



43rd Annual Cultural Arts Festival

The Heart of Our Culture El corazón de nuestra cultura

Saturday, April 13, 2019

Vendor Entry Form

Deadline: Wednesday, March 27, 2019

The 43rd Annual Cultural Arts Festival will take place Saturday, April 13, 2019. The event gets underway with a Descendants Ceremony at 8:30 a.m. on the grounds of Mission San Jose. The parade will begin at 9:30 a.m. at Huizar Street and Roosevelt Avenue in route to Harlandale Memorial Stadium. Fair activities at Memorial Stadium will run until 2:00 p.m.

Businesses, for-profit organizations, and arts & crafts vendors are invited to host a vendor table at Memorial Stadium. **A non-refundable fee of \$50 is required prior to the day of the event.** HISD will provide one 6-foot table and two chairs per vendor.

All groups must submit this completed application form to the Harlandale ISD Communications Office by **Wednesday, March 27 at 4:30 p.m.** Vendor packets will be available **Monday, April 8 at 5:00 p.m.** in the PDC at Central Office, 102 Genevieve. Payments (checks only) are due at that time.

For more information, contact Lucia Almanza at (210) 989-4347 or email lucia.almanza@harlandale.net

Business/ Group /Organization Name: _____

Address: _____

Primary Contact: _____

Work Phone: _____ Cell: _____ Fax: _____

Email: _____ Website _____

Number of people assisting at your booth _____

Tell us about your organization:

Services Provided

- Resources for Parents
- Resources for Students
- Business Services
- Social Services
- City or County Services
- Health Services
- Arts & Crafts

What do you need?

- Electricity
 - Other
- _____
- _____
- _____

What are you bringing?

- Pop-Up Tent
 - Other Equipment
- _____
- _____
- _____
- Giveaway Items
- _____
- _____
- _____

I have read and understand all the exhibit policies set forth by the Harlandale ISD.

Signature

Date



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Vendor Table Policies

Vendor Entry Form

All vendor entry forms must be submitted to the Communications Office by **Wednesday, March 27 at 4:30 p.m.** They must be legible and complete. All vendor entries will be reviewed by the Superintendent. If there are any questions/concerns about your entry, someone with the Communications Department will contact you prior to the date of the event. Each vendor's representative may pick up an information packet at the final meeting on **Monday, April 8 at 5:00 p.m.** in the PDC at Central Office, 102 Genevieve.

Vendor Fee

Businesses, for-profit organizations and arts & crafts vendors must pay a \$50 fee prior to the day of the event. Payment can be made via check only at the final meeting on Monday, April 8.

Arts & Crafts Vendors

Artists must have created by hand the work they exhibit. No mass production work will be allowed. No "buy and sell" product will be allowed. Use of kits or pre-set patterns will not be accepted. Use of fabricated forms or a commercial pre-made product is not allowed. Artists must be present during the event. No dealers, agents or representatives will be permitted.

Sales

Vendor is responsible for all sales and exchange of funds. Vendor must provide their own change.

Set Up

Each business, for-profit organization, and arts & crafts vendor will be assigned to a table at Memorial Stadium. HISD will provide every vendor with one 6-foot table and two chairs. Additional tables, chairs and/or a tent must be provided by vendor. No stakes allowed.

Vendors may arrive, set up and decorate as early as 8:00 a.m. on the day of the festival. Please be set up by 10:00 a.m. The fair's opening ceremony begins at 11:30 a.m. Vendors are expected to stay until 2:00 p.m. and are responsible for cleaning their area.

Behavior

All vendors are expected to behave in an exemplary manner. Any rudeness, foul language or threatening behavior will be grounds for the removal of any individual and/or their group from the event and could jeopardize future participation.



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Distribution of Items

Vendors may distribute articles, flyers, leaflets, brochures, souvenirs, T-shirts, etc. However, no political endorsements of any kind are allowed on district property. Distribution material must not be offensive, graphic or contain any foul language. Also, no competing food or drink items are allowed to be distributed/sold.

Parking

Each vendor will receive one parking pass to display on their vehicle's dashboard. Parking will be available off 93rd St., along the baseball/softball fields. First come, first serve. Harlandale Independent School District assumes no responsibility for accidents. Rules and regulations will be strictly enforced.

For more information, contact the Communications Department at (210) 989-4355 or email lucia.almanza@harlandale.net