



ASIAN/PACIFIC AMERICAN HERITAGE ASSOCIATION
6220 Westpark, Suite. 245B, Houston, TX 77057 (713)784-1112 www.apaha.org

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Jerome Vielman
Executive Director

April 4, 2007

Dear Friend,

May is National Asian/Pacific American Heritage Month! To celebrate, APAHA will host its **11th Annual Asian/Pacific American Heritage Festival** on Sunday May 6, 2007, at Miller Outdoor Theatre in Hermann Park 2PM – 9PM, along with a 7:30PM Special Showcase! The theme this year is “*Lighting the Past, Present & Future.*”

Immerse yourself with information booths about Asian/Pacific American organizations groups, arts organizations, social clubs, professional associations, social service agencies, vendors, food stands, arts & crafts tables, even calligraphers and origami artists. Enjoy children's activities with festival rides & games, and so much more. See traditional and contemporary performance groups - both young and old.

HURRY! Booth spaces are limited - please respond immediately!

\$100.00 - Not-For-Profit Organization (501c3 proof required)
\$300.00 - Commercial Business or Corporation (Over 25 Employees)
\$500.00 - Food Vendor Booths

To reserve your booth, we must receive 1.) the attached application form, 2.) Waiver Agreement, 3.) Participant’s Checklist and 4.) entry fee payable to APAHA by April 20, 2007.

Our Fax number is 832.201.8228. For volunteering opportunities or additional questions, contact the APAHA Festival Hotline at 832.487.8609 or email at afshic@yahoo.com. You can also contact the APAHA office at (713) 784-1112 or email at jerome@apaha.org.

We look forward to your support at the 2007 Annual Asian/Pacific American Heritage Festival!

Sincerely,

Jerome Vielman
Executive Director

The 2005 APAHA Festival Booth Application



Date: Sunday – May 6th, 2007

Time: 2:00 PM – 9:00 PM
7:30PM Special Showcase on the Miller Stage

Set up time – Beginning 11:00 am Sunday morning.

Location: Miller Outdoor Theatre in Hermann Park, Houston Texas

APAHA will provide the following at the Festival:

**Two (2) folding chairs and one (1) table.
10’X10’ canopy to cover the booth.
Booths will be set up by the production company.**

Booths must be set up by 1:00 PM on the day of the Festival. **It must be staffed during the festival from 12:00 PM – 6:00 PM, with an option for extension to 8PM (cost to provide tent lighting at night is additional and is added upon request at the time the application is submitted.** Organizations are responsible for the cost of any damage to the booths. In addition, you are responsible for the cleanliness of the booth area at the end of the Festival.

Name of Organization _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Fax number: _____

E-Mail Address: _____

Fee enclosed: \$ _____ .00

- \$100 Non-Profit \$300 Commercial Booth
 \$500 Food Vendor*

Make checks payable to Asian/Pacific American Heritage Association.
Fax # 832.201.8228. Please mail check to:

**Asian/Pacific American Heritage Association
c/o APAHA Festival 2007
6220 Westpark, Suite 245B
Houston, TX 77057**

** 1 copy of Proof of Insurance & Food Permit must be accompanied with Application Form before APAHA can assign a booth space. Both documents are due by April 15, 2007.*

PLEASE COMPLETE THE “RELEASE AGREEMENT” ACCOMPANIED IN THIS PACKET.

2007 APAHA FESTIVAL RELEASE AGREEMENT

This agreement is entered between APAHA and the following:

Named Applicant: _____

Contact Name: _____

Address: _____

City/Zip: _____

Telephone: _____

Email: _____

The Parties agree as follows:

- 1. PARTICIPATION:** _____ (hereafter "Named Applicant") agrees to participate in the 2007 APAHA Festival Sunday – May 6th, 2007.
- 2. INDEMNITY.** Named Applicant agrees to hold APAHA, its officers, directors, servants and employees harmless from any damages, claims, demands or suits by any and all persons, firms or corporations (including Applicant, its agents, servants and third parties) arising out of any acts or omissions by the Applicant, its agents, servants or employees arising out of or based upon performance at the APAHA Festival/Parade, in which the Named Applicant has agreed to participate, on Sunday – May 6th, 2007.
- 3. WAIVER OF CLAIMS.** It is understood and expressly agreed that APAHA shall have no responsibility for safekeeping of, damage to or loss of any personal property, which continues to remain under the control of the Named Applicant. It is understood that APAHA will not at any time become custodian of said property. For itself and on behalf of all other persons, firms and corporations that may have any right, title or interest in or to personal property in its possession or under its control, Named Applicant hereby waives any and all claims that may or might be against APAHA or its officers, directors, servants and employees for damages to or loss of personal property with the APAHA Festival/Parade.

