



Thank you for your interest in participating in the 91<sup>st</sup> Fiesta Topeka on July 16-20, 2024, at Our Lady of Guadalupe Church grounds. Attached you will find our Vendor Application and Parish Festival Vendor Hold Harmless/Indemnity Agreement. Food vendors will be required to submit copies of all necessary licensure(s) per the Kansas Health Code Regulation, with their application.

**All completed applications and required documentation can be submitted via email to [fiestavendors@gmail.com](mailto:fiestavendors@gmail.com), by May 16, 2024, and all required fees are due by the close of business June 16, 2024.** Those approved for participation will be notified by May 30, 2024.

If the food license that is submitted at the time of the application is scheduled to expire prior to the dates of the event, a current license must be submitted no later than June 16, 2024.

All approved vendors must submit the Hold Harmless/Indemnity Agreement no later than June 16, 2024.

If there are any questions regarding applications, please direct them to Cindy Negrete, Vendor Coordinator at 785.408.6652, or Dominic A. Gutiérrez, Sr. at 281.687.7837.



## VENDOR APPLICATION

### VENDOR INFORMATION

*Please check the appropriate boxes*

CRAFT VENDOR

ELECTRICITY

FOOD VENDOR

TENT RENTAL

NOT FOR PROFIT VENDOR

### VENDOR FEE SCHEDULES

**Craft Vendors: One 10x10 space, \$550 for 5 days**

**Food Vendors: One 10x10 space, \$1,000 for 5 days**

**Not for Profit Vendors: One 10x10 space – Donation \$ \_\_\_\_\_**

**10x10 tents are available for rent at the rate of \$20 per day of the event.**

**Electricity will be provided at the rate of \$85 for 110v, for the 5-day event for all craft vendors, and \$100 for the 5-day event for all for all food vendors.**

**(Please note electricity will be dependent upon available capacity. Vendors are encouraged to provide their own electricity).**

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

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

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

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

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

**Brief description of food and/or craft items requesting to be sold. Vendors are encouraged to provide pictures.**

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**Please identify all social media used by business for advertisement,**

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# Catholic Mutual...CARES

## **VENDOR HOLD HARMLESS/INDEMNITY AGREEMENT**

Parish: Our Lady of Guadalupe Church, Topeka, Kansas

Parish is understood to include the Archdiocese of Kansas City, Kansas

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 one 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 the 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 there of, shall continue in full legal force and effect.

SIGNED BY:

DATE:

\_\_\_\_\_  
(Must be an official agent of VENDOR)

NAME AND TITLED PRINTED:

DATE:

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