



2010 VENDOR INFORMATION AND APPLICATION

Event Information:

Pachanga is a Latin-themed music, cultural arts and food festival dedicated to showcasing the vibrant blend of Latino-created music and art and the impact it has on American culture today.

Pachanga will host over 20 acts and DJs from Texas, California, NYC and Mexico. The festival will also showcase cuisine from Austin's greatest Latin American and Mexican restaurants and an array of craft vendors.

The Pachanga lineup includes everything from rock, alternative, tejano, mariachi, cumbia, salsa, electronic, funk, hip-hop and indie rock with one singular theme, the sound is brown.

For more information go to: www.pachangafest.com

What we are looking for in our vendors:

- We are looking for vendors who represent the quality and uniqueness of Austin's creative community. We are seeking vendors in the following categories:

General:

- Entrée food.
- Snack, Dessert & Drink.
- Artisan / Craft / Resale.

Event Date

- Saturday, May 22, 2010

Event Location:

- **Fiesta Gardens** ([View Map](#))
- 2101 Bergman Ave, Austin, TX 78702
- Located at Town Lake Park, at Bergman Ave & Chicon St.

Estimated Attendance:

- 4,000-5,000 is estimated, but not guaranteed.

Required hours of operation:

- Purchase of booth space is for one (1) day.
- **Event Date:** Saturday, May 22, 2010
- **Required hours of operation:** 11:00am-10:00pm (vendors may not close early).
- All Vendors must be open & ready for business 15 minutes before gates, and must stay open until the end of the event. Vendors may not close early.

Vendor Load-In/Out:

- **Food Vendors Load-In:** Friday 5/21 from 2:00pm-4:00pm*
- **Art/Craft Vendors Load-In:** Saturday 5/22 9:00am-10:00am*
- **Note:** Craft Vendors with more extensive operations will be asked to setup on Friday.
- All vendors must load out at the conclusion of the event. Approximately 11:00pm on 5/22.

Load In/Out Notes:

- *Once accepted to vend the event, the vendor coordinator will be in touch to schedule your load-in/out.
- Vendor may only load-in/out during scheduled time.
- Vendors with more extensive operations may be asked to setup early.
- **Because of another event on site, vendors setting up must be off the grounds by 6:00pm on 5/21.**

Vendors may apply to sell the following items:

- **Food:** Entrée meals, snack and dessert items.
- **Drinks:** Smoothies, lemonade, coffee drinks & hot tea only.
- **Art/Craft & Resale items**

Note: All items for sale must be listed on your application, and approved in writing by EPS. All vendors are chosen by committee.

Restrictions:

*The following is not permitted:

- Sales of Alcoholic Beverages are not permitted.
- Sales of water, iced tea, soda & power drinks are prohibited. And exclusively sold by the event.
- No flashing lights, music, bullhorns or hawking to the crowd.
- Vendor may not dump any waste or liquids on the ground.
- No trailers of any kind will be allowed on site. There is no room behind space for a trailer of any kind. Vendors with smokers contact us for more info.
- Sale of tobacco product or drug paraphernalia is strictly prohibited.
- No weapons or studded jewelry of any kind are allowed.

- No fireworks of any kind are allowed.

**Any of the above mentioned infractions will result in the immediate removal of your booth with no refund.*

Event provides the following for all vendors:

- Water source to fill containers.
- Health permit fee* (\$35.00) is included in booth fee. EPS acquires permits from the City of Austin for all food vendors. Vendors must fill out permit application we provide you with at the end of this document.
- 1 20-amp plug. Vendors must share the power available in the park.
- Dumpster nearby for solid waste. Vendor is responsible for carting waste to the dumpster.

Vendor is required to provide the following:

- Booth, tables, seating, lighting & any/all equipment and product required to operate your booth.
- Professional looking company sign.
- Food Vendors: Liability Insurance* in the amount of 1 Million Dollars. Must list Event Production Services LLC, Pachanga Music Festival LLC, & City of Austin as certificate holder and as additional insured. (Do not send this now. If accepted, an EPS representative will be in touch).
- Art Vendors do not have to provide insurance. But must sign a waiver of liability upon load-in.
- Texas Sales and Use Tax Permit. Permit is required by all vendors. No exceptions.

