

# Fiesta de los Niños

Presented by Port San Antonio

Saturday April 21, 2018

10 am - 6 pm

**FREE Admission - FREE Parking**

Thank you for your interest in joining the annual family fiesta event at Port San Antonio. Please complete the following information to be a food vendor and fax it to 210.362.7807.

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

Company/Organization: \_\_\_\_\_

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

Price includes Booth, Health Permit, Insurance \$75 and Deposit \$50

## 1. FOOD BOOTH FEES:

**\$400 per 8x8 Booth** – Example: Drinks and Snow Cones, Fajitas, Funnel Cakes, Hamburgers  
(\$50 deposit fee to be returned after event)

## \$50.00 Electricity Fee

Electricity required: \_\_\_ Yes \_\_\_ No

NOTE: Large home or industrial refrigerators will not be accepted at the event.

\$ \_\_\_\_\_ Booth Fee \_\_\_\_\_ Has personal insurance attached

\$ \_\_\_\_\_ Electricity

## FOOD BOOTH APPLICATION

Contact: Andrew Perez  
[andrew.perez@portsanantonio.us](mailto:andrew.perez@portsanantonio.us)  
Ph: 210-362-7889  
Fax: 210-362-7807

Pd: \_\_\_\_\_  
Check/MO/Cash  
CoI: \_\_\_\_\_  
Date: \_\_\_\_\_  
Initials: \_\_\_\_\_

TOTAL AMOUNT DUE: \$ \_\_\_\_\_ **\*Payment due March 31, 2018\***

Check, Cash or Money Order only. Make all Checks Payable To: Port San Antonio

\*There will be a fee of \$25.00 charged for any return check; no exceptions.

**All participants will be required to meet City of San Antonio Metropolitan Health District Food Sanitation Requirements. Booths do not include tables, chairs or any equipment to operate.**

Food choice is one (1) primary item and one (1) complimentary item (i.e. hamburger & fries). No alcohol sales

1. \_\_\_\_\_ Primary (ie.- hamburgers, fruit cups, kettle corn etc.)

2. \_\_\_\_\_ Complimentary (*this is optional*) (ie.- chips, beans, etc.)

## 2. CANCELLATIONS AND REFUNDS

- If vendor decides not to participate, Fiesta de los Niños will refund 100% of fees if notice is received in writing before April 7, 2018.
- No refunds will be made to vendors who cancel after April 7, 2018. There are no exceptions to this rule.
- 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.
- Fiesta de los Niños may be canceled or postponed at the discretion of the SA Fiesta Commission for inclement weather or other potential public safety concerns.

### **3. CERTIFICATE OF INSURANCE**

- a. Vendors are required to carry a valid certificate of liability insurance naming **Fiesta San Antonio Commission, Inc., Fiesta Commission Charitable Corporation, Fiesta de Los Niño's, 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.

### **4. 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](http://www.window.state.tx.us)) or by calling 1-800-252-5555.

### **5. FOOD SERVICE GUIDE LINES**

#### **A. COOKERS**

- a. Acceptable fuel sources are wood, charcoal, propane and electricity
- b. Charcoal or wood fueled appliances shall not be located under the food booth canopy.
- c. Charcoal or wood fueled appliances shall not be located within 10 feet of combustible material.
- d. Live fires shall be attended at all times.
- e. Live fires shall be thoroughly extinguished and wetted prior to booth operator departure from the site.

#### **B. HEALTH & FIRE PERMITS**

- a. Fees for health and fire permits are included in initial Booth Fee.
- b. Health and fire inspectors may inspect vendor booths at any time during the event.
- c. Health and Fire Department regulations must be observed by both operators and their employees/volunteers at all times.

