

# 2024 INTERNATIONAL LATIN JAZZ & ARTS FESTIVAL

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## STARLITE ORGANIZATION FOR THE ARTS

### PARTICIPANT RULES & REGULATIONS:

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1. **THE PRICE OF EACH FOOD BOOTH INCLUDES THE FOLLOWING:**
  - a. ONE 8' X 8' or 8' X 12' BOOTH RENTAL & SPACE (Depending on availability)
  - b. FIRE DEPARTMENT INSPECTION PERMIT (*IF REQUIRED*)
  - c. HEALTH DEPARTMENT INSPECTION PERMIT (MANDATORY)
  - d. ELECTRICAL FEE FOR **ONE** – 10 AMP CIRCUIT (there is limited power in most areas)  
*(There will be a charge for additional power requested, if available, starting at \$150.00 & above. Electrician will check for power & approve request PRIOR to start of event.)*
2. **ALL FOOD BOOTH VENDORS ARE REQUIRED TO HAVE THEIR OWN CERTIFICATE OF LIABILITY INSURANCE.**
3. **YOU MUST BE 21 YEARS AND OVER TO BE ACCEPTED AS A FOOD VENDOR AT THIS EVENT.**
4. **ALL VENDORS AT I.L.J.A.F ARE PROHIBITED FROM SELLING ANY BEVERAGES AT THEIR BOOTHS.** If a vendor is seen selling ANY beverages from their booth area, vendor **WILL FORFEIT THEIR BOOTH. Booth will be closed.** No refunds will be given. No exceptions will be made
5. **FLOORING FOR BOOTHS** - Each FOOD vendor MUST put down plywood or other acceptable material under their booth. You MUST empty GREASE into your own 5 gallon containers. ALL VENDORS MUST TAKE THEIR GREASE WITH THEM AT THE END OF THE EVENT. Any vendor caught pouring Grease or water into other areas will be reported to the Health Department, and **FORFEIT THEIR BOOTH. Booth will be closed.** NO EXCEPTIONS and NO REFUNDS will be made.
6. **CONSUMPTION OF ALCOHOL IS PROHIBITED INSIDE WORK AREA OR DISPLAY AREA OF ANY BOOTH DURING THIS EVENT.** Any vendor in violation of this policy will **FORFEIT THEIR BOOTH. Booth will be closed. NO EXCEPTIONS and NO REFUNDS will be made.**
7. **ANY FOOD VENDOR CAUGHT SELLING A NON-DESIGNATED FOOD ITEM DURING THE EVENT WILL FORFEIT THEIR BOOTH. Booth will be closed.** No refunds will be given. No exceptions will be made. **You are not allowed to "ADD" any food items without approval from Event Specialist/Concession Manager.**
8. **DURING THE EVENT, FOOD VENDORS MUST POST ALL FOOD PRICES AT THEIR FOOD BOOTH WHERE THEY CAN BE CLEARLY SEEN. PRICES CANNOT BE CHANGED THROUGH THE DURATION OF THE EVENT.**
9. **ALL VENDORS MUST BE EQUIPPED TO ACCEPT CASH, DEBIT OR CREDIT CARDS.**
10. **ALL FOOD VENDORS MUST ATTEND A MANDATORY FOOD VENDOR MEETING – TBA.**

PAYING FOR YOUR BOOTH – If you are accepted and approved as a Food Vendor:

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1. **PRICE OF EACH BOOTH IS POSTED ON THE LIST OF I.L.J.A.F FOOD BOOTHS**
  2. **PAYMENTS MUST BE MADE IN FULL TO SECURE YOUR FOOD VENDOR SPACE**
  3. **ALL PAYMENTS ARE *NON-REFUNDABLE – NO EXCEPTIONS***
  4. **METHODS OF PAYMENT:**
    - **CASHIER'S CHECKS OR MONEY ORDERS – NO CASH WILL BE ACCEPTED**
    - **ONLINE PAYMENTS WILL BE ACCEPTED VIA CREDIT CARD (a 3.5% fee will be added)**
    - **NO PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED. No exceptions**
    - **Make Money Orders or Cashier's Checks payable to: STARLITE ORGANIZATION FOR THE ARTS**

### LOAD IN & SET UP INSTRUCTIONS

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1. **LOAD IN & SET UP INSTRUCTIONS WILL BE GIVEN DURING THE MANDATORY FOOD VENDOR MEETING.**
2. **PARKING IS ON A FIRST COME FIRST BASIS AND NOT PROVIDED FOR THIS EVENT.**