*Food vendors only.

Other requirements:

- It is recommended that you use propane powered cooking/heating devices.*
- Vendor must remove & dump all grease and gray water to an approved container on site.
- All vendors must abide by all City/County Health Codes. Once accepted, we will provide you with the guidelines.*
- Vendors are required to use post consumer waste products/recyclable materials.
- Event is rain or shine. Booth fee is non-refundable.
- Space is very limited. We recommend that all vendors respond quickly to insure participation.

Accepted vendors will receive more detailed list of Vendor Guidelines and Load-In/Out instructions.

**Food vendors only.*

Contact Info:

- Kristina Miller – Vendor Coordinator - Event Production Services
- Email: kmiller@epstx.net - Web: <http://www.pachangafest.com>

**PACHANGA LATINO MUSIC FESTIVAL
2010 VENDOR APPLICATION**

Contact information:

All Fields are required

Contact Info	Required Info	Notes
Company Name		<i>This is the name that will go on your sign.</i>
Owner		<i>Main point of contact</i>
Business Phone		
Cell Phone		
Email		
Website		
Secondary Contact		<i>Booth Manager</i>
Business Phone		
Cell Phone		
Email		
Mailing Address		
State		
Zip		
Texas Sales & Use Number		<i>Sales Tax permit required for all vendors*</i>

**It's easy to apply for and receive a sales tax permit. Visit <http://www.window.state.tx.us/taxpermit/> for more info.*

A	B	C	D	E	G	H
Food/Drink/Snack	Booth Size	Booth Cost	Working Passes	Parking Passes	#	Add total
Entrée-Large	20x20	\$735.00	8	2		\$
Entrée-Small	10x10	\$435.00	4	1		\$
Drink/Snack/Dessert-Large	20x20	\$535.00	6	2		\$
Drink/Snack/Dessert -Small	10x10	\$335.00	3	1		\$
Add late fee If applying after 4/1:	-	\$100.00	-	-		\$
Art/Craft/Hand Crafted	Booth Size	Booth Cost	Working Passes	Parking Passes	#	Add total
Art/Craft/Resale	20x20	\$350.00	4	2		\$
Art/Craft/Resale	10x10	\$200.00	2	1		\$
Add late fee If applying after 4/1:	-	\$50.00	-	-		\$
A	B	C	D	E	G	H
						\$

Total Booth Fees Enclosed*	\$
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Important notes:

- *All fees are due in full with submission of application.
- Food vendor health permit fee is included in price of a booth.
- Prices listed in worksheet are valid from 2/1-4/1.
- Deadline for first payment schedule is 4/1.
- Any applications received after 4/1 must include:
 1. Food Booth: Add an additional \$100.00
 2. Art/Craft: Add An additional \$50.00

I, (vendor listed above) agree to all of the event & vendor guidelines and will provide all of the required items listed above and below. (More detailed load-in instructions / vendor guidelines will be mailed to you before the event):

Print Name>	
Sign Name>	
Date>	

- *Vendors will be notified of acceptance or denial beginning on or before 5/1/2010**
- *Vendors are typically notified as they are accepted.*
- *All vendors are chosen by committee made up of various production staffers.*
- *Committee decisions are final.*
- *No booths will be sold on-site at the event.*
- *Vendors are chosen & placed based on the following: Application postmark/receipt date; Type of product/presentation; previous history with the event or EPS, and other factors.*

MAIL COMPLETED APPLICATION WITH THE FOLLOWING REQUIRED ITEMS*

1. *Print and complete pages 4-5-6-7-8 of this document.
2. *Payment in Full (Check, Cashiers Check, or Money Order only). Payable to “Event Production Services”.
3. *SASE: Include a “Self Addressed Stamped Envelope” if you would like your check returned if you are not accepted.
4. *Copy of your current Texas Sales & Use Tax Permit.
5. *Food Vendors must complete Health Permit form on next page.
6. If your application is incomplete it will not be considered.

MAIL PAYMENT TO:

**Event Production Services
C/O Pfest Vending
POB 150461, Austin, Texas, 78715**



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