Agreement entered into this _____ day of _____ 2007 at Houston, Texas.

Signature of Named Applicant: _____
(must be over 18)

Print name: _____

Accepted by: _____
(APAHA officer or agent)

Note: Fax # 832.201.8228. This form must be signed and returned in its entirety [along with the appropriate application(s)] prior to participation in the 2007 APAHA Festival activities. Please mail Release Agreement with your application to:

**Asian/Pacific American Heritage Association
c/o APAHA Festival 2007
6220 Westpark, Suite 245B
Houston, TX 77057.**

2007 APAHA Festival Location - Miller Outdoor Theatre

Participant Checklist

I understand that I must abide by all rules and regulations required by Convention & Entertainment Facilities Department, Health Department and Fire Department. The following does not constitute all rules and regulations, but is merely a compilation of basic requirements from these departments

Place N/A by items that do not and Initial items that do pertain to you, sign and date

Section 1: Food Vendor (If you are not a food vendor, skip to next Section 2.)

_____ I am requesting a Temporary Food Establishment Permit. (*Attach request form*)

_____ (**For Miller Outdoor Theatre**) I understand that in order to sale any food, beverage or consumable item payment of \$150.00 per 10x10 tent will be made to Aramark no later than three (3) days prior to the event. Distribution of samples will not exceed 2oz per sample. A sampling fee of \$200.00 per 10x10 tent will be paid to Aramark prior to the event. It is prohibited to sell or sample water, soft drinks or any other consumables that are exclusive to Aramark.

_____ *Fees to Aramark will be paid by:* _____ *Vendor/Exhibitor* _____ *Producer/Promoter*

_____ I understand that a concessions fee will be applicable for each booth selling or sampling consumable items. This fee will be based on a For-Profit or Non-Profit status and will be paid to C&EFD. The following items _____ will be _____ sold _____ sampled. _____ *Fees paid by Vendor/Exhibitor must be paid prior to start of event.* _____ *Fees paid by Producer/Promoter will be tallied at the end of contract.*

_____ I understand that I must have potable water for cleaning and sanitizing utensils. I must have three (3) containers such as plastic buckets or plastic food containers for Washing (Soap & Water), Rinsing (Clean Water) and Sanitizing (Water & Clorox). I will use a gravity-type water dispenser such as a drink dispenser with a spout or spigot for employee hand washing. I will have hand washing soap, paper towels and a catch basin.

_____ I understand that unless suitable utensils are used to handle ready-to-eat foods, single-use gloves are required for all food handlers. All food handlers will wear an effective hair restraint such as a ball cap or hair net. No hair spray or visors will be acceptable.

_____ I understand that all food, equipment and paper products must be stored at least 6 inches above the floor. Ice for consumption will remain in unopened plastic bags until ready to use.

_____ I understand that eating, drinking or smoking is not allowed in the food booth.

_____ I will be using Propane in food preparation or serving. I understand that the use of Propane or LP gas requires a propane permit from the Fire Department. A licensed propane operator, in the presence of the Fire Marshall, must connect propane. Container size must not exceed 60 lb. or (2) two 30 lb. cylinders manifolded together. Cylinders must be secured to prevent tipping over.

_____ I will be using charcoal grill or pit. I understand that all charcoal will be started with an electrical starter designed for this purpose. I cannot use liquid starters, but will use presoaked

charcoal. I understand that the pit must have a cover and must be placed 10ft from anything combustible. A metal pan constructed of a minimum of 18-gauge sheet metal shall be provided and placed under the firebox of barbeque pits to catch live coals that may fall onto the ground. The dimensions of the pan shall be such that it will provide complete coverage beneath any openings under the pit firebox. I understand that I will remove all used charcoal from the premises and will not dispose of charcoal in park trashcans or containers.

