Fiesta de los Niños

Presented by Port San Antonio

Saturday April 20, 2019
10 am - 6 pm
FREE Admission - *FREE* Parking

ARTS & CRAFTS AND INFORMATION BOOTH APPLICATION
All Applications are subject to review for approval and availability

Thank you for your interest in joining the annual family fiesta event at Port San Antonio. Activities include children's parade, arts & crafts booths, misc. vendor booths and food booths. Please provide the following information and fax it to 210.362.7807.

Name: _____   Phone: _____

Company /Organization _____

Email address: _____

INFORMATION BOOTH: 10x10 Space
*FREE (table and cover not provided)

ARTS & CRAFTS BOOTH: 10x10 Space
$150 – includes insurance fee (vendor must provide table and cover)

Insurance Requirement for Arts & Crafts Booth
Submit Certificate of Insurance with payment

TOTAL AMOUNT DUE: $ _____
Payment due February 15, 2019
Cash, Check, or Money Order only.
*There will be a fee of $25.00 charged for any return check; no exceptions.

Type of Arts & Crafts items to be sold. Please provide a brief description of the items you will be selling at our event

_____

_____

Please submit 2 – 3 photos of items to be sold. (photos will not be returned)
(Food & beverages not permitted to be sold at a Arts and Crafts Booth)
NOTE: ELECTRICITY IS NOT AVAILABLE TO ARTS AND CRAFTS VENDORS.

1. CANCELLATIONS AND REFUNDS:
    a. If vendor decides not to participate, Fiesta de los Niños will refund 100% of fees if notice is received by April 1st.
    b. No refunds will be made to vendors who cancel after April 1st, 2019. There are no exceptions to this rule.
    c. Fiesta de los Niños is held outdoors rain or shine. No credits or refunds are issued if the Fiesta event is affected by forces of nature beyond our control.

Applications may be dropped off at Port San Antonio or faxed to 210-362-7807
907 Billy Mitchell   San Antonio, TX 78226

d. We will not cancel the Fiesta de los Niños unless informed by state, city or local officials that it be in the best interest of safety for all.

2. **CERTIFICATE OF INSURANCE**
   a. A certificate of liability insurance naming **Fiesta San Antonio Commission, Inc., Fiesta Commission Charitable Corporation, Fiesta De Los Ninos, Port San Antonio** as additional insured with a minimum Commercial General Liability policy of $1,000,000 per occurrence.
   b. All vendors must have certificate of liability insurance prior to event. There are no exceptions to this rule.

3. **RESPONSIBILITY**
   a. Each Vendor is responsible for activity within their vendor space.
   b. Each Vendor is responsible for bringing their own Tent, Canopy, tables, chairs and any other items needed to operate your booth.
   c. Stay within assigned location; do not encroach on other spaces.
   d. Do not block driveways or intrude on private property.
   e. Sidewalks and medians must be kept clear - *do not* store items or boxes there.
   f. Be mindful of landscaping and plantings between the curbs and sidewalks.

4. **SET-UP AND BREAKDOWN**
   a. To ease congestion, streets at Fiesta de los Niño's will have limited points of entry and exit. Only vehicles with a Fiesta de los Niño's Vendor Pass displayed on the dashboard will be permitted past the barricades.
   b. During set-up and breakdown, cars should be parked in the center lane next to your booth allowing traffic flow on the opposite side of the street from your booth.
   c. Set-up on Saturday begins at 7:00 a.m. and ends at 9:00 a.m.
   d. Vehicles will not be allowed to enter after 9:00 a.m. on Saturday.
   e. Vendor vehicles are allowed back into the Event at 6:30 p.m. All booth contents should be completely removed by 7:30 p.m.

5. **RULES**
   a. Port San Antonio has the right to disallow the sale of work not represented by the submitted slides or pictures.
   b. Port San Antonio has the right to refuse any vendor and/or the right to refuse any particular item the vendor desires to sell if the item is not deemed appropriate for the event.
   c. Vendors must contain their display within the dimension of the space rented.
   d. No staking of tents or canopies will be permitted, either in the asphalt or in landscaped areas. Use of cinder blocks as weight is permitted.
   e. No items shall be displayed in the landscaped areas.
   f. Returned checks are subject to a $25 Non-Sufficient Funds (NSF) fee.

6. **CHECKOUT AND CLEAN-UP**
   a. Port San Antonio will start checking booths out at 5:30 p.m.
   b. Booth space will be inspected for trash and debris.
   c. Vendors shall not shut down their booth before 6:00pm.

7. **TRASH/RECYCLING**
   The appearance of the booth is very important to the overall appearance of our Fiesta Event. **Please keep it clean!**
   a. **DO NOT USE THE TRASH BARRELS SET OUT FOR FIESTA DE LOS NIÑO'S GUESTS.**
   b. Bring and use trash bags. Remove all trash from booth space and take to dumpsters. Filled trash bags may not be collected around vendor booth during the Fiesta Event day.
   c. Break down any cardboard boxes and place them in the dumpsters

8. **SAFETY REPORTING**
   a. If Vendor should witness an accident, note the time, circumstances, Vendor name, and name of anyone else who witnessed the incident. Please give the information to security officers or a Fiesta De Los Niño's committee member.

9. **SALES TAX**
   a. Vendor assumes complete and sole liability for all Federal, State and Local taxes applicable to the property, income and transactions of the Vendor, and where required by applicable laws and regulations
   b. More information or a tax permit can be found at the State Comptroller's web site (www.window.state.tx.us) or by calling 1-800-252-5555.

10. **ATM'S**
    a. ATM's are available for use.
    b. No monetary change or banking is available through Port San Antonio.

<p style="text-align:center; color:red">Fiesta De Los Niño's closes at 6:00 p.m.
Vendors may begin breaking down at 6:00 p.m.</p>

ARTS & CRAFTS & INFORMATION BOOTH APPLICATION
Contact: Andrew Perez
andrew.perez@portsanantonio.us
Ph: 210-362-7817
Fax: 210-362-7807

Pd: _____
Date: _____
Initials:_____

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