

2018 VENDOR APPLICATION

Vendor Information (Please Print Clearly)

Business Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: __ Zip: _____

Daytime Phone: _____

Cell: _____ Fax #: _____

E-mail: _____



Please list what type of products and/or services your booth will be distributing and/or selling:
(Please be specific):

Business License #: _____

Have you participated in the Oakland Greek Festival in the past?: _____

If yes, what was the last year you participated?: _____

Special Requests for Booth Location (Please note not all requests are granted): _____

PLEASE NOTE IMPORTANT PAYMENT INFORMATION:

All INTERESTED vendors will submit the application and a \$500 deposit for the booth in the form of a check, money order or by calling the accounting department at Ascension Cathedral. Application and deposit due Monday, April 9th.

The remaining balance will be paid in full by Friday, May 11th.

Only selected vendors will have their payment deposited and will be informed they are chosen by Monday, April 23rd. All others will be fully refunded.

Vendor Space Request

Please check your preference for Vendor Booth Location

***PLEASE NOTE:** Not all vendor requests will be granted. Location preference will be given to returning vendors in good standing, and whom the Executive Committee deems best fit.

- Outside Vendors:
 - 10 x 10 size booth (\$1,300)
 - 10 x 20 size booth (\$2,000)

- Agora (Education Building)
 - Standard Room (\$1,200)
 - Agora Foyer

- Kafenion/ Entrance
 - 10 x 10 size booth (\$1,300)
 - 10 x 20 size booth (\$2,000)

*****NOTE: CHANGE from previous years*****

The following booth items are provided at no additional cost.

- Two 8' banquet tables and one 6' table and linen table cloths for each 10x10 booth.
 - Four 8' banquet tables and two 6' tables and linen table cloths for 10x20 booths.
- Two folding chairs will be provided with each booth regardless of size.

Additional tables and table cloths can be provided at an additional cost. NOTE: each additional table must be accompanied by a linen table cloth at \$15 each.

- Two 8' banquet tables (\$5 per table) # of additional tables: ____
- 6 foot banquet table (\$5 per table) # of additional tables: ____
- Linens @ \$15 each # of additional lines (should correspond to additional tables): ____

\$: _____

Special Requests: _____

Official Rules for Vendors – 2018 Oakland Greek Festival

To ensure a pleasant and successful weekend for everyone involved, all exhibitors are expected to conduct themselves in a professional manner. Please read and initial each item.

1. The 2017 Oakland Greek Festival, the “Festival”, will be presented by the Greek Orthodox Cathedral of the Ascension, on May 18th, 2018 from 10am- 11pm, May 19th, 2018 from 10am- 11pm, 2017, and May 20th, 2018 from 11am- 9pm, **Initial:**_____

2. **Vendor agrees** that, if accepted by the Oakland Greek Festival, the Festival is under no obligation to rent booth space to the Exhibitor in future Festivals.

*** Booth locations will be rented and assigned in accordance with the best interest of the Festival, which the Executive Committee at its sole discretion shall have the right to decide.** **Initial:**_____

3. **Vendor agrees** that, **NO** food shall be handed out whether packaged or not (including water and candy) unless approved by the Vendor Chair. This is a Health Code Ruling. **Initial:**_____

4. **Vendor agrees to occupy booth space as assigned, and to be open and staffed during all regular Festival hours.** In the event that the Vendor does not occupy or staff said space, the Festival is expressly authorized to occupy or cause said space to be occupied in such a manner as it may deem best for the interest of the Festival without any refunds or allowance whatsoever to the Vendor and without in anyway releasing the Vendor from any liability there under. The Vendor also agrees not to sublet or apportion said space to anyone else. **Initial:**_____

5. **It is the sole obligation of the Festival to provide only the approved booth SPACE, tables, chairs, and linens in accordance with what is stated above. The Vendor agrees that all other goods will not exceed the approved space given.** Each booth space will be supplied with a tent and items requested before the May 1st deadline. The Festival is not obligated to provide other services of any nature. **Initial:**_____

6. **Vendor shall be liable** for delivery, handling, erection and removal of his/her own displays and equipment. All displays, merchandise, equipment and staff **must be contained within the assigned booth space.** NO amplified music, walkway solicitation or “barking” is allowed. Staff/Personnel must remain INSIDE your area. **Initial:**_____

7. The Vendor understands that the **Festival is not liable for any items that are lost or stolen** during set-up, take down, or the duration of the Festival. **Initial:** _____

8. **The Festival will not be liable** for refunds or any other liabilities whatsoever for failure to fulfill this contract due to acts of nature, statutes, ordinances or any legal authority, or any other cause beyond the Festival’s control. REMEMBER: The event happens regardless of weather. **Initial:**_____

9. **All pertinent Fire Codes, laws, ordinances and regulations** pertaining to health, fire prevention and public safety shall be strictly obeyed. Nothing shall be nailed, stapled, taped or otherwise fixed to any community or private property. **Initial:**_____

10. **Vendor will be required** to have any and all business licenses, permits and requisite insurance that are needed for his/her operation. Upon selection, the vendor must supply this information. A Certificate of Insurance, stating minimum coverage of One Million Dollars (\$1,000,000) of General Liability Insurance coverage naming the Greek Orthodox Cathedral as an “additional insured” must be supplied with application in order to be considered. **Initial:**_____

11. **Vendor agrees to the Festival’s “no mati” policy** and agrees to not sell any merchandise that includes or resembles a “mati” or “evil eye.” **Initial:**_____

12. **Payment Terms:** (1) Applicants must submit a \$500 deposit in the form of a check, money order or credit card with their application for booth space by Monday, April 16th. (2) Checks will be deposited upon acceptance. (3) Applications received without full deposit payment & required forms will not be considered and returned to sender. The remainder of the balance will be paid **IN FULL by Friday, May 11th** or their booth location will be forfeited. **Initial:**_____

13. **Vendor** agrees to obtain written permission from the Festival prior to using the Oakland Greek Festival logo or any logo from the Festival’s website in connection with their business. **Initial:**_____

14. **Vendor** agrees to allow the Festival to use their photos and application materials for promotional purposes. **Initial:**_____

15. **This Contract** constitutes the entire contract between parties and no waivers, modifications or amendments shall be valid unless written upon or attached hereto and shall be approved in writing by the Oakland Greek Festival. **Initial:**_____

I hereby apply for booth space in the **2018 Oakland Greek Festival May 18th, 19th and 20st**. I **have** read all of the rules governing the event and agree to abide by these and all Festival rules. I understand that there are no refunds.

Applicant Signature _____

Business Name: _____ **Date:** _____

Application Checklist:
____ Application Form (signed front & back)
____ Check/Money Order/Credit Card
Mail Application Materials To:
Greek Orthodox Cathedral of the Ascension
Oakland Greek Festival
Attn: Vendors
4700 Lincoln Ave.
Oakland, CA 94602
Website: www.OaklandGreekFestival.com
Festival Chair: Paul Fakaros
Email: pfakaros@gmail.com
Fax: (510) 531-3711

PLEASE MAKE CHECKS PAYABLE TO :
“Oakland Greek Festival”

**APPLICATION
DEADLINE:
POSTMARKED BY
MONDAY, April 16th ,
2018**