

Call 824-2462 for info

**ALAMO HEIGHTS NIGHT®
VENDOR APPLICATION/AGREEMENT 2016 (150501)**

On behalf of _____, (name of sponsoring activity), I _____, (name of organization representative) commit to sponsoring a booth/activity featuring:

_____ (name of food item(s) or activity) at \$_____ (price of item(s)) at the Alamo Heights Rotary Club "Alamo Heights Night®" festival on Friday, April 15, 2016, from 5:30 p.m. until 11:30 p.m. at the University of the Incarnate Word, 4301 Broadway, San Antonio, TX 78209).

A \$50.00 one time non-refundable deposit for each booth is required with this agreement. (If a non-refundable deposit was made in the past and your organization has participated every year since then, an additional deposit is not required.) Booth deposits are not required from Non Profit organizations. Vendors will be assessed the fees associated with Food and Fire inspection permits if required by the items served, fees will be deducted from proceeds raised at the event and the AHNLLC will obtain the required permits. Vendors not showing up at the event will be invoiced for the permits obtained.

I understand that my organization is responsible for complying with all of the guidelines in the three pages of **Responsibilities and Guidelines, Alamo Heights Night® 2016**, that are a part of this application/agreement and that our participation is not confirmed until notified by Alamo Heights Night® LLC.

I need _____ passes to accommodate entrance of my booth personnel.

110 volt electric power up to a total of 15 amps will be provided unless other arrangements are specified. 110 volt electric power will fill our needs /___/YES /___/NO. TOTAL AMPS _____ I have the following special electrical requirements (please specify voltage, amperage, phasing, special plugs, etc):

Will you be using any HEAT SOURCE TO HEAT YOUR FOOD? /___/ YES /___/NO

Please indicate any special desires as to the location of your booth (every effort will be made to situate you in the location you desire):

I have these other special needs (include need for grilling/prep space):

Signature _____ Date _____
Organization Activity Point of Contact*: _____ Phone*: _____
Address* _____
FAX* _____ E-mail* _____

***PLEASE PRINT LEGIBLY AND FILL IN ALL CONTACT INFORMATION
(For early registration, complete only those items you know, continue on reverse if needed)**

Responsibilities and Guidelines, Alamo Heights Night® 2016

In submitting a vendor application/agreement, you are accepting responsibility for complying with the following vendor responsibilities and guidelines.

BOOTHS: We provide an 8'x8' booth (a second booth is authorized if arranged ahead of time and space allows), enough space outside the booth for cooking/preparation, a light, and a location to connect your power. Vendors desiring to use their own "booth/tent/trailer/vehicle" must obtain permission prior to the event to insure sufficient space is available. Vendors are expected to provide and prepare all items for sale and provide all necessary equipment and manpower needed. Vendors need to bring their own extension cords, chairs, tables, etc. **Please note that the tables and chairs seen at the event site are paid for and brought to the site by the Rotary Club for use in Rotary Club run activities and for event attendees. They are not to be used by vendors in/around their booth/space.** Vendors are not authorized to use any loudspeakers, megaphones or other noise or sound enhancing equipment in the Alamo Heights Night® area to entice/entertain customers or advertise their product/service. Vendors are expected to attractively decorate their booth and place signs on their booth that will indicate what food items they are selling, the dollar price, and the number of **\$1 tickets** required to purchase the item. All booth preparations must be completed and ready **prior to 3:00 p.m. April 15**. This time must be enforced to ensure the safety and success of the event and to permit appropriate Health and Fire Department inspections. Booths not prepared by 3:00 p.m. may be unable to participate in the event. **Vendors are authorized to sell only those items previously agreed to and are not authorized to sell or give away any beverages, food, or other items.**

