



**CelebrASIA Austin: Asian Pacific American Food and Heritage Festival
Saturday, May 2, 2015**

Merchandise Vendor and Community Booth Guidelines

A confirmation of approved applications will be sent to you prior to the festival and is a commitment to show. Applications will be reviewed in early April and the planning committee will make a final selection of participants based on space and relevance to AAPI community and event.

If you have not received an email confirmation by April 18, 2015 please call (512) 974-1696 to confirm your reservation.

If your organization is unable to attend, a courtesy call is required prior to the show. If an organization is a no-show, a group may lose the opportunity to booth for future events.

1) Merchandise vendor booths include; Asian/Pacific goods such as clothing, arts & crafts, artifacts and/or coconut related products (food festival theme is coconuts) by individuals, businesses or community organizations. No sales of food, beverage or services permitted.

2) Community outreach booths include non-profits, cultural organizations, civic groups, service organizations, schools or other volunteer driven organizations who wish to inform and educate about the services they provide. Participants in this category may not sell any items, promote a specific business or solicit for donations.

Applicable to merchandise vendor booths and community outreach booths

- The festival is a rain or shine event. Booth spaces will remain outside due to limited indoor space, therefore tents are required to protect booths and vendors from rain, sun & provide an attractive festival atmosphere. In the event of unsafe inclement weather, outdoor booths may be cancelled.
- Booths must be operating and staffed during all event hours from 11am – 3pm. Load-in begins at 9:00am and must be completed by 10:30am. No vehicles will be allowed access to barricaded parking lot beyond this time.
- Booth primary contact must check in with the vending coordinator stationed at the parking lot main entrance upon their arrival at the event.

- Parking will be at the Rutherford Lane Campus adjacent to AARC (entrance on Cameron Road) or at Mount Sinai (vacant parking lot across the street from the AARC). After load-in, vehicles must be moved to one of these two parking lots.
- Teardown begins at 3pm. Early teardown of booths is not allowed and vehicles will not be allowed access to parking lot before this time. Access to parking lot may be shortly after 4pm depending on necessity to clear crowd from parking area.
- Booths are responsible for keeping their space attractive during event hours and for cleaning up their space after the event ends, including removal of belongings, garbage and sweeping up any loose debris.
- Booths may only sell and promote the merchandise or provide information/activities that are stated and approved on application.
- The volume of music played at booth should be soft enough to not be heard beyond 5 feet of space. The event will provide outdoor entertainment and music.
- Glass, single use bags, styrofoam and smoking are prohibited at all times.
- Electricity and outdoor wireless internet is not available.

Applicable only to merchandise vendors:

- All booth chairs, tables, tablecloths, display props and 10' x 10' canopy or pop-up tents must be provided by the vendor and maintained in the space designated. No tent stakes are permitted. Weights must be provided to secure tent and other items susceptible to weather conditions such as wind.
- Vendors may not setup items outside of 10'x10' tent area.
- A current Texas sales and use tax permit must be submitted to AARC prior to event date for merchandise sales.
- No food or beverages may be sold nor products with the festival or facility name or similar logo.
- Limited assistance for tent setup will be available by AARC volunteers and grounds crew based on availability. Please plan accordingly.

Applicable only to community outreach booths:

- One (1) – 6' table and 2 chairs will be provided for community booths. A limited number of 10' x 10' tents are available in the community booth section.
- Donations may not be solicited.

We thank you for your participation and working together this will be a great, safe, and enjoyable festival for everyone!