



Hopkins Mango Fest June 2nd-3rd, 2018 Food Booth Registration Form

Deadline for registration and payment is April 30, 2018

APPLICATION PROCESS: Vendors who apply early will have the best chance of receiving their location request. A completed application does not guarantee acceptance. We will not process your fees unless your application is approved; if your check has cleared, your application has been approved. You may also contact the Hopkins Mango Fest ("HMF") committee at hopkinsmangofest@gmail.com to confirm approval. If your application is not approved, you will receive a letter stating so along with your returned fees and application. Preference will be given to booth requests for both days. You will receive your vendor packet prior to the festival which will include all your set up information and vendor parking passes.

PAYMENT: We will not accept any applications without FULL payment. Upon approval, payments will be processed. Required form of payment is by check or cash.

Amount enclosed: _____ (see below for details.)

____ I am a Hopkins BTIA Business member or I want to join Hopkins BTIA as a Business Member for \$250 and get one free 10x10 booth for each day. (If you need additional spaces you will need to purchase separately at a discounted rate of \$50.)

of 10x10 booths _____ for Sat. June 2nd 11am to 8pm

of 10x10 booths _____ for Sun. June 3rd 10:30am to 3pm

Non-BTIA Members: A rate of \$60 for one 10'x10' booth space for each day or a discounted two-day rate of \$100 for both days. Spaces must be purchased to accommodate your entire set up.

of 10x10 booths _____ for Sat. June 2nd # of 10x10 booths _____ for Sun. June 3rd (A \$20 discount is given for participating both days.)

Other needs:

____ I require electricity. (If so, please add \$10 to your total.)

____ I require a tent. _____ I will bring my own tent. Tent size(LxWxH): _____

____ I will bring a food trailer/truck. Trailer/truck size(LxWxH): _____

*You are responsible for your own tables, chairs, extension cords, equipment, and signage. Signage must be displayed during all sales times, and pricing may not increase. You are responsible for the cleaning of your booth. You may leave tied garbage bags with garbage and we will remove. Failure to clean booth areas may result in not being able to participate in future Hopkins BTIA festivals.

BUSINESS/PERSONAL NAME _____

BOOTH NAME: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

WEBSITE: _____

CONTACT & CELL PHONE FOR EVENT DAY: _____

MANGO-THEMED FOOD ITEM SELLING (Requirement): _____

OTHER MENU ITEMS: _____

REFUND POLICY: Booth fees are non-refundable. Rain or shine, including cancellation. Refunds will be made at the discretion of the HMF committee. An approved application is a vendor commitment to participate. Refunds are not customary.

MANGO-THEMED FOOD ITEM: Every food vendor is expected to have at least one mango-themed food item in keeping with the theme of the festival. The extent of mango in the mango-themed item may be minimal (e.g. garnished with fresh mango) or mango extensive at the discretion of the applying food vendor. HMF and its designees will select a best of 2018 Hopkins Mango Fest mango-themed food item based on samples purchased from the food vendors during the event.

ALL VENDORS MUST BE SET UP AND READY NO LATER THAN AN HOUR PRIOR TO EVENT. A failure to timely set up may result in the reassignment of your designated booth.

TRAILERS & TENTS: Any food serving trailers that you plan to use at the festival must be approved before the finalization of your application. Specifications of your trailer or tent must be submitted. Spaces must be purchased to accommodate your entire set up.

HOURS OF OPERATION/SALES: You are required to operate your vendor booth on your agreed days. The operations should minimally cover the following hours: **Saturday, 11am to 6 pm. Sunday 10:30am to 2pm.** Set up must be complete prior to festival hours, meaning you may not drive a vehicle within the festival area once the festival is started or before the festival is over each day. As a safety precaution, NO vehicles will be allowed to enter the festival area for pack up until 8:00 pm on Saturday and 3:00pm on Sunday. Failure to abide by this time restriction could prohibit your consideration for future Hopkins BTIA festivals.

STAFFING: You are responsible for the adequate staffing of your vendor booth. Our goal is to avoid long lines, please plan accordingly for a very busy day when staffing your vendor booth!

PLACEMENT: All food vendors must have their application and fees in by April 30, 2018. Vendor placement will begin after this date. You will be placed in the order your application fee is received and the best spot at the HMF committee's discretion as to your electrical requirements. (Not all the festival area has access to electricity.) Our goal with food court placement is to place the vendors in a manner that causes the food court to have a variety of food choices spread throughout. **Festival organizers reserve the right to limit the number of applications for any one type of particular menu item in a manner that is accommodating to the overall success of the festival.** A map of vendors and designated locations will be provided with the vendor packets.

BOOTH AWARD: Representatives of the HMF Committee will visit each booth each day at least once. An overall "best booth" winner, decided by the HMF Committee, will be announced and awarded a complimentary 10x10 booth in the 2019 Hopkins Mango Fest.