ELECTRICAL CONNECTIONS: Electric wiring and outlet boxes will be installed by electricians hired by the Alamo Heights Night® LLC. Vendors may connect approved electric appliances/equipment to these outlet boxes only with UL or approved commercial outdoor wiring. All appliances must be properly grounded and may not exceed a total of 15 amps per outlet without prior approval. **If you require anything other than a 110/120 circuit with 15 amps and standard electric outlet, you must inform us of the specific requirements no later than April 11.** All appliances and connections must comply with all applicable San Antonio electrical codes. **All electrical wiring and connections will be inspected and tagged by AHN electricians prior to any vendor using their electrical appliances/equipment at the AHN event site.** Vendors will not be permitted to use any electrical equipment that has not been inspected and approved. Vendors will be assessed a minimum of \$25 plus materials for any work required to assist them in upgrading their electric capability to meet safety standards during AHN. We expect to be inspected by city electric inspectors to insure compliance with applicable codes.

-String wire is not allowed.

-Metal cord caps are not allowed.

-Lights in booths must be in safe and operational condition.

-A minimum charge of \$25 plus materials will be assessed for electrical upgrades that are required as a result of vendors that need additional electrical power or special connections over and above what they specify they need on the application/agreement to participate in the event.

-Electrical connections may not be moved or modified by vendors after approval by the AHN electricians.

VEHICLES: While setting up, please **do not park in front of ANY SPACE OR BOOTH other than your own assigned space/booth. Place a paper on the dashboard visible through the window with the mobile phone number of the driver. That number will be called before a vehicle is towed for being in a location that impedes traffic. All vehicles must be out of the area by 4 PM. VEHICLES REMAINING IN THE AREA AFTER THAT TIME ARE SUBJECT TO POLICE TICKETING and towing.** Vendors are not permitted to operate from their vehicles inside the event site unless they are a mobile food vehicle with prior approval. There is extremely limited parking in the vicinity of the grounds. We will provide **1-2** parking space(s) for vendor vehicles in designated event parking lot. The vendor parking lot will be the Ancira multi level parking garage adjacent to the UIW International Center on the hill at Hwy 281 and Hildebrand Ave. Vendor parking pass(es) will be provided. **Please provide**

detailed description and measurements of any vehicle/trailer that will not fit in a standard parking space so another location can be identified. Except for vehicles provided a Truck/Trailer parking pass there is NO authorized vehicle parking outside the North or West Gate areas on April 15 either before or after the event.. Violators will be towed. Vehicles arriving to unload for set up after 4 pm will not be allowed to enter the event site. Unloading may only be accomplished outside the North or West vendor entrance gates after 4 pm. You are encouraged to use area parking and the park and ride busses for workers. See separate list of park and ride locations on our web site (www.alamoheightsnight.org). The event closes at 11:30 pm. Vehicles will not be permitted into the site until after all participants (other than workers) have departed.

SANITATION: You must meet all appropriate city of San Antonio sanitary requirements for your food and drink items (proper storage, handling, temperature control, etc). Please ensure you have a hand washing and utensil washing capability in your booth. Water will be available on site. A centralized container will be provided to get rid of waste water. **All vendors serving food items will be inspected by a City Sanitary Food Inspector. See City codes for requirements.**

FIRE: All vendors must meet the appropriate City of San Antonio requirements for fire safety including on site availability of appropriate fire extinguishers. **If you will be using any heat to cook/heat food, you must have a fire extinguisher in your booth. Vendors will be inspected by a City Fire Inspector. See city codes for requirements.**

WORKER PASSES: Anyone entering the event site and remaining after 5 pm will require a worker pass (wrist band). The number of passes vendors require must be included on their application. They will be provided approximately one week prior to the event. Special arrangements can be made for vendors that require continuous access to bring refill items to their booth location.

