



Halal Fest Bazaar Vendor Registration Form

Vendor Name: _____

Business Name _____

Street Address: _____

City: _____ State: _____ Zip: _____

Driver's License Number: _____ Exp. Date: _____

Phone Number: _____ Alternate Number: _____

Email Address: _____ Alternate Email: _____

Are you a Non-Profit Organization? YES _____ NO _____

Number of booths required: _____ (please see cost table below)

Are you planning on bringing your own tables? YES _____ NO _____

If so, how many tables: _____ (please see cost table below)

Will you need access to an electrical outlet*? YES _____ NO _____

License and/or Permit to sell food (food vendors): YES _____ NO _____

NOTE: You need to provide your own extension cord. HalalFest, Inc. will try to place you near an electrical outlet if you require it, but we cannot guarantee any specific location in the bazaar. There will be a fee for use of the generators (for electrical power) on site. See the Pricing Table below.

Please declare what you are planning to sell: _____

Vendor's Signature: _____ Date: _____

Bazaar Coordinator's Signature _____ Date: _____

Vendor's Initials _____

Food Vendors Menu

Main Dish 1 _____	*Price: _____
Main Dish 2 _____	*Price: _____
Main Dish 3 _____	*Price: _____
Main Dish 4 _____	*Price: _____
Side Dish 1 _____	*Price: _____
Side Dish 2 _____	*Price: _____
Side Dish 3 _____	*Price: _____
Side Dish 4 _____	*Price: _____
Desert 1 _____	*Price _____
Desert 2 _____	*Price _____
Desert 3 _____	*Price _____

* All food prices must be first discussed with the Halal Fest bazaar coordinator before this application form is submitted. After an agreed upon menu and price has been determined with the Halal Fest bazaar coordinator, you can fill out this form and submit your application with full payment to HalalFest, Inc.

NOTE 1: Any vendor attempting to sell additional food menu items and/or drinks which they did not sign up for and/or at a price higher than what was stated at the signing of the Halal Fest contract will be charged a penalty fee of up to twice the original vendor fee at the discretion of the Halal Fest organizers.

NOTE 2: No vendor can sell any drinks (water, soda, chai, tea, coffee, juices, or other specialty beverages) without first getting written permission from the Halal Fest Bazaar Coordinator. Halal Fest reserves the right to make special arrangements with certain vendors and/or sponsors to sell drinks and thus, any vendor wishing to sell drinks must receive written authorization ahead of time. Any violators will be asked to immediately stop selling unauthorized drinks and/or may be asked to leave the Halal Fest event without any refunds or reimbursements!

Food Vendor's Signature: _____

Date: _____

Halal Fest Bazaar Coordinator's Signature _____

Date: _____

Vendor's Initials _____

Halal Food Festival Vendor Contract

Last revised on May 22nd, 2016

Halal Fest Bazaar Rules and Regulations:

