email address and a current phone number to receive up to the minute information on the status of your vendor application. If you should have any questions, please feel free to contact us at: wrprc@hotmail.com or miladeee101@yahoo.com or visit us at our website; www.WRPRC.org. We appreciate your business and look forward to seeing you at El DDSJ Festival Scholarship Fund Raising Event!

Sincerely,
Milagros Calderón López
WRPRC Chair and Event Planner
(408) 425-6048

33RD ANNUAL EL DÍA DE SAN JUAN FESTIVAL 2011
SCHOLARSHIP FUNDRAISING EVENT - SATURDAY JUNE 25TH
FOOD VENDOR APPLICATION FORM

Business Name: _____

Your Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

***Phone: _____ ***Email Address: _____ Fax: _____

New applicant Returning applicant

Food Vendor Fees	
• 10' x 10' Single Booth Space (Booth Rental not included)	\$500
• Temp. Operations & Health Permit Fee	\$183
• Refundable Cleaning Deposit (see #10 Festival Terms and Conditions)	\$100
If postmarked BEFORE May 2nd Total Due	\$783.00
Food Vendor Fees	
• 10' x 10' Single Booth Food Space (Booth Rental not included)	\$500
• Temp. Operations & Health Permit Fee	\$228.75
• Refundable Cleaning Deposit (see #10 Festival Terms and Conditions)	\$100
If postmarked AFTER May 1st Total Due	\$828.75
Important Note: Ice will be available for sale. 50lb bags \$12.00 (each) pre-order. 50lb bags \$15.00 (each) at the festival. Please include all pre-order costs with your payment	

All food vendors must have a temporary health permit for food sale. DEH Permit Fee's, food vendor space fee and booth/canopy fees are payable to the WRRPC via check, money order or cashiers check. **DO NOT** remit any payments to the DEH. The WRPRC will batch and purchase all permits you once fees are received. Cash and Credit Cards are not accepted as forms of payment. Checks returned as insufficient are subject to a \$35.00 bank fee and you forfeit your space to another food vendor. FYI - If you currently own and operate a restaurant, a temporary health permit is still required. If you have any questions regarding the DEH fee schedule, please refer to their website <http://www.ehinfo.org/portal/site/deh/> (consumer protection division) or email us at wrrpc@hotmail.com. Please do not contact the DEH directly, if you should have any questions, please defer them to the WRPRC.

IMPORTANT NOTE: ** Enclosed in this packet you will find DEH festival requirements and guidelines. Food Vendors and volunteers must comply with all Health Department codes and standards. The DEH conducts on-site inspections to ensure you are in accordance with all applicable state laws and such inspectional procedures needed to ensure compliance. Your vendor fee is non refundable if you fail to pass the health department on-site inspection.

Festival Terms and Conditions:

- 1.) El Día De San Juan Festival Scholarship Fund Raising Event holds the exclusive rights to sell **ALL** beverages including but not limited to alcoholic and ethnic drinks. Vendors are **not** permitted to sell drinks of any kind at El Día De San Juan Festival without the approval of the WRPRC. Vendors selling beverages without consent of the WRPRC will be escorted from the park grounds.
- 2.) The WRPRC shall have sole discretion to vendor booth/space placement.
- 3.) Doors open at 6:30 a.m. - to 10:00 a.m. for vendor set up. Vendors will not be granted access to the festival grounds if he/she arrives after 10:00 a.m. The fees paid are non-refundable and shall be forfeited by vendor if he/she arrives later than 10:00 a.m.
- 4.) Vendor is permitted to bring a maximum of Six (**6**) assistants with him/her at no cost. Vendors that exceed the limit of Six (**6**) assistants are subject to pay the advanced ticket price for each additional assistant/volunteer and/or representative of your business to gain access to the festival grounds. Vendor and all assistants must show valid ID during check in. For more than Six (**6**) assistants, please present your paid ticket to the gate attendee or you may purchase your ticket at time of check in at the advanced ticket price.
- 5.) After vendor set up, an inspection of your booth will be conducted prior to opening festival gates. You **MUST** post your self inspection checklist inside your food booth the day of the festival. (Check list included in vendor package.)
- 6.) The vendor agrees to sell only those items for sale as indicated on vendor application and approved by the Western Region Puerto Rican Council (WRPRC). Food vendors may sell only food items.
- 7.) Vendor must show proof of license to conduct business in the State of California.
- 8.) The Council and/or park shall not be responsible for vendor's failure to bring the appropriate supplies to conduct business.
- 9.) Vendor must maintain booth/canopy area clean and free of food, debris, etc. Damage to History Park grounds is prohibited. You will be fined for pouring/dumping hot/cold oil or hot water on festival grounds in or around your vendor booth and vendor applications will not be honored for future festivals.
- 10.) Cleaning deposit will be refunded following a complete grounds inspection of your immediate area after the festival. Inspection is conducted by History Park Officials.
- 11.) You are responsible for any damage sustained to any rented equipment. You are responsible for stolen rental equipment.
- 12.) Tear down cannot begin before 6:00pm and **must** be completed by 8:30pm.

By submitting this vendor application, I/We hereby waive, release and discharge any and all claims for damages of personal injury, death or property damage which may occur as a result of participation in the 33rd annual El Día De San Juan Festival Scholarship Fund Raising Event. I/We agree for myself, my heirs, administrators, executors and assigns, that I/We shall indemnify, make no claim and hold harmless the Western Region Puerto Rican Council, its committee, agents, and its affiliated member club organizations: Centro Borinqueño de Mountain View (CBMV), Puerto Rican Civic Club (PRCC) of San José, Club Puertorriqueño de San Francisco (CPSF), Puerto Rican Union of Mutual Aid (PRUMA), Puerto Rican Organization United for Development (PROUD), any individual Council Member, Club Member, Delegate, Alternate, Member at large, and any person or organization affiliated with the Festival, the Park, City of San Jose, their respective elected and appointed officers, official agents and employees and their staff from any and all claims, demands, actions or suits arising out of or in connection with my participation in this event. The vendor agrees to honor the noted clauses within this contract and agreement regarding method of payment, vendor fees, and items for resale, etc., and all terms and conditions set forth. Vendors found in violation of these terms and conditions will be removed from the festival grounds and fees paid to the WRPRC will not be refunded.

I have read, understand, and agree to the WRPRC 2011 El Día De San Juan Festival Scholarship Fund Raising Event terms and conditions as set forth in the food vendor application form. The WRPRC, its affiliated clubs and/or representatives makes no representation to the potential profitability of the Festival.

Printed name: _____

Signature: _____

Today's Date: _____

Business Name: _____

(Please Print)

Western Region Puerto Rican Council

P O. Box 2028 - San Jose, CA 95109-2028

www.wrprc.org



Customer Care Report

Your feedback and comments are important to us. As we continually strive to improve our current processes, your input is key to understanding where we need to improve as well as knowing what went well. After the festival, please take time out of your busy schedule to tell us about your experience with the 2011 Día De San Juan Festival vendor set up, vendor location, volunteer staff, security, parking, etc. This is a *great* opportunity for **YOU** to express your thoughts. The WRPRC would like to thank you in advance for your valuable input. We look forward to hearing from you!

Please remit to:

WRPRC

P.O. BOX 2028

San José, CA 95109-2028

Attn: DDSJ 2011 Festival Committee

Or send as an attachment to: wrprc@hotmail.com.

- *What did you like about El Día De San Juan Festival 2011?*

- *What can we do better next year?*

- *Additional Commentary:*
