



# Hollywood & African Prestigious Awards Shows

## 2020 Vendor Policy & Procedures

*Thank you* for your interest in the HAPAwards Events. We are recruiting local artisans and food & beverage vendors to round out our concession offerings. The criteria for selection will emphasize uniqueness, high-quality, and artist-made product. Selected food and beverage concessions will provide healthy and diverse menus while meeting health and safety standards, complying with Los Angeles County Health Department regulations. All vendors are also required to obtain a seller's permit. Cooperation and "neighborliness" is encouraged among all vendors and makes our events a pleasant place to work.

The HAPAwards are committed to providing quality events with an interesting assortment of vendors. Please read and understand these policies and procedures. If accepted as a vendor, you will be expected to comply with all of them. Failure to comply with these policies and procedures will result in your not being allowed to return as a vendor, and/or your participation will be terminated on the spot.

### GENERAL INFO

#### VENDOR APPLICATION DEADLINE – October 1, 2020

- Event Date:** Saturday, October 31, 2020
- Canopies:** Pop-up tents/secured canopies in case of wind are required for all vendors and exhibitors.
- Signage:** Professional quality signs ONLY may be posted; no hand-written signs permitted.
- Electricity:** Must be requested and paid for in advance on the Vendor Application. NO EXCEPTIONS.
- Equipment:** **Vendors must bring own equipment and supplies, including:** ice, cash/change, cooking equipment, tables, chairs, paper goods, trash cans, fire extinguishers, flooring, and other supplies for the operation of an exhibitor booth.
- Site access/Set up:** Vendors will be pre-assigned site access and set-up times, please be aware that last minute change to layout are not expected, but possible due to traffic.
- Tear down:** No tear down prior to Event closing. Exit times/instructions will be assigned.
- Clean up:** Vendors are responsible for cleanup of their space and removal of trash during and after the Event.
- Pets:** No pets are allowed on the premises, including inside vendor booths.

### APPLICATIONS & FEE STRUCTURE

We welcome creative participants in HAPA Events. We operate clean, well-organized events and do our best to offer visitors a variety of products and services. The best way to join us is with a top quality presentation of your product, and to meet all our application requests and deadlines. We highly recommend that you email [Vendors@HAPAwards.com](mailto:Vendors@HAPAwards.com) with a photo of your product offering before you submit an application.

- Food Vendors** – If you are a commercial or non-profit food vendor preparing food on-site; or a pre-packaged food seller (including, specialty sauces, baked goods and candy). Vendor applications must be submitted with a completed current Los Angeles County Environmental Health Dept. (EHD) Temporary Food Facility (TFF) application and appropriate payment. See details below under ADDITIONAL INFO FOR FOOD VENDORS.
- Non-Food Vendors.** If you are an arts and crafts maker, retail vendor, local non-profit information booth, or kids zone inflatable/special attraction. *Corporate exhibitors of products and/or professional services are admitted to the Event only as official sponsors.* We offer several levels of sponsorship opportunities. Please contact us at [Contact@HAPAwardsEvent.com](mailto:Contact@HAPAwardsEvent.com) for a sponsor package!

### Additional Info:

- ❑ **To qualify as an Arts & Crafts vendor** YOU must create your product, or decorate/adapt an existing product, and you must be the person selling at the HAP Awards Event. If you are selling a craft item that you have purchased from others, you are a RETAIL vendor.
- ❑ **SPACE FEES** are listed on the application, and are based on type of merchandise sold.
- ❑ **CORNER BOOTHS** are priced at \$50 ABOVE the standard entry fee. If a corner booth is your first choice, you must enclose the \$50 premium fee with your application. Corner booth space is limited. If we are unable to assign you a corner location, the \$50 premium fee will be refunded to you.
- ❑ **LATE FEE** of \$50 will be applied if vendor application is received after October 1, 2020.
- ❑ **BOOTH SIZES:**
  - Non-Food Vendor booth spaces are 10' x 10'. If you need more room for your display and storage, you must purchase a second booth.
  - Food Vendor booth spaces allow for 10 x 10 canopies plus extra **10 x10 space BEHIND** the booth for barbecues, grills and roasters if required.

