

# OUR LADY OF GUADALUPE FIESTA

## FOOD & CRAFT VENDOR APPLICATION

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Thank you for your interest in participating in the 2023 Our Lady of Guadalupe Fiesta Mexicana. This year the event will take place July 18 - 22. Please fill out and submit the application below. When your application is received it will be reviewed by the Fiesta Committee and evaluated based on what is the best fit for our event and the space available. Once your application is accepted, the contract and fees will be due BY June 30, 2023. If you have questions regarding the event or this application please contact Cindy Negrete (Vendor Coordinator) at 785-408-6652, [fiestavendors@gmail.com](mailto:fiestavendors@gmail.com) or Ignacio Torrez (Grounds Chair) at 785-554-4394, [naciotorrez@gmail.com](mailto:naciotorrez@gmail.com).

All completed applications should be remitted to:

Our Lady of Guadalupe  
Attn: Fiesta Topeka Outside Vendors  
134 NE Lake St  
Topeka, KS 66616

- **All vendors will be required to obtain the necessary licensure per the Kansas Health Code Regulations and provide the Fiesta Committee with copies for their records.**
- **Approved vendors will be given an official Fiesta Mexicana placard to display in their booths the week of Fiesta per City of Topeka Ordinance.**
- **Approved vendors will be required to sign and return the Hold Harmless Indemnity Agreement required by the Archdiocese. A copy is attached to this form.**
- **Food Vendors will be required to submit copies of their liability insurance along with their vendor applications.**
- **All Vendors are asked to share the dates and times of their participation at the Fiesta through their social media channels**

**Craft Vendor (\$500 for week)**     **Food Vendor (\$750 for week)**

**Electricity Requested - Note:** Electricity is not guaranteed but is dependent on available capacity and based on time of entry. Vendors should be prepared to self-provide electricity due to this. The fee for electricity is \$75 for 110v for the week. For more specific questions regarding this please contact Ignacio Torrez.

**Business Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Tent (Y/N): \_\_\_\_\_ Size: \_\_\_\_\_ Trailer (Y/N): \_\_\_\_\_ Size: \_\_\_\_\_

**Brief description of food or craft items you are requesting to sell. Applicants are encouraged to provide pictures or other attachments showing their booths, tents, trailers or items for sale:**

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**List your social media channels:**

**Facebook** \_\_\_\_\_

**Instagram** \_\_\_\_\_

**YouTube** \_\_\_\_\_

**TikTok** \_\_\_\_\_

**None** \_\_\_\_\_

**PARISH FESTIVAL VENDOR HOLD HARMLESS/INDEMNITY AGREEMENT**

PARISH: \_\_\_\_\_

PARISH is understood to include the (Arch)Diocese of \_\_\_\_\_

VENDOR: \_\_\_\_\_

TYPE OF VENDOR: \_\_\_\_\_

DATES OF USE: \_\_\_\_\_

The above-named VENDOR agrees to defend, protect, indemnify, and hold harmless the above-named PARISH against and from all claims arising from the negligence or fault of the above-named VENDOR or any of its agents, family members, officers, volunteers, helpers, partners, organizational members, or associates in connection with the operations of the above named VENDOR at the above named PARISH.

VENDOR agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than two million dollars (\$1,000,000) per occurrence. VENDOR also agrees to have the PARISH named as an "Additional Insured" on its general liability policy for the DATES OF PARISH FESTIVAL in relationship to the VENDOR'S activities. It is agreed that VENDOR also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If and only if VENDOR fails to comply with the above (second) paragraph, then VENDOR agrees to protect, defend, hold harmless, and fully indemnify the above named PARISH for any claim or cause of action whatsoever which takes place during the above identified DATE(S) OF USE that is brought against the PARISH by the above named VENDOR or its employees, agents, guests, invitees, customers, partners, family members, organizational members, and associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents or the negligence of any other individual or organization not a party to this agreement. If any paragraph or sentence of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: \_\_\_\_\_

(Must be an official agent of VENDOR)

NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_