1. Halal Food & Eid Festival (Halal Fest) is organized by HalalFest, Inc. small businesses based out of San Jose, CA and ILLUME Media & Arts Foundation a non-profit organization located in the State of California.
2. Halal Fest will take place on Saturday July 16th, 2016 at a Parking Lot (Behind “World Furniture” at 40451 Albrae Street, Fremont, CA) owned by “Asian Pacific International Capital, Inc.” in Fremont, CA.
3. HalalFest, Inc. reserves the right to refuse a vendor stall to anyone for any reason.
4. All vendors must review and fill out a registration form, sign this contract and submit with full payment to HalalFest, Inc. no later than 14 days before the date of Halal Fest.
5. All vendors (both Food and Non-Food) are required to have a Temporary Vendor License to sell within the City of Fremont. If a vendor does not have this license, please contact the City’s office of Revenue and Treasury at (510) 494-4791 for the appropriate form.
6. No sharing of tables or a vendor space is allowed, unless authorized in writing by HalalFest, Inc. officials.
7. Vendors must declare all items they wish to sell at the Halal Fest Bazaar (please fill out registration form below). All Pages of this contract must be initialed at the bottom by the vendor.
8. Vendors must declare if they plan to bring additional tables or stall accessories (i.e. stands, lights, easels, etc.) and will be charged accordingly.
9. HalalFest, Inc. does not guarantee any specific bazaar location or spot for any vendor. All vendor tables are assigned by the Halal Fest bazaar coordinator according to what is being sold and how much space is required.
10. All vendors are required to bring their own table covers, banners, signs, menu boards, and vendor stall necessities (tape, scissors, staples, nails, etc.). HalalFest, Inc. does NOT provide these items.
11. Each vendor's space shall not intrude upon another vendor's space. All displays must be confined to the booth and can not obstruct the view or access of neighboring displays. Exhibitors must not move from an assigned booth to another booth, assume additional booth space or move booth tables, chairs, or accessories from and between other booths.
12. Once the payment has been received and the vendor table(s) and/or space have been reserved, there are **No Refunds** given for any reason.
13. Audio, video and multi media equipment will be monitored by HalalFest, Inc. officials to maintain and ensure that a comfortable sound level is maintained.
14. Fireworks or incendiary devices, fuel tanks, heating appliances, etc. are strictly prohibited inside the hall. Please read below for details about cooking and preparation of food items outside of the hall.
15. Vendors and their staff are expected to follow appropriate standards of behavior and ethics when dealing with customers and soliciting businesses.

16. The Halal Fest bazaar will start at 12:00 noon and end at approximately 9:00 pm. All vendors must start closing up and cleaning their area at least 30 minutes before closing of the bazaar and no sales will be permitted outside of these hours except with authorization from HalalFest, Inc.
17. HalalFest, Inc. has the right to shutdown any vendor table(s) who we feel are violating any of the rules and regulations of the Halal Fest bazaar. All violators will be ejected without refund.
18. All vendors are required to attend a mandatory meeting organized by the City of Fremont to go over fire & life safety requirements before the event. All vendors will be contacted and notified about this mandatory meeting as soon as possible.
19. Vendors and their staff indemnify and hold HALALFEST, INC., JAM-PRODUCTIONS, ILLUME Media & Arts Foundation, and Asian Pacific International Capital, Inc., their officers, directors, organizers, and volunteers harmless from and against all costs, damages, loss of business, judgments or legal expenses which may arise from this agreement, setup, exhibition, participation or dismantling activities during, before and after the bazaar. Vendors also assume all risks of loss, injury, theft or damage of any kind or nature whatsoever to any exhibit or component thereof; including but not limited to food, goods, merchandise, cash, records, equipment, materials or any other property. Further, vendors are expressly bound, at their expense, to repair any damage that they cause to the bazaar fixtures or the venue (World Furniture Albrae Parking Lot or wherever the bazaar is held) through unauthorized modifications or movement of their exhibit.

Set-Up:

20. All vendors can set-up their booth from 9:30 AM to 12:00 PM the day of the Halal Fest event.
21. Please note that due to public safety requirements, all vendors need to arrive on time, or they will not be allowed to bring their vehicle inside the festival area after 12 noon and no refunds will be given!
22. All vehicles (unless authorized in writing by the HalalFest Bazaar Coordinator), need to be removed from inside the Festival area by 12 noon.

Vendor Parking:

23. Vendors are not allowed to double-park or park their vehicles hazardously by blocking entrances/exits to the World Furniture Albrae Parking Lot and should move their vehicles to the designated parking areas after loading/unloading has been completed. All vehicles must be parked at least 20 feet away from canopies/tents due to the Fire Department's requirements. Violators will be cited and will have their vehicles towed with first offense.

