

# Western Region Puerto Rican Council

A NON-PROFIT 501(c)(3) ORGANIZATION

P.O. Box 2649, Union City, CA 94587

[www.wrprc.org](http://www.wrprc.org)



**Dear Food Vendor:**

The Western Region Puerto Rican Council proudly presents our 45th Annual Scholarship fundraising event, El “Día De San Juan” Salsa Festival. This year’s festival will be held on **Saturday June 21, 2025**, at:

**Swiss Park  
5911 Mowry Ave  
Newark, CA 94560**

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 on or **before Thursday May 8, 2025**. Returning vendors in good standing with the El “Día De San Juan” Salsa Festival Scholarship Fund Raising Event are encouraged to submit applications early to secure a prime space. However, past participation in the El “Día De San Juan” Salsa Festival Scholarship Fund Raising Event does not guarantee acceptance. Applications will be reviewed for food selection, past performance, and professionalism.

Please take this moment to review the 2025 El “Día De San Juan” Salsa Festival Scholarship Fund Raising Event vendor application policies and procedures. We will accept Zelle, Venmo, checks, cashier’s checks, and money orders as forms of payment. Cash and Credit Cards are **not** accepted. Post dated checks will not be accepted. To secure a prime location, please remit your application and payment prior to the deadline date payable to:

WRPRC  
P.O. Box 2649  
Union City, CA 94587  
Attn: Vendor 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 have any questions, please feel free to contact us at: [wrprc01@gmail.com](mailto:wrprc01@gmail.com) or visit us at our website; [www.WRPRC.org](http://www.WRPRC.org). We appreciate your business and look forward to seeing you at El “DDSJ” Salsa Festival Scholarship Fund Raising Event!

Sincerely,  
Yolanda Ramirez  
Event Planner

**EL “DÍA DE SAN JUAN” SALSA FESTIVAL - 2025**  
**SCHOLARSHIP FUNDRAISING EVENT**  
**FOOD VENDOR APPLICATION**

Business Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

\*\*\*Phone: \_\_\_\_\_ \*\*\*Email Address: \_\_\_\_\_

**(Print clearly)**

\_\_\_New applicant    \_\_\_Returning applicant

**Business Resale License No. (aka Seller’s Permit):** \_\_\_\_\_ **(mandatory)**

**Important:** Food Vendors must provide a current seller’s permit to conduct business in the State of California. To apply for a one-time seller’s permit at no charge, log onto [www.boe.ca.gov](http://www.boe.ca.gov) and follow the instructions.

<b>Food Vendor Fees</b>	
● 10x10 Food Vendor Booth Space (We no longer rent out canopies)	\$400
● Temp. Operations & Health Permit Fee	\$211
● Refundable Cleaning Deposit (Please see attached terms and conditions)	\$100
	<b>\$711.00</b>

**IMPORTANT UPDATE:** As of this year, each vendor is responsible for obtaining their own Department of Environmental Health (DEH) permit. Please ensure you secure your permit prior to the event. For DEH permit applications and fees, please visit <https://deh.acgov.org/operations/tff.page>.

**IMPORTANT:** 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 regulations. Your vendor fees are non-refundable if you fail to pass the health department on-site inspection. Enclosed in this packet you will also find our festival terms and conditions. Please take time to read this document and keep it for your records.

**Fees payable to WRPRC:** Food vendor space fee and booth/canopy fees are payable to the WRRPC via **Zelle (preferred)** Venmo, (electronic debit transaction), check, money order or cashier’s check. Cash and Credit Cards are not accepted as forms of payment. Checks returned as insufficient will be subject to a \$35.00 bank fee and you forfeit your space to another food vendor.

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By submitting this vendor application, I/We hereby waive, release, and discharge all claims for damages of personal injury, death or property damage which may occur because of participation in the annual El “Día De San Juan” Salsa 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: 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 Newark, 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 2025 El “Día De San Juan” Salsa 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 make no representation to the potential profitability at the festival.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

**(Please Print clearly)**

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## **Festival Terms and Conditions: KEEP FOR YOUR RECORDS**

- 1.) El "Día De San Juan" Salsa 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" Salsa Festival. If found in violation, your \$100.00 deposit will not be refunded.**
- 2.) The WRPRC shall have sole discretion to vendor booth/space placement.
- 3.) Vendor doors open at 7:00 am and close at 10:00 am for vendor set up. Vendors may not be granted access to the festival grounds if he/she arrives after 10:00 am. Vendor fees are non-refundable and shall be forfeited by the vendor if he/she arrives later than 10:00 am.
- 4.) Food 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. Vendors 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.) 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.
- 6.) The vendor must show proof of license to conduct business in the State of California and Board of Equalization permit.
- 7.) The Council and/or park shall not be responsible for the vendor's failure to bring the appropriate supplies to conduct business.
- 8.) Damage to the Swiss Park grounds is prohibited. The vendor must maintain the booth/canopy area clean and free of food, debris throughout the park. If found in violation, you will be fined, and vendor applications will not be honored for future festivals.
- 9.) The Swiss Park staff will conduct a complete ground inspection of your booth area immediately following the festival. Your deposit will be refunded with a "pass" review from the Swiss Park officials. Please note, any rented equipment such as canopy, tables, and chairs, etc. must be accounted for. Any missing and/or damage sustained to rented equipment will be deducted from your deposit.
- 10.) Tear down cannot begin before 7:00 pm and must be completed by 8:30 pm. A LATE FEE OF \$25.00 MAY BE IMPOSED EACH 30 MINUTES PAST PARK CLOSURE. THIS WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT.