



INDIAFEST 2018

West Palm Beach, FL

February 17, 2018



Dear Prospective Vendor,

Palm Beach India Association (hereinafter PBIA), A nonprofit organization is excited to host 15th Indian Cultural Festival - IndiaFest 2018 (hereinafter PBIA IndiaFest).

This event will be held on Saturday, February 17, 2018 from 10:00 AM to 10:00 PM at the Meyer Amphitheater in downtown West Palm Beach, Florida.

PBIA is organizing this event to create cultural awareness of India and Indian people to the South Florida Community. PBIA wants to introduce the community to the different flavors of Indian food, different colors of traditional costumes, different beats of music and different steps of dances that are an everyday part of life in India.

The first IndiaFest was organized in 2004. Since then it's popularity has been growing year after year. In 2017 more than 25,000 people attended IndiaFest and we are expecting the biggest ever turn out for this upcoming event.

PBIA is inviting vendors that will strengthen the cultural image of India's different forms of art, crafts, music, food etc. Vendors are primarily grouped under four broad categories:

- **Food Vendors** - A Food Vendor is any vendor selling or serving prepackaged and / or freshly prepared food for consumption at the event and / or carry out.
- **Merchandise Vendors**- Vendors of these categories are sellers of non-consumable merchandise, selling products and services for home, business, including but not limited to clothes, jewelry, mass produced paintings, decorations and other mass produced Indian based products.
- **Arts & Crafts Vendors** – Vendors of these categories are sellers of service providers and promoters of Indian Arts & Crafts including but not limited to Cultural, Education and Henna
- **Precious Metals and Gems Vendors** – Vendors of these categories are sellers of Precious Metals and Gems including Gold, Silver, Platinum, Rubies, Jade, Sapphire and other rocks or metals that are considered as rare and precious metals by the Gemology Association of America.

PBIA reserves the right to identify the category of the vendor based on their application. All merchandise sold at the event must be legal and allowed for sale as per Florida Law. Any illegal items, contrabands, weapons and other non-legal merchandise will not be allowed for sale during the entire event day or night. Any vendor caught selling any illegal merchandise will be removed immediately from the event and the grounds. PBIA will notify the appropriate law enforcement authorities. Such vendors will no longer be allowed to participate in future IndiaFest events or any other events organized by PBIA.

If you are a prospective vendor and would like to take advantage of this opportunity, please review attached application and contract.

PBIA highly appreciates your patronage.



INDIAFEST 2018

West Palm Beach, FL

February 17, 2018



Vendor Rules and Regulations

1. **HOURS** - All vendors are required to be at the Meyer Amphitheater by 7:00 a.m. to set up their booth. No vendor will be allowed to close down and remove their equipment before 9:00 p.m.
2. **PARKING** – All vendors will be provided with one parking space. Please see a volunteer on the day of the event for a parking pass.
3. **BOOTH** –
 - a. Vendors will be provided approximately 10' X 10', OR OTHER SIZES OF BOOTH PER THE CONTRACT. Each booth will have one electrical outlet (two plugs) and one light. Should you required additional light or electrical outlets please indicate this on the application form. (Additional Charges Apply).
 - b. All vendors need to notify the organizing committee in writing number of amps., Power rating of your electrical equipment needed for their operation. To determine your electrical needs, please provide a list of equipment that you plan to use during the event and no. of amps and volts required for operating each piece of equipment. This detail must be provided at the time of application.
 - c. All additional items must be indicated on the application form since we cannot accommodate such requests on the day of the event.
 - d. Each booth will have TWO tables and TWO chairs. Should you require additional tables or chairs, please indicate this on the application forms. Vendors will not be permitted to bring their own tables or chairs. IndiaFest will provide table cloths.
 - e. IndiaFest will provide tent identifications / description in the form a Banner. No Personal Banner will be allowed. Please make sure to provide the name to be printed on the application.
 - f. All Vendors are required to have appropriate occupational license; Food vendors must carry Health Dept. Permit as required for food catering. Please attach a copy of these licenses along with this application. **Vendors must also carry appropriate Insurance and are required to add Palm Beach India Association, Board of Directors, Executive Committee and its Members as additional insured. All Insurance accords must be included with the application.**
 - g. Vendors will be required to honor the price of food items as submitted to PBIA IndiaFest with their application. Any changes to the prices without the approval of PBIA IndiaFest and any infraction by vendors will result in removal from IndiaFest 2018 and/or any participation in future IndiaFest programs organized by PBIA, and will not be entitled to a refund of any payments made by vendor to PBIA in connection with their participation in IndiaFest 2018.
 - h. Vendors are strictly prohibited from “Sub Leasing” the booth. If PBIA IndiaFest determines that a booth has been sub leased, the vendor will be asked to vacate the booth immediately. No refund will be provided of the rental agreement.
 - i. Vendors are NOT allowed:
 - To use any kind of audio (Public address) system including speakers, microphones, etc.
 - To display banners of size larger than 6 feet wide and 2 feet high.
 - To display banners outside their booths (EXCEPT sponsors).
 - To distribute literature or souvenirs from outside the boundaries of their booth.
 - To distribute or market, directly or indirectly, any third-party organization, event or company during the event.
 - To drive on grass for any reason or display merchandise in the walkway
 - To obstruct public walkway



INDIAFEST 2018

West Palm Beach, FL

February 17, 2018



- j. Vendors will always keep their booth in professionally looking condition. Boxes and bear tables (without table clothes) are not to be seen to public.
4. **NO ALCOHOL OR NON-ALCOHOL BEVERAGES:** No vendor will be allowed to sell or otherwise distribute any alcoholic or non-alcoholic beverages including WATER and SODA at IndiaFest 2018. Please note that PBI A IndiaFest will make exceptions to certain types of drinks (e.g. lassi, falooda, tea, mango shakes). Please indicate if you want special drinks included in the menu along with pricing.
5. **UTILITIES** - Since there is a limited amount of electricity available at the festival site, it is important that each food vendor inform the PBI A IndiaFest Committee of any heavy cooking equipment, such as microwaves, hot plates, coolers, etc., that it plans to bring to IndiaFest 2018. PBI A IndiaFest will not be responsible for any electrical issue including short circuit caused by the Vendor's equipment. PBI A IndiaFest reserves the right remove or not allow the use of such equipment if deemed necessary.
6. **CODE COMPLIANCE** - If a vendor plans to cook during IndiaFest 2018, please remember that said vendor is responsible for bringing an appropriate tarp to avoid any damage to the grass areas or the tables provided. Furthermore, each vendor specifically assumes any liability for any incidental or consequential damages that may occur on the premises of IndiaFest 2018 in connection with said vendor's cooking on said premises.
7. **RAIN OUT POLICY** - FESTIVAL WILL BE HELD RAIN OR SHINE. No refunds will be made due to inclement weather or poor attendance.
8. **SECURITY:** PBI A IndiaFest hires Police Officers from City of West Palm Beach and hires additional security Personal to assist and maintain law and order during the event. PBI A IndiaFest Committee takes no responsibility or liability for any damage or theft during the event or destruction caused by attendees, weather, terrorism or act or god.
9. **VENDORS DEPOSIT** – Due to the overwhelming amount of ground damage left behind by vendors over the past two years we have found it necessary to require ALL vendors to pay a refundable cleaning and damage deposit of \$500.00 dollars for food vendors and \$300 for other vendors. This fee must be paid along with application fee and it will be deposited in PBI A bank account. The deposit fee will be refunded within 60 days after deducting any damages and cleanup charges.
10. **DISCLAIMER, WAIVER AND RELEASE** – If a vendor fails to comply with any of the aforementioned rules, regulations, terms, conditions, or covenants, said vendor, at the sole discretion of the PBI A IndiaFest, will be immediately escorted out of the subject premises of the Meyer Amphitheatre and will not be allowed to participate in IndiaFest 2018 and/or any future IndiaFest programs organized by the PBI A, and will not be entitled to a refund of any payments made by vendor to the PBI A IndiaFest in connection with participating in IndiaFest 2018. Furthermore, each vendor, person or company who executes the Stall/Vendor Commitment Form specifically agrees to waive and release, indemnify, hold harmless and forever discharge the PBI A and its agents, employees, officers, directors, affiliates, successors, managers and assigns, of and from any and all claims, demands, debts, contracts, expenses, causes of action, including negligence causes of action, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or equity, that said vendor, person or company had or may have, arising from or in any way related to said vendor, person or company's participation in any of the events or activities, including IndiaFest 2018, conducted by, on the premises of, or for the benefit of the PBI A. Each said vendor, person or company shall at its own expense defend, protect and save harmless the Indemnities against said claim(s) or any loss or liability thereunder. In the further event said vendor, person or company shall fail to so defend and/or indemnify and save harmless, then in such instance the Indemnities shall have full rights to defend, pay or settle said claim(s) on their behalf without notice to the undersigned and with full rights to recourse against said vendor, person or company for all fees, costs including but not limited to attorneys' fees, expenses and payments made or agreed to be paid to discharge said claim(s). Upon default, the said vendor, person or company further agrees to pay all reasonable attorney's fees necessary to enforce this agreement. This agreement shall be unlimited as to amount or duration. This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal representatives.



INDIAFEST 2018

West Palm Beach, FL

February 17, 2018



Additional Terms and conditions for FOOD Stall Vendor Only

- A. **FOOD VARIETY** – To ensure food variety at IndiaFest 2018, no two (2) food vendors will be allowed to sell the same items. All vendors are encouraged to submit their menus to PBIA IndiaFest Committee as soon as possible as menu items are limited and cannot be duplicated. Thus, if a vendor wishes to sell any specific food item, it is best to submit the commitment form before other vendors submit their proposed menu items. All items that a vendor intends to sell, and the menu prices of those items, must be listed on the commitment form. Due to professional signs that will be made for IndiaFest 2018, the menu items and prices for those menu items cannot be changed without the expressed written authorization of the Palm Beach India Association once a vendor's commitment form is submitted to the PBIA IndiaFest Committee. Food serving vendors are required to follow all Florida Health and Safety standards including use of caps and gloves, money handling, fire prevention and water temperature required for washing dishes.
- B. **FOOD PRICING** – PBIA IndiaFest Committee's primary aim is to keep the quality high and cost low, especially in food, so that the non-Indian people will try the different Indian varieties. To achieve our goal, we request that our food vendors charge a reasonable price per item and not to exceed \$7.00 per platter. IndiaFest will provide a PRINTED Menu Board (approx. 36" x 24") for this purpose.
- C. **FOOD SERVING** – It is important that ALL FOOD VENDORS maintain and follow hygienic rules as set by the Bureau of Food Licensing when serving the food.
- All food vendors must wear hand gloves to serve. (Please bring your own plastic hand gloves).
 - All food must be stored in proper containers, and all tables must be kept in clean hygienic conditions
 - It will be strictly observed that there are no young children under the age of 16 behind the table.
 - No trash to be accumulated on the table.
 - All food vendors will provide adequate napkins, plates, plastic ware, etc. of reasonably good quality.

Additional Terms and conditions for Precious Metals and Gems Vendor Only

- I. **SECURITY:** It is important that Vendors in this category hire proper security to protect their merchandise. The Vendor must notify PBIA IndiaFest if they plan to hire Security with a license to carry any firearms. The Vendor must provide proper documentation including proper credentials and licenses to prove that personal hired for security are properly licensed by State of Florida. Vendors WILL BE required to submit proper Insurance Acord indemnifying PBIA and its Board and Executive Committee from any liability. PBIA and its Board and Executive Committee should be additionally insured with your insurance carrier and proper accord must be submitted to Vendor Committee along with your application.



INDIAFEST 2018

West Palm Beach, FL

February 17, 2018



PRICING FOR BOOTH

BOOTH PRICING

FOOD VENDORS	\$1250.00 per booth***
NON-FOOD VENDORS	\$750.00 per booth***
ARTS & CRAFTS VENDORS	\$500.00 per booth***
PRECIOUS METALS AND GEMS VENDORS	\$1250.00 per booth***
PREMIUM LOCATION - ADDITIONAL (As determined by IndiaFest committee)	\$100.00 per booth ***

OTHER ITEMS *

Additional Tables (1)	\$10.00 each
Additional Electrical Outlet	\$25.00 each
Additional Chairs (1)	\$1.00 each

REFUNDABLE DEPOSIT (TO BE REFUNDED AFTER DEDUCTING DAMAGES AND CLEANUP CHARGES)

Non-Food Vendors	\$300.00 per booth
Food Vendors	\$500.00 per booth

***(*premium booths are charged additional \$100 per booth. Please contact us for booth availability*)

*Do not bring any tables or chairs from home. Only IndiaFest management provided tables and chairs are allowed.



