

**ALAMO HEIGHTS NIGHT™  
VENDOR APPLICATION/AGREEMENT 2010**

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 16, 2010 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 they raise at the event).

I understand that my organization is responsible for complying with all of the guidelines in the two pages of **Responsibilities and Guidelines, Alamo Heights Night™ 2010**, 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 after 5 PM.

110 volt electric power 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, etc):

\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
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)**

## Responsibilities and Guidelines, Alamo Heights Night™ 2010

**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" 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 50 cent tickets required to purchase the item. All booth preparations must be completed and ready **prior to 3:00 p.m. April 16**. 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 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 13.** 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. All vehicles must be out of the area by 4:30 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. There will be extremely limited parking in the vicinity of the grounds. We will provide **one** parking space for vendor vehicles in designated event parking lots. A vendor parking pass will be provided. You are encouraged to use the park and ride busses for workers. See separate list of park and ride locations. 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 items (proper storage, handling, temperature control, etc). Please ensure you have a hand washing capability in your booth. Water will be available on site. If you will be using any heat to cook/heat food, you must have a fire extinguisher in your booth. All vendors serving food items will be inspected by a City Sanitary Food Inspector. See attachment.

**WORKER PASSES:** Anyone entering the event site after 5 pm will require a worker pass. 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 50 cent tickets sold by the AH Rotary Club may be used to purchase items/services at AHN. Vendors will be provided a bag with their booth number on it prior to the gates being opened. This bag should be used to collect the \$.50 tickets for turn in at the end of the night to the Event Treasury Office located in the Natatorium building. Only the \$.50 tickets sold at this event will be reimbursed. **You are responsible for turning in your bag to the Money Room 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 50 cent tickets will be delivered by the vendor to the event Treasury Office 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 2010 edition 50 cent tickets will be accepted as payment, (4) that food and fire permit fees if they apply will be deducted from your share of the proceeds, and (4) that no cash or other payment will be accepted at our booth. Any other tickets taken in will not be counted towards total receipts.

\*For profit vendors may donate more than the 50%; 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 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, and the University of the Incarnate Word as additional insured parties. Please have a copy of the insurance certificate with these additional insured names sent to the Alamo Heights Night LLC, PO Box 6995, San Antonio, TX 78209 , faxed to 210-824-2875, e-mailed to: [info@creativechocolates.com](mailto:info@creativechocolates.com), or delivered/mailed to Creative Chocolates, 7700 Broadway, San Antonio, TX 78209, **prior to April 9, 2010.**

**APPLICATION/AGREEMENT SUBMISSION:** A completed application/agreement may be mailed to Alamo Heights Night LLC, POB 6995, San Antonio, TX 78209, faxed to 210-824-2875, e-mailed to: [info@creativechocolates.com](mailto:info@creativechocolates.com), or delivered/mailed to Creative Chocolates, 7700 Broadway, San Antonio, TX 78209.