

In Celebration of Hispanic Heritage Month

The Hispanic Heritage Festival & Health Fair

We are excited to inform you that the Annual Hispanic Heritage Festival & Health Fair, the premier event in the Hispanic community in Hawaii, will be held on Saturday, October 15, 2016. In the celebration of **Hispanic Heritage Month**, this year's theme is "Honoring our heritage building our future."

We would like you to be a part of the largest Hispanic cultural event. Past years the festival attracted over 8,000 local and tourist populations. The festival showcases various aspects of the Hispanic culture, with a Keiki corner, food booths, crafters, community and health agencies; including live entertainment featuring local and international artists. The festival allows local entrepreneurs to showcase their products to thousands of people who attend the festival.

We encourage you to participate in this popular event by purchasing the appropriate booth. The magnitude of this event, the exposure it creates, and the opportunities it provides for public contact, will benefit you.

We hope you will support and be a part of us, as we bring to Hawaii the biggest event in the Hispanic community.

If you have any question or need any assistance, please contact Nancy Ortiz at 808-285-0072 or Gena at 808-778-3334.

DATES AND HOURS

The Hispanic Heritage Festival & Health Fair – 2016 will be held at Frank Fasi Civic Center Grounds next to Honolulu Hale 650 South King Street from 10:00am – 8:00pm, October 15, 2016, Saturday.

The Hawaii Hispanic Heritage Festivals & Events, Alma Latina Productions, and the City and County of Honolulu will be responsible for the safe conduct of all activities related to the Festival. All businesses/organizations and individuals participating must comply with directives provided by the Festival Staff. All items within this guideline will be strictly enforced.

FOOD/SNACK VENDORS: Each food vendor must use an approved commercial kitchen. Food Vendors will only sell food items that have been listed on your application. No food trucks allowed.

NO SODA, WATER OR ANY OTHER TYPE OF BEVERAGES.

Health permits for food vendors must be obtained from the Department of Health Sanitation Branch, 591 Ala Moana Blvd. Permits need to be reviewed and approved by Festival Staff.

Permits, fees and all pertinent documents and information need to be submitted to The Hawaii Hispanic Heritage Festivals & Events for review **NO LATER THEN September 24, 2016.** Health permits must be displayed during the Festival.

ALL VENDORS: All vendors must provide their own tent, lights, tables and chairs for your paid space. We prefer white tents if possible. All tents must be set up on Friday October 14th starting at 10am. - 3pm. absolutely no exceptions. Security will be available on Friday to secure tents only. Any other items left in tent will be at your own risk.

Setup time is 6:00a.m., Saturday and break-down is 8:00pm. All vendors must keep their own area clean and orderly throughout the day.

Vendors must clean and vacate the booth area by 10pm on October 15th. If the vendor area is not cleaned to satisfaction Vendor will be charged an additional “Cleaning Fee” of \$200.00. All trash must be bagged and discarded in the open roll-off trash bin provided by Hispanic Festival. Each site must be completely cleaned prior to vacating the area.

Each vendor will be responsible for removing their own waste cooking oil, cooking products and waste food. Any cooking waste left onsite by the vendor during and after the festival will be charged to the vendor at \$750.00 per occurrence. Vendor must not clean any equipment at the festival.

The Hispanic Festival will provide a common sink at the festival area for FOOD vendors for washing hands use only.

The Coordinators of this event will not dictate exclusivity on food products; however, so that it will be a win-win situation for all, they will suggest menu changes. **(First come-First served Basis).**

Complete food menus and appropriate fees must be submitted to Festival Committee by September 24, 2016. Vendors must display their menus at the Festival.

PLEASE NOTE: All Vendors MUST commit to Festival Day and Hours; due to liability consideration no early breakdowns will be allowed.

**ALL FESTIVAL PARTICIPATION FEES SHOULD BE PAID BY OR BEFORE September 24, 2016. Make checks and money orders payable to The Hawaii Hispanic Heritage Festival and Events.
Mail to 98-241 Kanuku Street Aiea, Hawaii 96701**

PERMITS: Only those organizations and individuals that have obtained the required Festival participation permits will be allowed to set up displays and/or tents. Permits will only be issued after the required fees have been collected and appropriate paperwork has been completed. Commercial and individual food vendors must obtain the required **HEALTH PERMIT** to be allowed to setup displays

INSURANCE: All vendors (business or individual) will need to have a certificate of insurance issued naming...

“THE CITY AND COUNTY OF HONOLULU, FRANK FASI CIVIC CENTER, AND THE HAWAII HISPANIC HERITAGE FESTIVALS & EVENTS”.

As additional insured. The certificate will need to show the name and date of the event: “Annual Hispanic Heritage Festival & Health Fair” October 15, 2016.

LOGISTICS: Vendors/Exhibitors will be provided a designated area for setup. The Festival Staff will contact vendors and indicate their assigned space, prior to the Festival. A schematic of the Festival area will also be provided. There will be a **MANDATORY** meeting prior to event. We will email or call you as to date, time and place.

Security: The Honolulu Police Department (HPD) will provide security for this event. Private security will also be available on the day of the event.

Information Booth: The Festival Staff will establish an information booth. Festival and other pertinent information will be available here.