



## Kaohsiung International Food Festival Vendor Regulations

### Event Information

**Date:** Saturday October 29th 12-9pm - Sunday October 30th 12pm-8pm  
**Location:** Dream Mall Kaohsiung Taiwan (new bigger location at mall this year)  
**Cost:** Open to the public and entrance to the event is **free** of charge

### Venue Rules and Regulations

**Booth Space:** Vendors will be provided with a 10 foot x 10 foot space. As a courtesy to other vendors please refrain from setting up displays or materials outside your allotted space  
**Booths will include:** 1 x 60w light, 110v power outlet, 1 table, 1 chair, overhead signage.  
Extra table and stools MAY be available at an additional cost

### Deposit Fees

Deposits will be returned at the end of the event to vendors that adhere to all venue rules and regulations without any damage to tent, equipment or mall area. It is the responsibility of the vendor to connect with the Event Manager at the end of the festival to inspect their tent and equipment. Vendors who leave before inspection will forfeit their deposit.

## Utilities

**Electricity:** 110v with two outlets per booth. 220v available if requested at a cost of \$250 per outlet.

**Waste:** garbage and recycling bins will be located in mall grounds. Tents will **not** be provided with bins.

**Gas:** permitted

**Water:** no hook ups in festival area available

**Load in/Load out:** Vehicles may be temporarily parked on the road

A small and large dolly may be made available for vendors to **share** during the entire festival  
Vehicles at **NO TIME** are allowed to park or drive on sidewalks.

**Load in:** Vendors may begin setup of their booths **no earlier** than 9am Saturday and Sunday  
Once set up has been completed vendors must ensure that their booth is staffed at all times. Management is NOT responsible for lost, stolen or damaged items.

**Load out:** Vendors may begin closing down 30 minutes before the end of each day's events  
Vendors must remove all materials, displays and refuse from venue.

Breakdown may begin no earlier than 30 mins and must be completed no later than 60 mins from end of event day

## Clean up

Vendors are responsible for the removal of **all** trash and recyclables. Onsite dumpsters will be available to all vendors.

Please ensure the area in and around your tent is clear of refuse when time permits.

Food vendors must keep spaces sanitary at all times to be in line with local health codes.

## Sales Information:

The event management reserves the right to decide which vendors are most suitable for the

event. Any vendor selling , illegal drugs, drug paraphernalia or merchandise or displays deemed unsuitable for a family event will be directed to vacate the venue and their deposit will **NOT** be refunded.

Vendors will handle all cash transactions themselves

### Lisences and Permits

Food vendors should be aware of the appropriate food and health regulations

Smoking is NOT permitted in any booth serving food or beverage.

All staff must wear matching uniforms ( shirt only ).

### Booth Décor

The event management reserves the right to reject any vendor whose merchandise, décor or displays are deemed inappropriate for this event.

Vendors are encouraged to decorate their booths using decor and artifacts from the country their products are representative of.

Signage will be provided and consist of some of the information that has been provided.

### Artwork and Graphics

The vendor must attach their logo and or graphic artwork along with the application.

The event management reserves the right to use all submitted works for the purposes of promotion of the event.

All photographs and video taken by event photographers will remain the sole possession of the event management company.

Please send all artwork by deadlines to [informationkiff@gmail.com](mailto:informationkiff@gmail.com) in jpeg or png format min 100mb

### Damages:

Vendors will be held financially responsible for any damages to the supplied tent or any equipment provided by event management.

### Space Assignments:

Booth spaces will be assigned based on cooking method and type of food.

Assignments will be made and notices given shortly before Festival

Management is not responsible for translation services.

We are very excited to have you part of this event and hope to use this opportunity to share and promote your business with our Taiwanese hosts.

Should you have any queries or suggestions kindly contact us at [informationkiff@gmail.com](mailto:informationkiff@gmail.com)