

INTERNATIONAL FOOD VENDOR – BOOTH RULES & REGULATIONS

1. **EVERY APPLICATION CONSIDERED IN ORDER RECEIVED.**
2. Rental fee provides a covered area of **approximately 10' by 10'** (single), with electrical outlets, **three 6' tables** and **three chairs**. The vendor may bring additional tables to be used at the back of the booth for storage. Space is marked pole-to-pole.
3. Booth space will be assigned at the discretion of the Vendor Committee. **Location is final and non-negotiable.**
4. **Food sold in your booth must be authentic from the country you represent.**
5. **All booths must be set-up by 10:00 a.m. Friday morning, October 11, 2024.** All vehicles must leave one lane open to traffic while setting up. No vehicles will be allowed on the street until the closing hours of the festival. **Any vendor, who chooses to drive their vehicle on the sidewalks or through the festival area at an unauthorized time, may not be invited to participate in future festivals. THIS IS FOR THE SAFETY OF ALL OF US!**
6. Country-specific decorations for all booths are encouraged. Decorations must be fire-resistant. At least one person **must wear ethnic dress** and it is suggested that everyone working in your booth wear a visible article/articles to represent your respective country, i.e. hat, sash, scarf, suspenders, etc. Music, dancing, and demonstrations that represent the cultural heritage including interaction with the crowd are also encouraged.
7. One person in the booth must handle the money and is **PROHIBITED from handling the food**. **Also, the persons handling the food are PROHIBITED from handling the money.** Hand washing must be available. Those preparing and serving food shall wear hair restraints and plastic gloves.
8. **Coke is the “official” drink of Ethnic Expo. Coke products must be purchased through Ethnic Expo.** An order form will be distributed in September. However, specialty beverages, native to the country you represent, may still be sold at your booth but must first be approved by the Ethnic Expo Board.
9. Electricity is available for cooking. Only electrical appliances, sterno or charcoal grills may be used to prepare food on site. State Fire Code requires open flame to be located outside of the awning/canopy by at least 10 feet. If microwaves are used, a **WARNING** sign must be prominently exhibited as a warning to people who may have pacemaker implants. No more than a total of two electric grills or hotplates per booth. **No refrigerators or freezers may be brought (see number 11).**

Electricity is available in 110 volts only. Two GFCI outlets are available per booth (see picture). Only four heavy duty cords with four plugs are available per booth (two 20 amp circuits per booth). No octopus plugs may be used.



one (1) GFCI outlet = two (2) plugs

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10. **Only LED and fluorescent bulbs are permitted.** No halogen or incandescent bulbs.
11. Refrigerated trailers will be provided in central locations with limited space available. Please remember this space is for **ALL** vendors.
12. Running water is available on a limited basis in central locations on the west side of Washington Street, the south side of 1st Street, and the north side of 1st Street. **Use the white sanitary water hose only.**
13. Disposal of cooking oils and charcoal **MUST** be in special containers **ONLY**. These are provided in central locations. Any disposal of cooking oils or charcoal on grass or other surfaces will cause **IMMEDIATE CLOSING** of the offending booth.
14. All propane tanks must be secured in an upright position.
15. If cooking is done on tables, a metal or fire-resistant pad must be placed under the appliances. Table skirts should be placed at the front of each booth.
16. **No trash pickup after 11:30 p.m.**
17. Nothing may be left on-site following the festival. Any vendor failing to completely clean up their booth area will be required to pay a clean-up fee of \$50, as well as a cleaning deposit (if accepted for participation) for the following year's festival.
18. Each vendor must provide his or her own washable table cover (made of heavy plastic) and leave their area free of trash and litter at the conclusion of the festival.
19. No advertising of products other than the business of your booth. Menu boards must be placed at the back of the booth. Booth signage must be quality painted or printed signs and be professional looking. The Festival committee has the right to request the removal or replacement of non-professional signage. The Festival committee has the right to request the removal or replacement of non-professional or inappropriate signage.
20. **Political, religious or commercial displays and/or advertisements are not allowed.**
21. No pets allowed. Service animals only.
22. **The customer is always right!** If a vendor cannot come to an agreement with a customer, please refer them to the Information Booth. The customer/guest should have a positive experience at the festival. We want them to come back and bring their family and friends.
23. If vendors have a problem with their booth during Expo, please report this matter to the festival officials at the **Information Booth** so they can contact a representative of the Ethnic Expo Board.

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24. Our refund policy is as follows: **Upon given written notice, a vendor may cancel or withdraw from Expo and may receive a full refund 30 days prior to the event OR until tents and/or other supplies have been ordered for which Ethnic Expo is responsible for payment. No refunds will be given after tents and/or other materials have been ordered.** If vendors need any supplies such as tape, scissors, use of a telephone, etc., these items are available at the Information Booth. Please do not ask for these items at any of the surrounding businesses.
25. **Security will patrol the grounds; however, neither the festival management, the sponsors, nor the City of Columbus can assume responsibility for damages or theft.**
26. Ethnic Expo reserves the right to accept or reject any applicant based on the authenticity, country duplication, space availability, or quality of products
27. **All rules included in your application as well as those mentioned above WILL be enforced. Failure to comply with these rules may result in immediate closing of your booth and/or not being invited to participate in future festivals.**