_____ I understand that there must be a 3ft protective barrier to keep public away from LP-Gas and cooking surfaces including electric and charcoal cooking.

_____ I will be using sternos or other open flame items. I understand that open flame items can require a permit from the Fire Department.

_____ I understand that I must use flame retardant covering for the ground in the food preparation area.

_____ Fire extinguishers shall be in all booths using LP-Gas, electrical or charcoal cooking devices. I will have a fire extinguisher with a minimum rating of 2-A,10-B:C with a current date tag on the unit. Booths exceeding 20 feet in length will have two extinguishers as indicated above. K extinguisher will be required for deep-frying devices.

_____ I understand that I must not place any liquids in trash bins or dispose on lawn, but must provide my own container to dispose of liquids.

Section 2: ALL Vendors, Exhibitors & Sponsors

_____ I will require electrical outlets for the following items. Please list all appliances or equipment, including lights for tent, that will be used and the amount of volts or amps required.

_____ I will require continuous access to water. Reason: _____

_____ I understand that all tents must be securely staked or barreled for public safety.

_____ I understand that all garbage must be placed in trash bags (not provided by City) and disposed of properly in trash bins or area designated by Event Coordinator for trash pickup.

_____ I understand that I must be completely set up (booth, banners et al) one hour before event start time. All banners must be hung in approved areas using zip ties. No tape is to be used on walls, rails, barricades or poles. No banners, posters or advertising of any kind are to be placed on building, light poles, doors or outside areas of facility.

_____ I understand that I cannot breakdown or load out until event has ended and general public has cleared the facility. All tents, banners, inflatables, etc., must be removed immediately following the event, unless producer/promoter has paid for an additional non-event day load out.

_____ I understand that no handbills or advertising of any kind can be posted or distributed in restrooms or public areas.

_____ **(For Miller Outdoor Theatre)** I will be selling merchandise or services. A fee of \$150.00 per 10x10 tent will be made to Aramark no later than three (3) days prior to the event.
_____ Fees to Aramark will be paid by: _____ Vendor/Exhibitor Producer/Promoter

_____ I understand that an exhibitor fee will be applicable for each booth selling or giving-away merchandise or products. This fee will be based on a For-Profit or Non-Profit status and will be paid to C&EFD. The following items _____ will be _____ sold _____ Give-a-Ways. _____ Fees paid by Vendor/Exhibitor must be paid prior to start of event. Fees paid by Producer/Promoter will be tallied at the end of contract.

_____ I will be displaying an inflatable of the following dimensions & description:

_____ I understand that the City Event Coordinator must approve its location.

_____ I understand that if I am using a Gobo or any other light projection for logos or branding that projections on inside walls of facility and cannot be projected onto awnings into sky or onto other properties.

_____ I will be displaying _____ vehicle(s). I understand that I must place a tarp under the vehicle(s) and blocks under the tires.

_____ I understand that the City does not provide tools, water hose, water keys, ladders, extension cords or any other equipment that might be required. It is my responsibility to bring required equipment or confirm that producer/promoter will make available.

_____ *I have read this entire document and initialed all items that pertain to me.*

Vendor Name: _____ Contact Number: _____

Signature of Representative: _____

Printed Name of Representative: _____ Date: _____

_____ *As Producer/Promoter, I understand that I must abide by all rules and regulations required by Convention & Entertainment Facilities Department, Health Department and Fire Department. I understand that during the event, the Event Coordinator will determine the maximum capacity based on attendance and site map, and will advise security when gates are to be closed. I understand that sound level is 65 decibels. I, along with the sound engineer, artist, artist rep or artist sound engineer will comply with sound level as requested by Event Coordinator. I acknowledge that I have reviewed this document, and understand my client's requirements, have coordinated with and received approval from the Event Coordinator. I confirm that all necessary permits, including those from other city or state agencies have been pulled and a copy has been given to the Event Coordinator. My insurance policy has been submitted to C&EFD, my security and first aid personnel will be in place one half hour before my event start time and will remain in place until one half hour after the general public has cleared the venue.*

Reviewed by Producer/Promoter _____ Date: _____