MONEY TICKETS: Only \$1 tickets sold by the AH Rotary Club may be used to purchase items/services at AHN. **The following procedures will be followed:**

- 1. Vendors will be provided a plastic 5 gallon bucket with plastic bag and lid into which they will place tickets/coupons they receive during the event for selling their items/service.**
- 2. Make every attempt to keep the coupons dry.**
- 3. Vendors must pick up their bucket in the entranceway to the Natatorium prior to 5:00 pm. Should the bucket be filled up during the course of the event, additional ones may be picked up at the same location.**
- 4. At the end of the event or upon the closing of a booth, a responsible member of the vendor's team must bring the bucket containing the tickets/coupons to the location where it was picked up (entranceway to the Natatorium).**
- 5. The vendor representative will be required to fill out a form listing the vendor, his/her name and phone number.**
- 6. A Rotary Club representative will remove the plastic bag with the tickets/coupons from the bucket and will place the form in the bag with them for added security and identification.**
- 7. The bag will be sealed and stored overnight prior to counting the coupons within the next few days.**
- 8. Failure to follow these procedures could cause an inability of the Rotary Club to identify the coupons with the vendor that collected them and to subsequently pay the vendor the amount they are due.**

Only the \$1 tickets sold at this event in 2016 will be reimbursed. **You are responsible for turning in your tickets/coupons to the Natatorium at the end of the event.** If it is not turned in, there is no way to determine your share of income collected by your booth. In submitting the application/agreement you are (1) agreeing that all \$1 tickets will be delivered by the vendor to the Natatorium for counting by the AHNLLC, (2) that 50 percent* of all gross proceeds from our booth will be donated to the Alamo Heights Night LLC, a 501(c)(3) organization, (3) that only authorized 2016 edition \$1 tickets will be accepted as payment, (4) that health and fire permit fees if they apply will be deducted from your share of the proceeds, (5) that no cash or other payment will be accepted at our booth, and (6) that payment of vendor proceeds will be made by checks that must be cashed within 90 days or the check will be voided and

proceeds will be considered a donation to the event. Any other tickets taken in will not be counted towards total receipts.

*For profit food vendors may donate more than the 50%; other vendors and non profit vendors may be authorized a different split.

CLEAN UP: Vendors must insure that they clean up their area completely (including any spilled cooking greases/residue) and either take unwanted items with them or dispose of it in the garbage dumpsters or other collection containers on site.

LIABILITY INSURANCE: Vendors are required to maintain appropriate liability insurance and name the Alamo Heights Night LLC, Alamo Heights Rotary Club, Rotary International, the University of the Incarnate Word, the Village of Incarnate Word Retirement Center and the Sisters of Charity of the Incarnate Word as additional insured parties. Please have a copy of the insurance certificate with these additional insured names mailed to the Alamo Heights Night LLC, PO Box 6995, San Antonio, TX 78209, or e-mailed to: info@creativechocolates.com, **prior to April 2, 2016.**

RECYCLING: Alamo Heights Night has been certified by the City of San Antonio as a Platinum Green Event. Please help by doing your part to assist in reducing waste and assisting in recycling. There will be trash cans throughout the event site to dispose of regular trash and separately for recyclable materials. Please use recyclable materials to prepare/serve your food and have your staff use the recycle trash cans and recommend their use to your patrons at the event. Waste water will be collected in a container located in the vicinity of the Dumpster in the rear of the NE corner of the Natatorium. If you have any excess cartons at the end of the event, please flatten them out and leave them behind your booth for pick up.

ASSISTANCE IN INCREASING ATTENDANCE: Increasing the attendees to the event will add to your success; will increase the fundraising opportunities; and will add to the general Fiesta atmosphere of the event. Please do what you can in advance of Alamo Heights Night® to advertise the event at your places of business and on your websites and social media outlets. Fliers and posters will be available for your use or you can reproduce the one on the event website when published for 2016.

APPLICATION/AGREEMENT SUBMISSION: A completed application/agreement may be mailed to Alamo Heights Night LLC, POB 6995, San Antonio, TX 78209, or e-mailed to: info@creativechocolates.com, **prior to April 8, 2016.**