



# 2011 Cleveland Asian Festival

## AsiaTown

Saturday/Sunday, May 21-22, 2011  
Payne Avenue & E. 30th Street, Cleveland, Ohio  
11am - 7pm / Tel: 216.539.4634

### Food Vendor Application Form (Deadline is March 31 2011)

Vendor/Provider Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Website: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone (Cell Preferred): \_\_\_\_\_

Email: \_\_\_\_\_

### Food Vendor Outdoor Booth: (Includes 10'x10' tent, a space for cooking, 8 ft. table and 2 chairs)

- Commercial Food Booth for 2 days **\$500.00** (Permits Required)  
 Non Commercial Food Booth for 2 days **\$300.00** (Permits Required)

### City of Cleveland Temporary Permits: (Required)

- Commercial Temporary Food Service License Application and **\$40** fee.  
 Non-Profit Organization Temporary Food Service License Application and **\$20** fee.  
(Letter of determination of non-profit status required)

### Extras:

- \$100** for a prime location (subject to availability).  
 **\$50** for one electric outlet for large appliance (i.e. refrigerator) Appliance/Wattage: \_\_\_\_\_  
 **\$25** for one electric outlet for small appliance (i.e. rice cooker) Appliance/Wattage: \_\_\_\_\_  
 **\$25** each for additional tables. Qty: \_\_\_\_\_  
 **\$5** each for additional chairs. Qty: \_\_\_\_\_

Briefly describe the type of food and/or drink that will be provided at your booth. Please be specific, as this will aid in our screening process. If possible, please offer vegetarian options and list common allergens on menus (nuts, wheat, milk, etc.). Food Menu Items/Pricing. Asian Beverage Menu Items/Pricing: (No bottled water or soft drink sales):

Please enclose Bank/Cashier/Business Check or Money Order made payable to: **St. Clair Superior Development Corporation.**  
**\$50** late fee assessed after March 31st

Mail payment, form(s) and permits to: Cleveland Asian Festival c/o SCSDC  
4205 Saint Clair Avenue, Cleveland, OH 44103-1121, (216) 539.4634

I hereby, for myself, my heirs, and executors, and as authorized representative of the above-named vendor waive, release, a forever discharge any all rights, and claims for damages, demands, or actions which I may have or may hereafter accrue to me against Cleveland Asian Festival, Asia Plaza, St. Clair Superior Development Corp., events sponsors, affiliate organizations, and its affiliated owners and all other sponsors of 2011 Cleveland Asian Festival for any and all injuries suffered even death, by me in any manner related to the Cleveland Asian Festival, including but not limited to set-up, festival events, breakdown, and clean-up in said events. I further understand that I have read Cleveland Asian Festival Rules and Regulations and agree to comply. I also hereby authorize the Cleveland Asian Festival to photograph, videotape, film and record (including but not limited to film, tape, or any other medium), my appearance, my booth, behind the scenes, or working as crew; to edit the same at its discretion and to include it with others and with sound effects, special effects, digital effects and music; to incorporate the same into the Picture, trailers, posters or other materials or programs related to Cleveland Asian Festival; to use and to license others to use such records and photographs in any manner or media whatsoever, including without limitation unrestricted use for purposes of publicity, advertising and sales promotion; and to use my name, likeness, voice, biography or other information concerning me in connection with the festival and for any other purpose associated with the festival. By signing this application, I certify that the information provided is true and accurate and that I am complying with all state and federal statutes and tax regulations. I also certify that I have the necessary vendor permit to operate a booth at the Cleveland Asian Festival.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

[www.ClevelandAsianFestival.org](http://www.ClevelandAsianFestival.org)

## Rules and Regulations:

- A non-refundable vendor fee for the full amount shall be paid with the completed application prior to March 31st, 2011. A \$50 late fee will be assessed for applications submitted or postmarked after March 31st.
- All Food Vendors are required to have proper temporary food service permits from the City of Cleveland (CAF will file). Temporary food permit application can be downloaded at [www.ClevelandAsianFestival.org](http://www.ClevelandAsianFestival.org) or call 216.539.4634 for assistance. If you hold a current state mobile food service license, please include a copy.
- Event food booths are inspected by the CDPH. Guidelines are posted on Food Permit applications. Unsafe food practices will result in food removal or booth closure without refund.
- No selling/distribution of any non-Asian specialty beverage are permitted unless prior arrangements are made with the Cleveland Asian Festival. CAF reserves the exclusive right to sell bottled water and soft drinks.
- All goods displayed and/or sold must meet acceptance by the Cleveland Asian Festival Committee prior to the event. (No swords, knives, or weapons of any kind).
- No nails, birdseed, and helium tanks (larger than 3 ft.) will be permitted. Staples and thumbtacks are permitted, but must be removed following the event.
- Vendors may NOT leave their booth for the purpose of attracting customers or physically handle guest. Vendors should not distract guest with loud speech or performances outside of their booth/space. Vendors may offer samples or freebies and/or an activity within their booth to attract guest.
- All Vendors must supply their own table covering/skirting and banner/signage.
- Each vendor is responsible for the maintenance and clean-up of his/her own area. You must store boxes and additional supplies out of sight during festival hours (i.e. under your covered table). Please keep a tidy appearance and dispose trash and recyclables in their proper containers (provided by the festival).
- All booth/table spaces must remain open according to the published schedule, unless approved in writing, by the Festival Executive Committee.
- Electricity that is ordered allows only one outlet connectivity. Please bring your own 100' extension cord, surge protector, and heavy duty tape.
- All vendors are to comply with the following set-up schedule and regulations:
  - (a) Set-up hours will be 8 a.m. to 10:30 a.m. All vehicles must be removed from the area by 10:45 a.m.
  - (b) All Vendors are required to be set-up and ready for inspection and operation no later than 11 a.m.
  - (c) Food Vendors and Retail Vendors should park in the designated lots immediately after unloading.
  - (d) Vendors must not tear down / leave prior to close of event without permission from an Exec Committee member.
- Security will be provided from 8 a.m. Saturday until 8 p.m. Sunday evening. However, neither the Cleveland Asian Festival nor the City of Cleveland shall handle, care for, or act as custodian of any equipment or property at the event, and shall not be liable for any loss or damage to such property. Any special storage needs must be discussed with CAF prior to the event.
- Chairs and tables specifically provided for the use of dining areas, entertainment areas or other booths must not be moved into your booth. You may order additional tables and chairs on the application form or supply your own. Please have your personal tables and chairs clearly labeled to prevent any misunderstanding.
- Do not leave cash or completed charge slips with signatures unsecured or visible to the public (do NOT use clear containers for cash boxes).
- It will be the responsibility of each vendor to follow applicable local, state, federal and the Cleveland Asian Festival Rules and Regulations, and to maintain safe working conditions. Cleveland Asian Festival, Asia Plaza, and the Cleveland Police may stop any hazardous activities or the use of particular equipment/item which they deem unsafe.
- The CAF does not allow pets on festival grounds with the exception of service or guide dogs.
- Submission of Vendor Application does not guarantee acceptance. Results of your application will be communicated to you via email or phone by mid-April.
- Return Vendor Application and City of Cleveland Permit forms (if applicable), photos, non-profit status, etc. by March 31st, 2011. Applications received after March 31st is subject to a \$50 late fee.
- All photography/video/visuals and sound bites taken during the festival will be used for future CAF promotion.
- For additional information, please visit Cleveland Asian Festival website at [www.ClevelandAsianFestival.org](http://www.ClevelandAsianFestival.org), or call 216.539.4634 or email to [info@clevelandasianfestival.org](mailto:info@clevelandasianfestival.org)