**All merchandise and signage must be contained within, or attached to, your booth. No racks or tables are permitted outside your booth.**

### BEVERAGE POLICY:

Unless previously authorized, NO VENDOR or SPONSOR may sell or provide samples of alcohol. This policy will be enforced.

### SELECTION PROCESS:

1. Event Sponsors will have top priority in placement in all spaces, including Food Booths and corner locations.
2. Special consideration will be given to vendors showcasing HAP Awards themed products and foods.
3. Hand-crafted items made by the applicant receive preference over "buy-and-sell" retail merchandise.
4. The Event reserves the right to limit the number of vendors selling similar items or services.
5. In cases of duplication, local vendors whose completed applications were received by the deadline will get priority.
6. Vendors may only sell what the Event has approved in advance during the application process.
7. Vendors will receive an email confirmation no later than 14 days after we receive your application.
8. Applications received after the October 1, 2020 deadline will be accepted ONLY IF space is still available and the products offered enhance the overall vendor mix.
9. Vendors will be notified on or before October 3, 2020 whether he/she has been accepted into the Event. If not selected, all payments will be returned.
10. A vendor may request a refund (less a \$50 processing fee) up until October 1, 2020. **Absolutely no refunds or credits will be issued after this date.**
11. **A COMPLETED APPLICATION INCLUDES an accurately filled-out application, insurance information (see below), and all payments including space fee and, if applicable to you, insurance, and electrical fees. Food Vendors must also include an EHD TFF form and appropriate payment made out to Los Angeles County EHD. Refer to the Vendor Checklist section of the application for details. Incomplete applications will be returned.**

**PLEASE NOTE:** Do not use the official HAP Awards logo or artwork, or incorporate the name HAP Awards into your product line. The name and logo are protected by trademark and copyright laws and may only be used by special licensing agreements.

### INSURANCE REQUIREMENTS

ALL Event exhibitors are required to carry a valid General Liability Insurance Policy naming HAP Awards Events as additional insured. A current Certificate of Insurance must be submitted with your application. Insurance may be purchased through the Event for \$75. Request for this coverage, along with payment, must be submitted with your completed Vendor Application. *See Insurance Request Form.*

## QUESTIONS & CONTACT INFO

- The Event does not accept electronic submissions or credit card payments so factor that in as the deadline approaches. Your application must be submitted via email mail to:

Contact@hapawards.com

- The fastest and preferred way to contact Event staff is via email. Event phones are not regularly staffed until after the application deadline. Please contact staff at [Contact@HAPAwards.com](mailto:Contact@HAPAwards.com).

## IMPORTANT DATES

**October 1st** – Vendor Application Deadline (with all information submitted and payment).

**October 1st** - Last day to request refund as a vendor (no refunds or credits will be issued after this date).

**October 3rd** – Vendors will be notified if their application has been accepted.

## INFO FOR FOOD VENDORS

**Health Department Permits** - All food vendors and pre-packaged food sellers are required to hold a Permit to Operate a Temporary Food Facility (TFF) issued by the Los Angeles County Environmental Health Division. **This form is included with your application and must be filled out and returned to the HAPAwards with your Event application and a separate check made out to the EHD.** Please use the current form and fee scale provided by the Event.

**Inspections & Permits** - You and your workers must comply with all EHD requirements during the event. Food vendors must be ready for EHD inspectors by 8:00 a.m. Saturday. No food can be sold until you have been permitted by EHD. For health and safety reasons only food booth workers are allowed in the food prep area. Family and friends must remain outside.

**Cleaning & Damage Deposit** - All food vendors preparing, and cooking food on-site are required to submit a \$50 refundable cleaning & damage deposit with the application. This deposit will be returned after the Event if space is left clean and undamaged. **Food vendors must check-out with Event staff in order to qualify for a returned deposit.**

**New Requirement:** Handling Ready-to-Eat Food? If you are preparing ready-to-eat food such as salads or cold dishes that will not be cooked you must wear gloves at all times, even when you are cutting, assembling, and preparing the food. Bare hand contact is prohibited.

