

31st Annual Chinese New Year Festival

Sunday, February 17, 2019

Miami Dade College – Kendall, 11011 SW 104th Street, Miami, Florida

General Rules Governing Vendors and Exhibitors

1. Exhibits or merchandise sold must conform to the Chinese New Year Festival (Festival) theme: China and Asian related arts, crafts or food. The decision of the Festival organizing committee will be final as to participation in the Festival and compliance with this provision.
2. First come, first served based on the date the Vendor/Exhibitor Form is received and approval by the CCF. Vendors/Exhibitors must note all special requirements and considerations for space assignment on the Vendor/Exhibitor Form (shade, electricity, etc.) The CCF will make its best efforts to meet these special needs but there are no guarantees. The decision of the CCF as to the special needs requirement is final.
3. Miami Dade College – Kendall Campus (MDC) and Chinese Cultural Foundation (CCF), their officers, staff, members, associates, other sponsoring associations or organizations, and volunteers are not responsible for theft (including shoplifting or robbery), loss of merchandise or its value, damage or injury of any person or property, acts of God, acts of civil disturbance, loss of business advantage or profits as may be suffered by the Vendors/Exhibitors.
4. Vendors/Exhibitors must clean up their display area at the end of the Festival, including but not limited to any litter, rubbish or trash in their space and immediately adjacent thereto.
5. Vendors/Exhibitors must provide their own easels, tables, display cases, electrical cords, tape and power sources. These must self-supporting with no nails or other damaging hardware affixed to or secured to the MDC grounds, any trees or shrubs. Vendors/Exhibitors must supply their own signs erected or contained within the space allocated to the respective Vendors/Exhibitors and subject to the approval and review of the organizing committee for content, propriety and adherence to the theme of the Festival.
6. MDC and the CCF and their duly authorized representatives retain the right and the exercise of the right to require any Vendor/Exhibitor to forthwith leave the premises of the MDC grounds if said Vendor/Exhibitor fails to or refuses to immediately conform to the rules of this Festival after one warning in writing or orally to do so, or in any way, in the discretion of the organizing committee, engages in any disreputable business practices, distasteful exhibits or displays, or misrepresents the nature, origin or quality of its exhibit, merchandise, stock trade items or food to the organizing committee or the general public. Should the Vendor/Exhibitor be required to immediately leave the premises of the College, any and all deposits and payments made to the CCF will be considered forfeited with no refund thereof.
7. In the sole discretion of the CCF, educational and informational exhibits and demonstrations that do not involve the sale of materials, goods, food or beverages are exempt from the Vendor/Exhibitor fees charged. The CCF retains the right to charge and assess a demonstration fee.
8. Once the reservation of space has been received by the CCF and the space has been assigned to the requesting party, no refund of the Vendor/Exhibitor fees will be made. In the event that the fees are paid by a check that is later dishonored by a bank or other financial institution, the CCF may, in its discretion, immediately cancel the space reservation and pursue any and all remedies as permitted by law, including but not limited to the assessment of bank charges as permitted by law, civil actions and attorney's fees and criminal prosecution.
9. All unauthorized cars, trucks, trailers and conveyances must be out of the Festival area by 10:00 a.m. on the day of the Festival and may not reenter the Festival area until after 6:00 p.m. of the same day. Vendors/Exhibitors who fail to comply with this provision will be subject to having their vehicles, as described above, impounded and towed at the owner's expense, if necessary.
10. **The Festival will provide one table and two chairs for each booth space.** The Festival does NOT provide tents; however, vendors may provide their own. **Additional tables are available for \$10 each.**
11. **Food vendors cooking with open flames must have approved fire extinguisher readily available within their booth space.**
12. Vendors/Exhibitors will be able to set up their exhibits or booths, in their pre-assigned locations no earlier than 1:00 p.m. on the day before the Festival. All set-up procedures must be completed by 10:00 a.m. on the morning of the festival. Vendors/Exhibitors are expected to remain open until the close of the Festival at 6:00 p.m. and must be entirely removed by 8:00 p.m. of that same day.
13. No alcoholic beverages of any type may be sold or consumed on the Festival grounds of MDC.
14. **No soft drinks or water may be sold by any vendor/exhibitor unless previously authorized by the CCF.**
15. The dumping of any used charcoal or unauthorized disposal of any materials will be considered littering thereby subject the violator to additional assessment and/or other action by the CCF or MDC.
16. It is the responsibility of vendors to collect and remit Florida State Sales Taxes on all items sold.
17. **MDC requires all exhibitors and vendors (food/non-food) to provide General Liability insurance coverage in a minimum amount of \$1 million, naming MDC as the Certificate Holder and as an additional insured. Vendors meeting this requirement must submit a copy of their Certificate of Insurance, naming the Chinese New Year Festival, Miami Dade-Kendall Campus and the Chinese Cultural Foundation as additional insureds and Certificate holder by January 31, 2019. Vendors and exhibitors without their own liability insurance will be required to pay an additional surcharge to cover the cost of being included in the CCF insurance policy meeting the requirements of MDC.**
18. All food vendors are required to obtain and maintain their own "Temporary Event Vendor License" Form DBPR HR-7029. The Health Department requires that all food vendors under a tent(s) have an approved certificate of fireproofing. These requirements are required by the rules and regulations applicable to festivals.
19. Make all checks payable to the **Chinese New Year Festival/CCF** and enclose your check with the completed Vendor / Exhibitor Application Form and to mail to:

**Chinese New Year Festival
c/o Lurline Tenn Yuk
10122 SW 145th Court,
Miami, FL 33186**

For additional information, please contact Lurline Tenn Yuk at
786.348.5659 or Email: ccfmiami@comcast.net

I have read and agree to abide with all of the above.

Company Name (Please Print)

Authorized Representative (Please Print)

Signature of Representative

Date

**The Chinese Cultural Foundation, Inc.
31st Annual Chinese New Year Festival**

11:00 a.m. to 6:00 p.m., Sunday, February 17, 2019
Fred Shaw Plaza, Miami Dade College, 11011 SW 104th Street, Miami, Florida

Vendor/Exhibitor Sponsorship Application Form

Vendor - Food	\$250 per booth space (10'x10')
Vendor – Non-Food	\$125 per booth space (10'x10')
Exhibitor – Commercial	\$75 per booth space (10'x10')
Exhibitor – Government/Not-For-Profit	Free

IMPORTANT NOTICE REGARDING LIABILITY INSURANCE REQUIREMENTS

The Chinese Cultural Foundation and Miami Dade College – Kendall Campus requires that all vendors and exhibitors maintain a minimum of \$1 million general liability insurance, naming the **Chinese Cultural Foundation, Inc., and Miami Dade College – Kendall as Certificate Holders and Additional Insureds for this event and list the “Chinese New Year Festival, February 17, 2019, Miami Dade College – Kendall Campus” on the Certificate.**

Vendors/Exhibitors with their own Certificate of Insurance meeting the above criteria, MUST submit the Certificate of Insurance by January 31, 2019. Vendors/Exhibitors without their own liability insurance will be assessed an insurance surcharge to cover the cost of this insurance obtained by the Chinese Cultural Foundation, Inc. The assessed surcharge will be \$125 per food vendor and \$30 for all non-food and exhibitors.

DEADLINE:	December 31, 2018
Late Fees:	Applications received after the deadline will be assessed a late fee of \$25 pending space availability.
Make Check Payable to:	Chinese New Year Festival/CCF
Mail Completed Form to:	Lurline Tenn Yuk, 10122 SW 145th Court, Miami FL 33186

PLEASE TYPE OR PRINT (Please attach second page if additional space is required.)

NAME OF COMPANY	TYPE
NAME OF CONTACT	TELEPHONE NUMBER
STREET ADDRESS	FAX NUMBER
CITY, STATE, ZIP CODE	EMAIL ADDRESS
DESCRIPTION (Describe items being exhibited or offered for sale)	
SPECIAL NEEDS (Describe any special needs; i.e. electricity, outdoors, etc.)	

