



## **26<sup>th</sup> Annual INDIO INTERNATIONAL TAMALES FESTIVAL**

OLD TOWN INDIO – 100 Civic Center Drive

**December 2, 2017 from 10:00 a.m. – 6:00 p.m.**

**December 3, 2017 from 10:00 a.m. – 5:00 p.m.**

### **Vendor Rules and Regulations**

**PLEASE READ VENDOR RULES AND REGULATIONS BEFORE SUBMITTING YOUR APPLICATION. WE RESERVE THE RIGHT TO DENY VENDORS, LIMIT NUMBER OF SPACE SOLD TO VENDORS AND LIMIT THE NUMBER AND TYPES OF VENDORS.** NO PERSON HAS THE AUTHORITY TO VARY OR CHANGE ANY RULES UNLESS IT IS IN WRITING, AGREED TO BY THE TAMALES FESTIVAL STAFF, AND ATTACHED TO THE VENDOR'S APPLICATION ON FILE WITH THE FESTIVAL. PLEASE KEEP RULES AND REGULATIONS ON FILE SO YOU CAN REFER BACK TO THEM WHEN NEEDED.

#### **CANCELLATIONS**

THERE ARE NO REFUNDS FOR CANCELLATIONS. **NO EXCEPTIONS!**

#### **DEADLINE**

APPLICATION DEADLINE IS NOVEMBER 3<sup>rd</sup>, 2017...NO EXCEPTIONS!

#### **OPERATING HOURS**

Vendors must be ready and open for business during the hours of the Festival: **SATURDAY, DECEMBER 2 - 10:00 A.M. TO 6:00 P.M. AND SUNDAY, DECEMBER 3 - 10:00 A.M. TO 5:00 P.M. ALL VENDORS ARE REQUIRED TO OPERATE BOTH DAYS OF THE FESTIVAL.**

#### **CHECK-IN**

Vendors **MUST** check-in at the *Vendor Registration Center* to receive their booth space assignments. Festival staff will direct them to their correct location and oversee set-up. Vendors not arriving and checking-in by 7:00 a.m. on Saturday morning will be considered "no-shows" and, in the best interest of the Festival, their space will be re-assigned. **CHECK-IN TIMES: FRIDAY, DECEMBER 1 FROM 2:00 - 6:00 P.M. & SATURDAY, DECEMBER 2 FROM 6:00 A.M. – 7:00 A.M.**

#### **BOOTH SPACES/SETUP/TEARDOWN**

Booth spaces are **10' WIDE AND 15' DEEP (FROM CURB INTO STREET)**. Booth space assignments will be made on a first received, **first paid basis**, according to the date of the completed application, payment received AND acceptance by the Festival. Set-up can begin after 2:00 p.m. Friday evening or beginning at 6:00 a.m. on Saturday morning. All booths **MUST** be set-up by 9:00 a.m. on Saturday, ready for inspection.

No booths may be removed from the Festival site until after the closing hour of 5:00 p.m. on Sunday. Vendors who sell out prior to the Festival closing will be required to wait until after 5:00 p.m. on Sunday to tear down. All booths and displays must be completely removed from the public streets on Sunday night by 9:00 p.m.

**VENDORS REQUIRING A SPACE LARGER THAN 10'X15' WILL HAVE TO PURCHASE TWO OR MORE SPACES. DO NOT PURCHASE ONE SPACE AND EXPECT FESTIVAL STAFF TO FIND A LOCATION FOR YOU. EACH SPACE IS 10' X 15' PERIOD!** VENDORS ARE NOT TO EXCEED THEIR BOOTH SPACE DIMENSIONS. **ALL VENDORS AND ALL RELATED INDIVIDUALS MUST STAY INSIDE THEIR BOOTH. BUSINESS CANNOT BE CONDUCTED OR SOLICITED OUTSIDE ASSIGNED BOOTH. ABSOLUTELY NO HAWKING, PEDDLING OR ADVERTISING IS ALLOWED OUTSIDE OF BOOTH OR BY WALKING ABOUT THE FESTIVAL.** ALL VENDORS MUST STAY OFF SIDEWALKS. VIOLATORS WILL NOT BE CONSIDERED FOR PARTICIPATION IN THE FUTURE.

#### **BOOTH/CANOPY/TENTING/ RENTALS**

**Booth Structure:** All booths must have a professional appearance (No swap meet style booths allowed). Minimum requirements include a 10'x10' canopy. All vendors must provide their own canopies, tents, chairs, tables, and individual trash cans as needed. Rental information included in vendor packet, all Food vendors must be enclosed, **no exceptions!**

**Signage:** All booths shall have signs that identify the individual or company and the product, menu and prices.

**Tables:** ALL TABLES MUST HAVE SKIRTING AND A TABLECLOTH. Tables must be kept clean at all times.

**Extra Product & Food:** All extra product and supplies stored in a booth shall be covered or screened from view. There shall be no storage outside of the 10' x 15' space, adjacent sidewalk or the street.

## **AMPLIFIED SOUND**

**Vendors and all related individuals shall not use any sound amplification equipment of any type including but not limited to loud speakers, bullhorns, megaphones, microphones, PA systems, and amplifiers.** Vendors shall not use a radio or play music from their assigned space or anywhere else on Festival grounds unless otherwise permitted by festival in writing.