### What form must you complete for the Health Department permit as a food vendor?

**Temporary Food Facility(TFF)** (<http://www.publichealth.lacounty.gov/eh/docs/Events/FoodFacilityApp.pdf>)

A food booth, food cart or food truck approved by the Department of Public Health to operate at a fixed location within a Community Event. A TFF may only operate for a period not to exceed 25 consecutive or nonconsecutive days in any 90-day period. For the purposes of this guide, the term temporary food facility is used when referring to both temporary food booths and temporary vehicles. The term temporary food booth is used when identifying requirements specific to the construction of a food booth.

### Important items to cover:

- Ice is considered like food. If you have an ice chest, please use food grade bags in the ice chest (bags are available at Smart & Final).
- When cooking please make sure to use lids and covers for your pots and pans.
- Store food must be 6" off the ground or floor.
- Outdoor customer self-service condiments must be in pump-style dispensers or individual packets.
- Hot foods must be held at  $\geq 135$  Fahrenheit and cold foods held at  $\leq 45$  Fahrenheit.
- Glove use is required if you have artificial nails, cuts, or long nails.
- No eating or drinking inside the booth.
- Personal drinks and items to be stored separately from consumer items.
- Do not put personal drinks or items in the ice chest.

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Contact@hapawards.com

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# VENDOR BOOTH

**For Event use only:**

Date Received \_\_\_\_\_  
 Space Fee \_\_\_\_\_  
 Insurance Fee \_\_\_\_\_  
 Health Dept. \_\_\_\_\_  
 Electricity Fee \_\_\_\_\_  
 Approved \_\_\_\_\_ Confirmed \_\_\_\_\_  
 Space # \_\_\_\_\_

**APPLICATION for:** \_\_\_\_\_  
**HAPAwards Event**

**Deadline October 1, 2020**

**Complete the sections below. Incomplete applications will not be processed.  
 Read Vendor Rules & Procedures for complete information.**

**1** Business/Company Name \_\_\_\_\_ Contact \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail (**required**) \_\_\_\_\_

2	3																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Event Sponsor – ask for pricing</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Event Special Exhibit – ask for pricing</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Vendor <b>Food</b> Booth (10 x 10 + cook area)*</td> <td>\$300 x _____</td> </tr> <tr> <td><input type="checkbox"/> Non-profit <b>Food</b> Booth (10x10 + prep area) *</td> <td>\$250 x _____</td> </tr> <tr> <td><input type="checkbox"/> Pre-Packaged <b>Food</b> Booth (10 x 10)</td> <td>\$160 x _____</td> </tr> <tr> <td><input type="checkbox"/> Retail Space (10 x 10)</td> <td>\$175 x _____</td> </tr> <tr> <td><input type="checkbox"/> Arts and Craft Space (10 x 10)</td> <td>\$125 x _____</td> </tr> <tr> <td><input type="checkbox"/> Non-profit Booth, non-food (10 x 10)</td> <td>\$100 x _____</td> </tr> <tr> <td><input type="checkbox"/> <b>Cleaning Deposit**</b></td> <td>\$50 x _____</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><input type="checkbox"/> <b>Insurance thru Event</b></td> <td>\$75</td> </tr> <tr> <td style="text-align: center;">Please add all checked boxes above</td> <td> </td> </tr> <tr> <td style="text-align: center;"><b>TOTAL DUE</b></td> <td>\$ _____</td> </tr> </table> <p><b>*Health department form and fee also required.                  **Cleaning Deposit for food vendors only (will be refund if area is clean).</b></p>	<input type="checkbox"/> Event Sponsor – ask for pricing		<input type="checkbox"/> Event Special Exhibit – ask for pricing		<input type="checkbox"/> Vendor <b>Food</b> Booth (10 x 10 + cook area)*	\$300 x _____	<input type="checkbox"/> Non-profit <b>Food</b> Booth (10x10 + prep area) *	\$250 x _____	<input type="checkbox"/> Pre-Packaged <b>Food</b> Booth (10 x 10)	\$160 x _____	<input type="checkbox"/> Retail Space (10 x 10)	\$175 x _____	<input type="checkbox"/> Arts and Craft Space (10 x 10)	\$125 x _____	<input type="checkbox"/> Non-profit Booth, non-food (10 x 10)	\$100 x _____	<input type="checkbox"/> <b>Cleaning Deposit**</b>	\$50 x _____			<input type="checkbox"/> <b>Insurance thru Event</b>	\$75	Please add all checked boxes above		<b>TOTAL DUE</b>	\$ _____	<p style="text-align: center;"><i>List your products and prices.</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>Attach additional sheets if needed.</i></p> <p><b>Reminder - HAPAwards holds the exclusive rights to sell ALL BEVERAGES including soft drinks, bottled water, bottled iced tea &amp; bottled fruit juices. Food vendors may not sell beverages unless pre-approved by Director.</b></p> <p>Needed for load-in planning: Do you haul a trailer? <input type="checkbox"/> Yes <input type="checkbox"/> No                  If yes, how big? _____</p>
<input type="checkbox"/> Event Sponsor – ask for pricing																											
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**4 VENDOR CHECKLIST ... READ AND CHECK. INCOMPLETE applications will not be processed**

