

2024 Vendor Application Process

Step 1. Complete the Application Form shown below

Step 2. Submit the filled-out Application Form, together with one checks covering the applicable payment in FULL (please refer to Terms and Conditions) Applications will not be processed and reservation of table space will not be confirmed until receipt of all items.

Step 3. A member of our coordination team will contact you to confirm receipt of your application, security deposit and payment, and notify you of your exhibit space.

Company Name		Representative's Name	
Mailing Address		Representative's Title	
City		State	
Postal Code		Telephone	
Email		Company's Website	
Description of items to be sold (Note – No Soda or Water allowed to be sold by any vendor):			

Vendor		
Yes, I would like to purchase Truck/Booth space:		
Food Truck	\$500 – Trailer/Truck <15' Spot Fee \$700 – 2 Trailer/Truck >15' Spot Fee +\$100 – Refundable Deposit *	
Food Booth	\$380 – 1 Spot Fee (no open fire) ~10' \$500 – 1 Spot Fee (with open fire) 10'-15' \$600 – 2 Spot Fee ~20' +\$100 – Refundable Deposit *	
Food Permit	\$280 - Food Permit Fee (OEBB will obtain permit) \$50 late fee if application submitted after March 25, 2024. REQUIRED FOR ALL VENDORS WITH FOOD	
Retail/Info (non-food items) Booth INDOOR ONLY	\$300 – 1 Booth Fee ~10'x10' space +\$100 – Refundable Deposit *	
Non - Profit Retail/Info Booth INDOOR ONLY	\$250 ~10'x10' space +\$100 – Refundable Deposit *	



Total Due: \$ _____

Advertisement	
Yes, I would like to place an ad in the program	<input type="checkbox"/> Full Page Color \$300
	<input type="checkbox"/> Half Page Color \$200
	<input type="checkbox"/> ¼ Page Color \$120

Payment Methods Accepted:

- Checks by Mail – must be received by April 1, 2024
- Zelle: openeyesbb@gmail.com
- Venmo: @openeyesbb
- Credit Card (fees applied): [Online Payment](#)

Donate	AMT \$
Yes, I would like to donate	Item (s)

Thank you for your participation in our event!

Submission of Application, Terms and Conditions & Inquiries

Please submit your "Vendor Application Form" along with full payment and the security deposit to OEBC. For additional information or questions please contact us:

Open Eyes Beyond Border (OEBC)

Address: 10416 Roy Butler Dr
Austin Tx 7877

Phone: 737-704-5373 or 512-797-8071

Email: ATXAsianFoodFest@gmail.com

Booth Selection

To ensure your truck/trailer/booth location, we encourage you to submit your applications as soon as possible. Your application and booth selection will be processed once application AND payment (with deposit) has been submitted.

Terms and Conditions – ALL VENDORS

- ❖ Promotional materials placed outside of the vendor booths (ie walls, fence, poles or chairs) will be fined a disposal fee and will be subtracted from the security deposit.
- ❖ Each booth chair and tables will need to be provided by vendor. OEBC is not responsible for lost or stolen items left or stored at the exhibit booths.
- ❖ Please do not park your vehicle directly in front of the building unless loading and unloading. After unloading, please move your car so other vendors can load and unload.
- ❖ No soda or water allowed to be sold by *any* vendor. OEBC will be providing drink stations to sell those items as their fundraiser. Vendors are allowed to sell any specialty drinks outside of soda and waters.
- ❖ **Electricity MUST be provided by vendor.** Generators can be rented here: <https://www.homedepot.com/c/generator-equipment-rental>
- ❖ Each exhibitor/vendor is to provide Open Eyes Beyond Border (OEBC) with a security deposit of \$100 that will be returned within 30 business days after April 13, 2024, provided rules and regulations of the guideline are met. It is the vendor's responsibility to keep their exhibit space and area safe, clean and free of damage. Vendors are not permitted to move from their assigned location or take tables and/or chairs that are not assigned to them. **Deposit checks can be submitted on a separate check from the space fee. Vendors that submit deposit on a separate check can 'check out' with the Vendor Coordinator after the event to receive deposit check back after the event.*
- ❖ The OEBC will not accept any claim for loss, due to fire, theft or damage of exhibits, nor will it be held liable for any personal injury caused by the exhibit or exhibitor. Use of the facility is conditional in that the exhibitor accepts full responsibility for any damages caused to the facility by the exhibit and/or the exhibitor(s).

FOOD VENDOR REQUIREMENTS (in addition to above terms/conditions):

- ❖ Cleaning and Sanitation Stations at each booth will be provided by the vendor. Water is available on site for use.
- ❖ Oil disposal will be the responsibility of the vendor Please discard ALL oil off site. **Failure to do so will forfeiting full amount of the security deposit.**
- ❖ Failure to pass food inspection (in the event we are audited) will result in loss of vendor fees/deposit and will be asked to leave our event.
- ❖ Any vendors using active fires on site (by pit or propane), vendor must have a fire extinguisher present. Any propane use on site must be in a safe area away from fire hazards and the public. Any active flames and cooking on site should have protection down on the ground to prevent staining for any stray food/oil.
- ❖ Vendors to provide own trash bag/container. We will be adding trash cans throughout the venue but please make sure you have one at your booth. We will be assisting with trash removal but please help us through this if you are able to take your own trash to the dumpsters provided.
- ❖ *Food permit applications submitted after March 25, 2024 deadline will be subject to a \$50 expediting fee. ID required to pull permit.*

Applications will be processed on a first-come, first-paid basis.

Deadline for exhibitors is March 25, 2024. Applications received after this date will not be guaranteed exhibit space.

We greatly appreciate all donations. Remember, your donations are 100% tax deductible as allowable by law. OEBC Board and Volunteers do not get paid. 100% of your contribution will be used to help children and families in need.