#### **C. FIRE EXTINGUISHER REQUIREMENTS**

- a. At least one 2A 10 B:C fire extinguisher is required inside all food vendor tent at all times
- b. A "K" type extinguisher will be required in booths operating fryers with an area of 5 cubic feet or more with up to 80 pound cooking capacity. Additional "K" extinguishers will be required for each 80-pound capacity.
- c. All fire extinguishers shall have a current (within a year) inspection sticker from licensed extinguisher company or provide proof that extinguisher is new (store receipt)

### **6. BOOTH FRAME AND SIGNAGE**

- a. Any damages to the booth and its components will be deducted from security deposit.
- b. Do not place cooking or warming equipment near the skirting.
- c. Only zip ties are allowed to hang signs. NO TAPE is allowed. If tape is used on any portion of the booth or the skirting, security deposit will be forfeited.
- d. Vendors are responsible for all signage on their booth (make bright and easy to read).
- e. Pricing for food items must be posted on the front of booth in a manner that is easy for the public to read.
- f. Vendors set own pricing.
- g. Vendor must provide all items needed for operation, including tables, display needs, table covers, appliances, menu signs, identification signs, etc.

### **7. RESPONSIBILITY**

- a. If Vendor sells items that were not on the menu pre-approved by the Fiesta De Los Niño's (outlined on page 1) the booth may be shut down and Vendor will forfeit all booth fees.
- b. Each Vendor is responsible for activity within their vendor space.
- c. Vendors are to bring their own supplies in order to operate their booth. Water will not be supplied or is to be taken from any property at Port San Antonio for drink sales.
- d. Stay within assigned location; do not encroach on other spaces or distribute samples, fliers, etc. outside your booth.
- e. Do not block driveways or intrude on private property.
- f. Sidewalks and medians must be kept clear - *do not* store items or boxes there.
- g. Be mindful of landscaping and plantings between the curbs and sidewalks.

**8. SAFETY REPORTING**

- a. If Vendor should witness an accident, immediately call Security and Port San Antonio. Note the time, circumstances, vendor name, and name of anyone else who witnessed the incident. Please give the information to security officers.
- b. Security Dispatch Phone Number: (210) 921-9600.

**9. SET-UP**

- a. To ease congestion, streets at Fiesta de los Niño's will have limited points of entry and exit. Only vehicles with 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 6:00 a.m. and ends at 9:00 a.m.
- d. Vehicles will **not** be allowed to enter after 9:00 a.m. on Saturday.

**10. CHECKOUT AND CLEAN-UP**

- a. Port San Antonio will start checking booths out at 6:00 p.m.
- b. Vendor must meet with a member of the Fiesta De Los Niño's Food Committee to approve the cleanliness of booth.
- c. Booth space will be inspected for trash and debris.
- b. Security deposit may be forfeited for trash, grease dumping, or water dumping.
- c. If Vendor leaves before proper checkout procedures have been followed, Vendor will forfeit security deposit regardless of the condition of booth space.
- d. Vendors shall not shut down their booth before 6:00pm.
- e. Vendor vehicles are allowed back into the Event at 6:30 p.m. All booth contents should be removed by 7:30 p.m.

**11. TRASH/RECYCLING/WATER/COOKING OIL DISPOSAL**

- a. The appearance of the booth is very important to the overall appearance of our Fiesta Event. Please keep it clean!
- b. DO NOT USE THE TRASH BARRELS SET OUT FOR FIESTA DE LOS NINOS GUESTS.
- c. Each booth will have a map posted with directions for the dumpsters.
- d. Bring and use your own trash bags. Remove all trash from booth space and take to dumpsters. Filled trash bags may not collect around booth during the Fiesta Event day.
- e. Break down any cardboard boxes and place them in the dumpsters.
- f. Wastewater must be dumped into "grey water collection barrels".
- g. Barrels will be provided for vendors to dispose of grease and water.
- h. DO NOT DUMP GREASE, WOOD, CHARCOOL EMBERS OR WATER ONTO GROUND, INTO TRASH CANS OR DUMPSTERS!

**\*\*NOTE\*\***

**\*\*Fiesta De Los Niño's closes at 6:00 p.m., and Vendors may begin breaking down at 6:00 p.m. Checkout by the Food Committee will begin at 6:00 p.m. \*\***

Applications may be dropped off at Ort San Antonio or faxed to 210-362-7807  
907 Billy Mitchell Blvd. San Antonio, TX 78226  
Make all checks payable to: PORT SAN ANTONIO

*All applications are subject to review for approval and availability.  
Inclement weather may change date of event*

**\*\*\*\*\*FOR MORE INFORMATION \*\*\*\*\***

**You may contact Andrew Perez at 210 362-7889 and leave a detailed message  
or visit us at [www.fiestadelosninos.com](http://www.fiestadelosninos.com).**