

ASIAN HERITAGE STREET CELEBRATION APPLICATION

Procedure	<ol style="list-style-type: none"> 1. This is an application for concession space at the 5th Annual Asian Heritage Street Celebration on Saturday, May 16, 2009 2. <u>Application deadline is April 30, 2009.</u> Early bird discount of \$50 for applications received by March 1, 2009 for all booth types except Community / Non-profits. 3. Return the Completed and Signed Application (both sides) and: <ul style="list-style-type: none"> • If applicable, health department form, photos, non-profit status, etc. • Attach Check or Money Order Payable to AsianWeek Foundation. • Mail to AHSC - Booth Program, 809 Sacramento Street, San Francisco, CA 94108. 4. If accepted, a signed copy will be mailed back to you one week after receipt. You will be notified of booth location around May 11, 2009. 5. After reading ALL the information, if you have further questions, email twong@awfoundation.com or call 415-321-5865. <p>For additional information visit our official website: www.AsianFairSF.com.</p>
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Contact Information (Please Type or Print Clearly)	Organization:		
	Representative:		
	Street:		
	City:	State:	Zip:
	Phone Day:	Cell Phone:	
	Email:		

Booth Space (Operator to provide own materials, such as tent and tables. To rent booth materials for additional charge, see below and further policies on back.)	<input type="checkbox"/>	1. Crafts OR Asian-themed	\$ 200	
	<input type="checkbox"/>	2. Commercial Businesses	\$ 350	
	<input type="checkbox"/>	3. Food and Drink (No Alcohol) Includes Health Department Inspection Fee Please also fill out Health Department Application Cost includes a \$150 Deposit (Please write two separate checks, \$150 Deposit & \$300 or \$600 for space)	<input type="checkbox"/> No Cooking (Single Booth) <input type="checkbox"/> On-site Cooking (Two Booths)	\$ 450 \$ 750
	<input type="checkbox"/>	4. Community /Non-Profits Include nonprofit status 501(c)(3) or other documentation.		\$ 125 or *Community Booth program, space is limited
	<input type="checkbox"/>	5. Political Booths		\$400
	<input type="checkbox"/>	6. Corporate Booths		\$1500

Cost (Contact Tamiko Wong at 415-321-5865 for booth materials rental information)	A: Cost of Single Booth Space (See Above Table)			\$	
	B: # of Booth Spaces required			X	
	C: Booth Materials Rental through AHSC				
		Tent(s)	Qty	Cost	Total
		Table(s)		\$115	
		Chairs(s)		\$8	
			\$2		
			 	 	

	Total Cost (A x B) + C	=
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Please enclose Check or Money Order with Application.

Description	<p>1. Briefly describe the type of craft, merchandise, food, drink, or service that will be provided in your booth space.</p> <p>2. Food and Drink applicants must include method of preparation.</p> <p>3. Arts and Crafts vendors must include pictures.</p> <hr/> <hr/> <hr/>
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Information	<p>1. General</p> <ul style="list-style-type: none"> • Operator must provide own booth and everything necessary to conduct operation such as tent, tables, chairs, water, and electricity. • Each Booth Space is 10 feet by 10 feet, and must be less than 10 feet high. Booth material rentals are available from Event Magic at 415-286-6568. For help with booth materials call the Asian Heritage Street Celebration at 415-321-5865. • If operator brings a generator or battery to provide electricity, it must be contained within the booth space and exhaust fumes or noise must not disturb neighboring booths. • We reserve the right to reject any application, refuse space or close any booths, sales, or displays deemed detrimental to the success of the Celebration or in violation of local Fair ordinances. • Concession space is not transferable nor may it be subdivided. • This event will take place rain or shine. <hr/> <p>2. Food and Drink Vendors Policy</p> <ul style="list-style-type: none"> • Must be approved by and follow regulations and requirements of the SF Department of Health and AHSC. • On-site cooking food booths must also be approved by and follow regulations and requirements of SFFD. • All cooking must cease at 5:00 pm. • No more than 3 vendors of the same item type will be allowed. • Must provide two 40-gallon trash receptacles for public use. • You MUST clean up your space or you will lose your \$150 deposit. • Serve only the items approved in your application. • Must comply with SF Food Service Waste Ordinance (www.sfenvironment.org). <hr/> <p>3. Crafts & Asian-themed Booths</p> <ul style="list-style-type: none"> • Merchandise for sale must be handcrafted by the person renting the booth space or business is locally and Asian-owned with products directed at the APA community. • Photograph(s) showing the merchandise to be sold at the booth must be submitted with this application. • Seller must allow for quick inspection of their merchandise on the day of the Celebration.
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AGREEMENT TO OPERATE BOOTH

_____, ("Operator"), and AsianWeek Foundation, a Nonprofit Corporation, agree as follows:

Operator will operate booth space at the Asian Heritage Street Celebration to be held on May 16, 2009 under the terms outlined in this application and agreement.

- (1) Operator will be responsible for all of its agents, employees or independent contractors ("agents").
- (2) Operator and agents will only sell or serve items approved in application.
- (3) Booths must be claimed between 6AM and 9AM on day of Street Celebration. Booths must be set up by 10AM. Street Celebration will begin at 11AM and run until 6 PM. Booths must be cleaned up immediately after closing.
- (4) Food and Beverage booths must have insurance covering injuries to third parties that might occur from sale or distribution.

- (5) Operator agrees to indemnify, save harmless, and defend AWF from all liability from loss, damage, or injury to persons or property that may occur, regardless of negligence of Operator or its agents.
- (6) Cancellations must be received in writing. 100% Refund before April 17, 2009; 50% Refund between April 18, 2009 and April 30, 2009; No refund after May 1, 2009

Operator Name and Business Corporation

Accepted by:

AsianWeek Foundation, a Nonprofit Corporation

Operator Signature

Date

Signature

Date

COMMUNITY BOOTH APPLICANTS

Additional information for Community Organizations:

To ensure that the AHSC is diverse and exciting for all, we recommend creating booths that are fun and interesting. In prior years, the most visited booths were interactive with fair attendees.

What would you like to do at your booth?

Is your organization able to email the AHSC eNewsletter to members?

Yes _____ No _____

If yes, how many members does your list reach? _____

Are you able to post the event information on your website? Yes _____ No _____

Are you able to assist with outreach by distributing flyers or posting event posters?

Yes _____ No _____

Would you like us to link to your website? Yes _____ No _____

Website address: _____

Questions or Comments-