## **VENDOR MERCHANDISE**

No weapons of any kind can be sold at this event which includes but not limited to knives, swords, guns, etc. Any vendors found to be selling said items will be asked to remove them. We reserve the right to remove those items or remove the vendor from the event without notice. All vendors are required to fill out LIST OF ITEMS TO BE SOLD; only those items listed will be allowed, inspections will be done throughout event. **You MUST list all items to be sold, no exceptions!**

## **ELECTRICITY**

All Vendors will have electricity. Electricity cost is included in booth space fee. The Festival arranges for large generators to supply the electricity needs of all vendors. Please complete the ELECTRICAL NEEDS portion of the vendor application. Electricity use will be closely monitored. Electricity is only available during the Festival hours. **24-hour electricity is NOT provided.** Please arrange your electricity needs accordingly. Vendors will be responsible to provide their own heavy-duty, three (3)-prong cord needed for the distribution box. The appropriate cord gauge is determined by the amps being used. Vendors CANNOT bring their own generators. **Electricity WILL NOT be available until 7:00 a.m. Saturday morning and turned off each night one hour after event ends.**

## **TRASH/CLEANING**

All vendors are responsible for keeping their booth space clean and free of trash and debris. **Vendors who generate trash must provide a large trash can with plastic liners at their location and be responsible for the periodic removal of the trash to the dumpsters provided by the Festival. Vendors are not to use trash cans provided for Festival Guests.**

**CLEANING DEPOSIT** - All vendors will be required to pay a \$100 cleaning deposit. **At the close of the Festival, vendors MUST leave their vacated booth space clean or forfeit cleaning deposit.** Vendors must CHECK-OUT with Festival staff for return of deposit, **no exceptions!**

## **VEHICLES**

For safety purposes, all vehicles must be out of the Festival area by 8:00 a.m. on Saturday and Sunday. **NO EXCEPTIONS!** Vendors will receive parking passes for vendor parking lots. Cars parked in areas not assigned or not in compliance with these rules **WILL BE TOWED** at the owner's expense or ticketed. Golf carts are not allowed on the grounds during Festival hours, except for festival staff.

## **INSURANCE COVERAGE**

The Festival requires no less than \$1 million-dollar general liability insurance coverage. All vendors must submit a certificate of insurance as proof of insurance. It must list the Festival, City of Indio, and KevaWorks, LLC as the certificate holder and as the additionally insured. Vendors may also purchase insurance through the Festival for a cost of \$100.00. Address for certificate; **100 Civic Center Drive, Indio, CA 92201.**

## **SUB-LEASE OF SPACE**

Vendors cannot assign, sub-lease or apportion the whole or any part of their assigned space without prior written permission from the Festival. In such situations, the vendor must go through the same approval process.

## **WEATHER**

The Festival will take place regardless of weather conditions. There are NO refunds for weather or otherwise. Vendors must be prepared for wind and rain.

## **SECURITY**

The Festival provides security during Festival hours. However, the Festival is not responsible for the security of individual vendor booths and products. **Vendors are responsible to secure their own booths, supplies and equipment at night.**

## **INDEMNITY**

All vendors are responsible for costs of all labor, materials, equipment, supplies and any other items necessary for the performance of their participation in the Festival. The Festival will not be held liable for any debt, tax or assessment accrued by any vendor in the operation of their booth and participation.

## **TAMALES**

Tamale vendors need to be prepared to sell large quantities of tamales. Some of our vendors have sold as many as 10,000 tamales over the 2 days. We suggest that you produce no less than 5,000 tamales for the weekend. Traditional tamales should be about 1" thick, 2" wide and 4" in length. **TAMALES MUST BE SOLD FOR NO LESS THAN \$2.50 EACH. VENDORS WILL NOT BE ALLOWED TO DISCOUNT TAMALES UNTIL SUNDAY, DECEMBER 3 AT 3:00 P.M.** All prices are to include California sales tax.

## **BEST TAMALES CONTEST**

Separate Entry Forms available on our website or request from Tamale Festival Staff.

**Two Contests;** Best Tamale and Best Tamale Flavored by Tabasco®. More opportunities to win trophies and monetary prizes!

## **ALCOHOLIC BEVERAGES**

NO alcoholic beverages of any kind may be sold or given away by a vendor. Alcoholic beverages will be sold only in the approved beer/margarita gardens.

## **COMPLIANCE WITH LAWS**

All vendors are required to comply with all necessary and applicable local, state and federal laws, ordinances and fees. Vendors do not have to buy a City of Indio business license, it is included in the booth fee. **Plastic Bag Ordinance;** City of Indio does not allow the use of plastic bags for non-food vendors. Food vendors are exempt from this ordinance.

Food vendors must comply with all health laws, ordinances, and regulations of the State of California, County of Riverside and City of Indio. **ADDITIONAL FEES MAY APPLY.** The Department of Environmental Health lists minimum requirements for the Festival. Cooking of foods in booths will require compliance with the Fire Department and Health Department. For more information please contact the local Riverside County Dept. of Environmental Health at (760) 863-8287 or Indio Fire Services at (760) 347-0756.

Questions regarding **California Seller's Permits** should be directed to the State Board of Equalization, 35-900 Bob Hope Drive #280, Rancho Mirage, CA 92270 (760) 770-4828 or (800) 400-7115, [www.boe.ca.gov](http://www.boe.ca.gov). All sales tax must be reported with the following address as the point of sale address – 100 Civic Center Mall, Indio, CA 92201. **ADDITIONAL fees MAY APPLY.**

## **ANIMALS**

**Animals ARE NOT permitted within the Festival area, except registered service dogs.**

### **Make checks payable to:**

**KevaWorks, LLC**

**69730 Highway 111, Suite 106, Rancho Mirage, CA 92270**

**(760) 832-8620 x43**

**[www.tamalefestival.net](http://www.tamalefestival.net)**