Booth Size and Tables:

24. HalalFest, Inc. will provide all non-food vendors with a 1 table (approximately 3' x 6'), two chairs and 1 canopy (approx. 10' x 10'). Additional tables can be rented to use on the day of the event (see below for prices).
25. HalalFest, Inc. will provide each food vendor with a food tent (10' x 10' size) with food serving windows and three tables (approximately 3' x 6'). Food vendors are allowed to bring in their own additional tables, but will be charged an additional \$50.00 per table. All food vendors are required to bring in their own grills, stoves, microwaves, ovens, ice boxes, generators, extension cords, etc.

Food Vendors:

1. All food vendors (Restaurants) must have a valid license to sell food and also receive a health permit from the Department of Environmental Health at the Alameda County offices. The cost for the Health Department Permit is approximately \$165.00 for Non-Prepackaged Foods or \$96.00 for Prepackaged Items (Please Confirm Pricing with the County of Alameda) and must be obtained at least 2 weeks before the event. Please Call 510-567-6719 or Email stephanie.lee@acgov.org for more info.
2. All food trucks/carts must have a valid license to sell food and also have their truck/cart inspected by the Department of Environmental Health at the Alameda County Offices. The cost for the Inspection and 1 day Health Permit for Food Trucks/Carts is \$241.00 (Please Confirm Pricing with the County of Alameda) and must be obtained at least 60 days before the event. The inspection (which will be scheduled by the County of Alameda Dept. of Environmental Health) must be done at least 30 days before the event. Please Call 510-567-6719 or Email stephanie.lee@acgov.org for more info.
3. All food vendors must carefully review the packet received by the Health Department, as an inspector will arrive on site on the day of the event to inspect all food booths before the start of the event. If the health inspector finds that a food vendor did not follow the guidelines provided by the Health Department, the food vendor will not be allowed to sell food at the event and **No Refunds** will be given to the disqualified food vendors.
4. HalalFest, Inc., JAM-PRODUCTIONS, ILLUME Media & Arts Foundation, and APIC The Globe, LLC are not liable for any food poisoning or sickness that may occur to the public for the food eaten from any food vendor stall at the HFF bazaar and all food vendors take full responsibility for the food they cook and/or provide at the HFF bazaar.
5. All food vendors must sell **Halal** food ONLY (Meat that has been slaughtered in the manner prescribed by the Islamic principles with the name of Allah pronounced). No Pork, Alcohol or Non-Halal Meat is allowed to be sold at the Halal Fest event. All vendors who violate this rule will be asked to leave and **No Refunds** will be given. All food vendors must provide a copy of their Halal Certification and/or a current receipt (within 14 days of the HalalFest event), which verifies they are using Halal Meat to the organizers of HalalFest. If any vendor is interested to sell Halal meat items but does not know where to get Halal Meat, please let us know and we will give you a list of verified Halal meat suppliers which you can choose from.

6. No food vendor is allowed to sell any drink (i.e. authentic drinks, juices, water, soda or other carbonated soft drinks, tea, coffee, chai) without first getting written permission from the Halal Fest Bazaar Coordinator. See Note 2 on Page 2 for more information.
7. All food vendors are required to provide their own signs and menu listings, which are large and easy to read and understand for the public. All signs must be written in English. Note: Once any menu item has been exhausted, then the vendor must UPDATE their menu signs stating which items are still available! If a vendor does not comply with this requirement, then the Halal Fest Bazaar Coordinator and/or Halal Fest Volunteer will have the right to update the vendor's menu sign accordingly.
8. All food vendors are required to accept the Halal Fest Volunteer Food Coupons and will be reimbursed the agreed upon price at the end of the bazaar by the Halal Fest bazaar coordinator or assigned HalalFest, Inc. official.
9. All Food vendors must have liability insurance and must provide a copy of their liability insurance along with the signed vendor contract before being able to serve food at the Halal Fest event.
10. All Food vendors should bring their own generators for electrical power if they require it. HalalFest, Inc. will have some portable generators available to rent at \$75 (max.) to use during the Halal Fest event. NOTE: JAM-PRODUCTIONS, HALALFEST, Inc. & ILLUME are NOT liable for any loss of business or damage to any equipment due to electrical power issues that may arise. If for any reason the generators provided by HalalFest, Inc. do not work properly or have any electrical power issues, then HalalFest, Inc. is only liable to give a refund of up to \$75 (max.) to the vendor who chose to use the generators provided by HalalFest, Inc. at the Halal Fest event.
11. Garbage Fee: All Vendors are required to pay a refundable garbage fee of \$100 to the organizers of Halal Fest. Our volunteers will verify that all the garbage at your vendor booth/area has been picked up at the end of the event. If the garbage has not been picked up, then you will NOT receive the refund of \$100. If all the garbage at your vendor booth/area has been picked up, then you will receive a receipt and your refund will be issued to you within 14 business days after the HalalFest event.