INDIAFEST 2018

West Palm Beach, FL

February 17, 2018



Vendor Commitment Form

Please print your Name/Company Name as you would like it to appear on listings.

Contact Name & Title: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

Name as it would appear in the BANNER _____

(please TYPE the Name clearly)

Product of Services: *(Please provide all products and services that you will be selling at your booth. Please be as detail as possible. Use additional sheets if required)*

Please note that the submission of the application/commitment form does not guarantee a booth. The vendors will be chosen based on the quality and uniqueness of the product or service. The final selection decision will be at the discretion of the IndiaFest Organizer PBIA. This form must be received by PBIA IndiaFest Vendor Committee no later than January 20, 2018.

The PBIA IndiaFest Vendor Committee assign booths 1st week of February.

If your application is not approved, any money including deposit will be returned to you. If your application is approved and you need to cancel your booth reservation, we cannot refund any money.

If you have any questions, please contact following – secretary@gopbia.org or Contact Gunjan Patel @ 561-801-3540



INDIAFEST 2018

West Palm Beach, FL

February 17, 2018



ORDER FORM

Please forward all correspondence and payment to: (Make Check Payable to "INDIAFEST")

Please forward all correspondence and payment to:

Palm Beach India Association
C/O Gunjan Patel – Secretary
6 Steeplechase Cir
Tequesta, FL 33469

Name: _____

<u>QTY</u>	<u>TYPE OF THE BOOTH</u>	<u>COST</u>	<u>TOTAL AMOUNT</u>
_____	Food Booth	\$1250.00/ Each	\$ _____
_____	Non-Food Booth	\$750.00/ Each	\$ _____
_____	Arts & Crafts	\$500.00/ Each	\$ _____
_____	Precious Metals and Gems	\$1250.00/ Each	\$ _____
_____	Additional Chairs	\$1.00/ Each	\$ _____
_____	Additional Tables	\$10.00/ Each	\$ _____
_____	Additional Electrical Outlets	\$25.00/ Each	\$ _____
	Amperage Required: _____		
	TOTAL RENTAL AMOUNT		\$ _____
_____	Vendor Deposit	\$300.00 or \$500.00 per booth	\$ _____
	(deposit amount will be deposited and held in IndiaFest Bank account)		
	TOTAL AMOUNT ENCLOSED		\$ _____



INDIAFEST 2018

West Palm Beach, FL

February 17, 2018



Application Check List

- Completed Vendor Commitment Form Yes _____
- Completed Order Form with all items Required Yes _____
- Check for Booth and other Items payable to "IndiaFest" Yes _____
- Deposit Check of payable to "IndiaFest" Yes _____
- Menu with Pricing – For Food Vendors Yes _____
- Proof of Licenses Yes _____
- Proof of Insurance Yes _____

Any incomplete application will be rejected and your refund will be mailed immediately.

By signing this document, you agree to all the terms and conditions of IndiaFest and Palm Beach India Association Inc. Vendor has had the opportunity to seek the assistance of a qualified attorney with regards to this Vendor Commitment Form, has read, fully understands and agrees to comply with all terms, covenants and conditions set forth in the enclosed IndiaFest 2018 Vendor Rules and Regulations form attached hereto (on pages 2, 3 AND 4) and fully incorporated herein.

By: _____ (name) Company Name _____

Signature: _____ Date: _____

Please forward all correspondence and payment to:

**Palm Beach India Association
C/O Gunjan Patel – Secretary
6 Steeplechase Cir
Tequesta, FL 33469**

FOR OFFICAL USE ONLY – DO NOT WRITE OR COMPLETE THIS SECTION

Name of the Vendor: _____ Type of Booth: _____

Date of Receipt: _____ Received by: _____

Total Amount Received: \$ _____ Check # _____ Booth Assigned: _____

Total Deposit Received: \$ _____ Check # _____ Additional items ordered ___ Tables ___ Chairs ___ Outlets

Deposit Refund Status: \$ _____ Refund Check # _____ Return Check Date: _____