INCOMPLETE VENDOR/EXHIBITOR APPLICATIONS WILL NOT BE ACCEPTED. COMPLETE APPLICATIONS INCLUDE THIS FORM COMPLETED IN ITS ENTIRETY, CORRECT FEES PAID AND INSURANCE CERTIFICATE, IF AVAILABLE.

EXHIBITOR/VENDOR SPONSORSHIP TYPE	Amount	# of Booths	Total
Vendor – Food	\$250.00		
Insurance surcharge for Food Vendors without their own Liability Insurance	\$125.00		
Vendor – Non-Food	\$125.00		
Exhibitor – Commercial	\$75.00		
Exhibitor – Governmental/Community Not-for-Profit	Free		
Insurance surcharge for Non Food Vendors/Exhibitors without their own Liability Insurance.	\$30.00		
Additional Tables (Festival provides 1 table per booth)	\$10.00		
Late Fee – If application submitted after December 31, 2018	\$25.00		
TOTAL ENCLOSED			

I have read the “General Rules” applicable to Vendors and Exhibitors. I, hereby, agree to observe and follow these rules and be bound by the decisions of the Chinese Cultural Foundation.

Print Name: _____ Signature: _____ Date: _____

PLEASE DO NOT WRITE BELOW THIS LINE

Date Received	Approved [YES] [NO]	Fee Received/Check No.	Booth Number	Contacted
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IMPORTANT NOTICE

Regarding Liability Insurance For Vendors and Exhibitors

The Chinese Cultural Foundation, Inc. and Miami Dade College – Kendall Campus require that all vendors and exhibitors submit a Certificate of Insurance indicating General Liability coverage in the minimum amount of \$1 million, naming the **Chinese Cultural Foundation, Inc.** and **Miami Dade College – Kendall** as the Certificate Holders and as an Additional Insureds and list the Chinese New Year Festival, February 17, 2019 at the Miami Dade College – Kendall on the Certificate of Insurance.

BELOW IS A SAMPLE OF THE LANGUAGE THAT MUST BE ON CERTIFICATE OF INSURANCE PROVIDED BY VENDORS/EXHIBITOR.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISION <i>Chinese New Year Festival to be held on the campus of Miami Dade College – Kendall, 11011 SW 104 Street, Miami, Florida on Sunday, February 17, 2019. Miami Dade College named as additional insured.</i>	
CERTIFICATE HOLDER <i>1) Miami Dade College – Kendall Campus 11011 SW 104 Street, Miami, Florida 33176 2) Chinese Cultural Foundation, Inc.</i>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, IT'S AGENTS OR REPRESENTATIVES

Vendors or Exhibitors with their own Certificates of Insurance meeting the above requirement, must submit the Vendor application and Certificate of Insurance prior to December 31, 2018.

VENDORS/EXHIBITORS WITHOUT THEIR OWN INSURANCE

The Chinese Cultural Foundation will obtain a blanket general liability insurance for all vendors or exhibitors without their own Certificate of Insurance. All vendors and exhibitors to the Festival without their own Certificate of Insurance will be assessed an insurance surcharge to cover the cost of the general liability insurance.

The amount of surcharge that will be assessed to vendors and exhibitors without their own Certificate of Insurance is as follows:

Vendor Type	Insurance Surcharge
Vendor – Food	\$125.00
Vendor – Non food	\$30.00
Exhibitor – Commercial	\$30.00
Exhibitor – Government/Not-for-Profit	\$30.00

This surcharge is in addition to the cost of the booth and will be assessed once for each vendor or exhibitor, regardless of the number of booths occupied.

PLEASE NOTE THAT VENDOR/EXHIBITOR APPLICATIONS MUST BE COMPLETED AND SATISFY ALL REQUIREMENTS (INCLUDING INSURANCE) BEFORE THEY WILL BE ACCEPTED.

