

Western Region Puerto Rican Council

A NON PROFIT 501(c)(3) ORGANIZATION

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

www.wrprc.org



Dear Merchandise Vendor:

The Western Region Puerto Rican Council presents our 33rd Annual **SCHOLARSHIP FUNDRAISING EVENT** EL "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 merchandise vendor, please submit the enclosed vendor application forms on or **before midnight May 1st, 2011.** Returning vendors in good standing with El "Día De San Juan" Festival are encouraged to submit applications early to secure a space. However, past participation in El "Día De San Juan" Festival does not guarantee acceptance. Applications will be reviewed for merchandise assortment, cleanliness, past performance, previous year's compliance, overall customer satisfaction and professionalism.

Please take this moment to review the 2011 El "Día De San Juan" Festival terms and conditions. We will accept checks (post dated checks will not be accepted), cashier's checks and money orders as forms of payment. Cash and Credit Card payments will **not** be accepted. To secure a prime location, please remit your application and payment ASAP to:

WRPRC
PO BOX 2028
San José, CA 95109
Attn: Merchandise 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 visit us at our website; www.WRPRC.org. We appreciate your business and look forward to seeing you at EL "Día De San Juan" Festival Scholarship Fund Raising Event!

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

DÍA DE SAN JUAN FESTIVAL 2011
SCHOLARSHIP FUNDRAISING EVENT

MERCHANDISE VENDOR APPLICATION FORM

Business Name: _____

Your Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

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

New applicant Returning applicant

Business Resale License No. : _____ (mandatory)

Merchandise Vendor Booth Fees

- | | |
|--|-----------|
| • 10'x10' Single Corporate Space | \$1000.00 |
| • 10'x10' Single Commercial Vendor Space and non profits | \$400.00 |
| • Refundable Cleaning Fee (see #9 Festival Terms and Conditions) | \$100.00 |

Please provide a brief description of merchandise items for sale or services being promoted.

NOTE: To secure appropriate vendor space rental, vendor fee's and all pertinent documentation to conduct business must accompany your signed vendor application form. Incomplete packets will not be considered. All vendors **must** have a business resale license for the required collection of sales tax. Please provide a copy with your application. ***ACCEPTED VENDOR FORMS AND FEES ARE NON REFUNDABLE AND NON-TRANSFERABLE. ***

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 beverages of any kind at El "Día De San Juan" Festival without the written consent of the WRPRC. Vendors selling beverages without written consent of the WRPRC will be escorted from the park grounds and your vendor booth payment will be forfeited.
- 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. Any 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 three **(3)** assistants with him/her at no cost. Vendors that exceed the limit of three **(3)** assistants are subject to pay the advanced ticket price of \$20.00 for each additional assistant/volunteer and/or representative. Vendor and all assistants must show valid ID during check in. For more than three **(3)** assistants, please present your paid ticket to the gate attendee or you may purchase your ticket at time of check in.
- 5.) 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). Vendors selling merchandise not approved by the WRPRC, will be escorted out of the park and you forfeit your vendor booth payment. Merchandise vendors may sell only merchandise items.
- 6.) Vendor must show proof of license to conduct business in the State of California.
- 7.) The Council and/or park shall not be responsible for vendor's failure to bring the appropriate supplies to conduct business.
- 8.) Vendor must maintain booth/canopy area clean and free of food, debris, etc., at all times. Damage to History Park grounds is prohibited. You will be responsible for any damages sustained to the park grounds in your immediate and surrounding area. Vendor applications will not be honored for future festivals if found in violation.
- 9.) Cleaning deposit will be refunded following a complete grounds inspection of your immediate area after the festival.
- 10.) You are responsible for any damage sustained to any rented equipment. You are responsible for stolen rental equipment.
- 11.) 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 for 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 Fundraising 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.

I have read, understand and agree to the terms and conditions as set forth herein. The WRPRC, its affiliated clubs and/or representatives make no representation to the potential profitability of the Festival.

Vendor Signature:

Printed name: _____

Signature: _____

Today's Date: _____

Business Name: _____

(PLEASE PRINT)

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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 El "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 Committee - Customer Care Report

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:*
