**Tri-City Latino Association**

P.O. Box 3507, Columbus, GA 31903

(706) 940-3732 \ (631) 697-4139

tricitylatinoassoc@gmail.com

www.trifestival.com

**Vendor Requirements and regulations**

1. Spaces will be assigned on a first come first serve basis according to the date and time the application received, approved, and paid in full.

2. Vendors will provide their own tents, tables, tarp and chairs. Electricity will be available; however, vendors must have their own cables and lights.

3. **No vehicles** will be allowed in the merchant area during **11am- 9pm**. You are encouraged to bring pushcarts for transporting your merchandise to your assigned space.

4. Booth spaces CANNOT be sublet to another vendor without prior written permission from TCLF, nor can a vendor sign for a specified category of space and utilize it for a different category.

5. Booths should be staffed and “open for business” as much as possible during operating hours. Pets are not allowed in booth spaces.

6. Merchandise should not block pedestrian traffic on aisle. Loud radios, tape players, CD players, IPods, or other interferences with performers will be asked to stop.

7. Vendors are recommended to advertise their business and are required to post menu prices to visitors. Food vendors must wear **“*latex gloves and hairnets”*** when preparing and/or serving food**. A copy of the menu, drinks and prices must be provided to TCLF with the application.**

8. Vendors using grills, fryers, cookers, etc., shall not cook under the tents and will have to use a tarp or drip pan to catch all grease excretions. The Civic Center will provide a grease dump area. The dumping of grease or wastewater on the grounds or down rain drains is prohibited and violators will be fined $100.00. **All propane cylinders shall be chained and secured. A 10lb. fire extinguisher Class K is required on hand.**

9. Vendors may sell any legal merchandise, however, TCLF expects the majority of those items are to be related to a Latino heritage or some sort of ethic focus or theme. TCLF reserves the right to reject any item found not to be in good taste or within the accepted standards of the community.

10. The exhibition and sales of any material shall be in compliance with all applicable laws, rules and regulations of the state of Georgia and the City of Columbus/Muscogee County Consolidated Government. Vendors are responsible for collecting and paying all applicable taxes.

11. Booth rental fees are non-refundable once application is approved and booth rental space is reserved for you. In the event of inclement weather or the threat of weather or natural disasters causing an event cancelation, rental fees will not be refunded. In the event of rain, festival activities will be moved into the Columbus Civic Center but vendor booths will remain setup outside.

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When: **Saturday, September 21, 2019**

Location: **South Commons, Columbus, Georgia**

**(Victory Drive & Veterans Parkway)**

Operating Hours: **12:00pm- 8:00pm**

Set-up Time: **8:00am - 11:00am**

Breakdown: **8:00pm - 9:00pm**

***\*\*All Vehicles must be removed from merchant area from 11:00am – 9:00pm\*\****

Application & Payment: **Business checks or money orders should be made payable to:**

**Tri-City Latino Association, Inc.**

**You can submit your application by mail with your payment to:**

**Tri-City Latino Association, Inc.**

**PO Box 3507, Columbus, GA 31903.**

***“Personal checks are not accepted.”***

**All applications are subject to approval by the Tri-City Latino Association, Inc. Committee. For Vendor Relations please call: Elica 631-697-4139**

Thank you!