

**The 3rd Annual Filipino American Festival | 45th Annual Oktoberfest and Honk Parade
Church Street Parking Lot Harvard Square on Sunday Oct 6th, 2024**

Vendor Application

Due to our limited number of vendors, our application process operates on a first-come, first-served basis. You must complete this entire application and submit your business license (all vendors), and food service application, ServSafe, and Allergen certificates (food vendors only) by August 26th in order to be considered. Failure to submit all required documents in a single email will result in placement on the waitlist. Premium members of HSPAA will be exempt from the waitlist. Be a member by visiting our website at hspaa.org.

Email applications and documents at contact@hspaa.org

Have you participated in Harvard Square events? Yes (when and where _____) No

Business Name: _____

The contact and mailing address you provide will be the one we use to send you your confirmation package.

Contact Name: _____

Street Address: _____

City, State, ZIP: _____

Telephone: _____

Email Address: _____

Website: _____

- Remember: All insignia and brand merchandise MUST BE LICENSED. Invoice copies from licensed sellers must accompany the application.
- All vendors selling unlicensed merchandise are subject to product confiscation and immediate ejection without a refund—as well as possible legal action. In the event that we use the rain date, MayFair will take place on the rain date regardless of weather forecast unless the city declares a weather emergency. **NO REFUNDS will be given due to inclement weather on RAIN DATE: OCT 20, 2024.**
- To find out if the festival will proceed as scheduled in case of rain, please check www.harvardsquare.com after 12 pm ET on the Friday before the event.

Please provide a description of product at the event:

PRICING:

NON-FOOD VENDORS

Vendor Categories	Booth Sizes and Fees	No. of Spaces	Total Due
HSPAA MEMBER	Full (10'Dx10'W): \$350		
NON-MEMBER	Full (10'Dx10'W): \$400		

FOOD VENDORS (Please see information on following page)

HSPAA MEMBER	Full (10'Dx10'W): \$450		
NON-MEMBER	Full (10'Dx10'W): \$500		
Propane Fee	+ \$25.00 fee for all vendors using propane		

NON-PROFIT VENDORS

Non- Profits must present MA Certificate of Exemption w/ application	Full (10'x10'): \$300		
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+ \$30.00 LATE FEE after Aug 26, 2024

TOTAL ENCLOSED _____

Space Assignment: HSBA Members and Sponsors have priority in space consideration. We do guarantee specific spaces.

ELECTRONIC PAYMENT

For the vendor application fee, we recommend utilizing the **Zelle app** for **preferred payments**. Alternatively, you can use Venmo or opt for PayPal transactions. Please make sure to include the necessary details and reference your vendor application when making payments through any of these platforms. These convenient electronic payment methods provide swift and secure transactions, contributing to the efficiency of our payment process. Note that a processing fee may be applied to your transaction.

CREDIT CARD PAYMENT

If you prefer to complete your credit card payment securely over the phone, please reach out to us via email at contact@hspaa.org. Our dedicated team will assist you in the payment process, and kindly note that a processing fee of 0.035 will be applied to your transaction.

No checks are accepted.

Signature: _____ Date: _____

FOOD VENDOR INFORMATION

- NO LATE APPLICATIONS WILL BE ACCEPTED.
- **Vendors must submit the vendor/ food truck application, food service application, ServSafe certificate, and Allergen certificate in order to be considered. Failure to submit all required documents in a single email will be placed on the waitlist. Please call our office ASAP if you have any special circumstances or questions.**
- Permits to cook and serve food are granted by the City of Cambridge Inspectional Services Department. We will submit forms to the city on your behalf.
- PROPANE: All propane tanks/carts are subject to inspection by a Gas Inspector and Fire Department Inspector. Vendors using propane must pay an additional \$25.00. This fee is non-refundable.
- Food carts must be equipped with fire extinguisher, sneeze guard, cold storage, trash barrels and trash bags at your assigned location.
- All food service vendors will be inspected during the event by the Fire Department and Inspectional Services. Non-compliance will result in removal from the festival.
- Deep-fat frying or open flame barbecue is allowed as long as cooking is completely contained within approved commercial vending carts. Disposing of cooking oil on the street will result in a fine.

It is hereby agreed that (Print your name) _____ holds the Harvard Square Business Association, Harvard Square Philippine American Alliance and the City of Cambridge harmless from any liabilities incurred on the festival premises. Booth space cannot be divided, sublet, or leased to any other party. It is not interchangeable. Your signature confirms your agreement to all of the terms of the vendor rules and this application.

Your signature: _____

Date: _____

Business Name: _____

In order for your application to be processed, you must include a COMPLETE application and payment in the form of electronic payment and credit card. No checks are accepted. Be sure to indicate your business name on your payment. We reserve the right of final acceptance of vendors to this event. We seek to create a mix of products, crafts and entertainment.

Here is a checklist to ensure you included everything:

() complete Fil-Am Festival application () payment () signature () complete product list **for food vendors:** Along with four items above, please also complete a City of Cambridge food application, and return with ServSafe and Allergen certificates and a copy of your establishment's license.