



Halal Fest Bazaar Vendor Registration Form

Owner's 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 (for food items please see next page):

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 and/or may be asked to leave the Halal Fest without any refunds or reimbursements at the discretion of the Halal Fest organizers. By signing this agreement, you agree to these terms.

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 March 21st, 2019

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 June 29th, 2019 at the Town Fair Plaza (39100 State Street, Fremont, CA) owned by the City of Fremont.
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. **NOTE:** All vendors are NOT allowed to play loud music while there are professional artists, musicians and/or demonstrations happening on the main stage of the event.
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 10:30 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. Garbage Fee: All Vendors are required to pay a refundable garbage fee (\$50 for Non-Food Vendors and \$100 for Food Vendors) 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 Garbage Fee refund! 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.

18. 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 or reimbursement.

19. All Food 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.

20. Vendors and their staff indemnify and hold Halal Fest, Inc., Jam-Productions, ILLUME Media & Arts Foundation, and the City of Fremont, 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 (Town Fair Plaza or wherever the bazaar is held) through unauthorized modifications or movement of their exhibit.

Set-Up:

21. All vendors can set-up their booth from 9:30 AM to 12:00 PM the day of the Halal Fest event.

22. 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!

23. 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:

24. Vendors are not allowed to double-park or park their vehicles hazardously by blocking entrances/exits to the Town Fair Plaza 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:

25. 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).
26. 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 \$211.00 for Non-Prepackaged Foods or \$143.00 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 \$207.00 (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 The City of Fremont 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 sold out and 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. **Food Tokens:** All food vendors are required to accept the **VIP Halal Fest Food Tokens**. At the end of the event, Vendors will be reimbursed the face value of the Halal Fest Tokens, minus a 10% fee. If the reimbursement amount is over \$500, the vendor will have the choice to be reimbursed via Credit Card payment or they will receive a reimbursement check within 14 days after the event.
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, Halal Fest, Inc. & ILLUME Media & Arts Foundation 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 (\$50 for Non-Food Vendors and \$100 for Food Vendors) 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 Garbage Fee refund! 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.
12. **Water Fee:** All Vendors who would like to access water on site are required to pay a \$25 fee. You must bring your own containers for water as well as a dolly or cart for transporting the water to your booth. For those vendors who bring their own water, they do not have to pay the Water Fee.

Lost or Stolen Items (Vendors):

13. All Vendors are Liable for their own property, merchandise and valuables. Please make sure that you secure your items, merchandise and other valuables during the Halal Fest event. HalalFest, Inc. its employees, volunteers, hired staff and personnel are not liable for anything lost or stolen from the vendor’s booth(s) during the Halal Fest event.

Late Fees (Vendors):

14. Any vendor who does not pay their remaining balance, if any, within 14 days of the Halal Fest event, will be charged a 5% late fee, or \$50 per month, whichever is greater, until final payment is received.

Price Table

PACKAGE TYPE	PRICING
Non-Food (Bazaar) Standard Vendor Package “A”	\$300.00 (1 canopy + 1 table, 2 chairs) – HF staff will select a booth location for you.
Non-Food (Bazaar) Choose Your Own Location Vendor Package “B”	\$400.00 (1 canopy + 1 table, 2 chairs) – Vendor can choose their location in advance (except for Corner Spots), no changes are allowed on the day of the event.
Non-Food (Bazaar) Vendor Package “C” (Corner Prime Booth) – Note only Limited Corner Spots are available	\$500.00 (1 canopy + 1 table, 2 chairs) – Vendor can choose their corner booth location in advance, no changes are allowed on the day of the event.
“H” Food Vendor (Home Cook) Package	\$300 (1 food tent + 2 tables, 2 chairs) – Can sell only 1 menu item and NO drinks . Does NOT include any business promotion
“R” Food Vendor (Restaurants) Package	\$1,500.00 (1 food tent + 3 tables, 4 chairs + Floor Tarp for Cooking Area) – Can sell Unlimited menu items + Drinks . Includes Facebook, Twitter & Instagram Promotion + Listing on Printed materials/Website
“S” Food Vendor (Specialty) Package	\$850.00 (1 food tent + 2 tables, 4 chairs) – Can sell 2 menu items max. + Drinks . Includes Facebook + Instagram & Website Promotion.
“T” Food Vendor (Food Trucks) Package	\$750.00 (Unlimited menu items + Drinks). Includes Facebook, Twitter + Instagram & Website Promotion
MISC. ITEMS	PRICING
Additional Tables	\$50.00 each
Access to Electrical Power (Generator)	\$75.00 per vendor
Access to Water on Site	\$25.00 per vendor

Fire Retardant Floor Tarp (For Cooking Area outside of Tent)	\$40.00 per Tarp (10x10 size)
Non-Food Garbage/Clean-up Fee (Refundable) for Bazaar Vendors	\$50.00 per vendor
Food Vendor Garbage/Clean-up Fee (Refundable)	\$100.00 per vendor

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) Garbage/Clean-up Fee (Refundable. See price table above): _____
- (5) Access to Water on Site (See price table above): _____
- (6) Fire Retardant Floor Tarp for Cooking (See price table above): _____

Total Cost: _____

Please make a check (made out to “HalalFest, Inc.”) for the full amount and send to:

HalalFest, Inc.

Attn: Halal Fest Bazaar Coordinator

1931 Junewood Ave, San Jose, CA 95132

Phone: (510) 97-HFEST or (510) 974-3378

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.