- I have included full booth payment **payable to "HAPAwards" with my application**
- I have enclosed CURRENT PHOTO(s) of my booth display showing product selection
- I have enclosed current PROOF OF INSURANCE naming HAPAwards as additional insured - **OR** -
  - I have enclosed the completed application for Event insurance and a payment in the amount of \$75
- I have read the VENDOR RULES & PROCEDURES Brochure and the WAIVER OF LIABILITY and will comply all rules and policies of the HAPAwards Event \_\_\_\_\_ (**initial here**)
- FOOD VENDORS ONLY:** I have enclosed my completed Los Angeles County EHD TFF Application with appropriate fees

**INDEMNITY:** I/we agree to save and hold harmless, indemnify and defend the HAPAwards Event, employees, consultants and other agents from any and all liability they may have, or be alleged to have, arising from my participation in the 2020 HAPAwards Event except for liability arising solely from their negligence or intentional acts.

**5** \_\_\_\_\_  
 Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

All exhibitors participating in the HAPAwards Event are required to carry a valid General Liability Insurance Policy.

**Vendors with own insurance policy:**

Vendors with insurance coverage for their business must include a valid **Certificate of Insurance** with their Vendor Application that meets the following criteria:

- **Name of insured** on policy must match name and address on vendor application
- **Type of Insurance** must be General Liability Insurance
- **Policy effectives dates** must be through the HAPAwards Event Dates
- **Policy limits** must be *at least*:

General Aggregate:	\$1,000,000
Each Occurrence:	\$1,000,000
Products – comp/op agg	\$1,000,000
Personal & Adv. Injury:	\$1,000,000
Damage to Rented Premises	\$100,000

- **Description of Operations/**Locations/Vehicles/Restrictions/Special Items must include: Certificate holder is named as additional insured for the HAPAwards Event, October 31, 2020 at ... **Certificate Holder** must be listed as follows:

HAPAwards Event  
TBD

**Vendors who wish to purchase insurance** may purchase through the Event’s Group Vendor Insurance Policy (through [insurevents.com](http://insurevents.com)) by filling out the request form below and submitting with Vendor Application. Payment for insurance will only be processed if vendor is accepted for the HAPAwards Event:

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**REQUEST FOR INSURANCE**

Return this **completed** form with your Vendor Application along with your fee (\$75) payable to “HAPAwards”

Please sign me up for the **Group Vendor Liability Policy** for the 4th Annual HAPAwards Event (give date)

Vendor’s Company Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street City State/Zip*

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Products Sold: \_\_\_\_\_

This insurance coverage is applicable only for the 2020 HAPAwards Events only.

For more info: [www.hapawards.com](http://www.hapawards.com)