Feedback:

12. If a vendor would like to make a formal complaint, make a suggestion or give any other type of feedback about the Halal Fest bazaar, or program, please submit it in writing and address it to HalalFest, Inc. either through mail, email or fax. You will receive a reply within 2 weeks after the date of submitting your feedback. HalalFest, Inc. reserves the right to use any statement, testimonial or feedback provided in future advertising and marketing campaigns of Halal Fest or similar programs which HalalFest, Inc. may organize in the future.

Price Table

Non-Food Standard Vendor Package A	\$300.00 (1 canopy + 1 table, 2 chairs) – HF will select your booth location for you.
Non-Food Chose Your Location Vendor Package B	\$400.00 (1 canopy + 1 tables, 2 chairs) – Vendor can choose their location (must be in advance, no changes on day of event).
Non-Food Vendor Package C (Corner Booth) – Only 10 Corner Booths Available	\$500.00 (1 canopy + 1 table, 2 chairs) – Vendor can choose their location (must be in advance, no changes on day of event).
“H” Food Vendor (Home Cook) Package	\$350 (1 food tent + 2 tables, 4 chairs) – Can sell 1 menu item max. but NO drinks.
“R” Food Vendor (Restaurants) Package	\$1,000.00 (1 food tent + 3 tables, 6 chairs) – Can sell Unlimited menu items + Drinks. Includes Facebook, Twitter & Instagram Promotion + Listing on Printed materials
“S” Food Vendor (Specialty) Package	\$650.00 (1 food tent + 2 tables, 4 chairs) – Can sell 2 menu items max. + Drinks. Includes Facebook + Instagram Promotion.
“T” Food Vendor (Food Trucks) Package	\$800.00 (unlimited menu items + Drinks). Includes Facebook, Twitter + Instagram Promotion + Listing on Printed materials
Additional Tables (for Food Vendors Only)	\$50.00 each
Access to Electrical Power (Generator)	\$75.00 per vendor
Optional Health Permit Assistance Fee (For Food Vendors Only)	\$125.00 (Note: This is an option for assistance in getting a temp. health permit. Vendors still have to pay the Permit fees directly to Alameda County Health Dept.)
Garbage/Clean-up Fee (Refundable)	\$100.00

Totals:

- (1) Which Vendor Package and price? (see price table above): _____
- (2) Total cost for additional tables (see price table above): _____
- (3) Access to electrical power via generator (see price table above): _____
- (4) Optional Health Permit Assistance Fee (For Food Vendors): _____
- (5) Garbage/Clean-up Fee (Refundable): _____ \$100_____

Total Cost: _____

Please make a check payable to “HalalFest, Inc.” for full amount and send to:

**HalalFest, Inc.
 Attn: Halal Fest Bazaar Coordinator
 1931 Junewood Ave, San Jose, CA 95132
 Phone: (510) 351-8444 or (510) 97-HFEST. Fax: (510) 351-8445**

Please note that your Vendor Stall/Table(s) will NOT be reserved until after you have gotten an email confirmation from the Halal Fest bazaar coordinator.

Vendor’s Initials _____