



## Kaohsiung International Food Festival Vendor Regulations

### Event Information

**Date:** Saturday March 23rd 12pm-9pm Sunday March 24th 12pm-7pm  
**Location:** Dream Mall Kaohsiung Taiwan  
**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 tent. 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

### Booth Rental Fees

Vendor	Price	Deposit	Total
Non-Profit Tent	\$1,000	\$1,000	\$2,000
Retail Sales Tent	\$4,000	\$1,000	\$5,000
Food and Drink Tent	\$4,000	\$1,000	\$5,000
Sponsorship Tent	\$0	\$1,000	\$1,000

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

## Utilities

**Electricity:** 110v with two outlets per booth. 220v available if requested at a small cost.

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

**Gas:** permitted

**Water:** available at vendor rest area and inside mall kitchen

**Refridgeration:** Mall will provide access to fridge and freezer for \$350/day paid ahead of time

**Load in/Load out:** Vehicles may be temporarily parked on the road adjacent to JungshanRd. A small and large dolly will 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 11am 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 30mins 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 and provide the event with a list of ALL food items that will be used throughout the event when submitting their application

Smoking, eating or alcoholic drinking are NOT permitted in any booth serving food or beverage. Vendors will be provided with a rest area for eating and smoking.

All staff must wear matching uniforms ( shirt only ). Event management may provide if requested no less than 2 weeks in advance with proper sizes and quantities.

Sandals are not permitted.

### 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 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 [ryanparsons@mail.com](mailto:ryanparsons@mail.com) in jpeg or ai cs2 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 when we have received and approved your completed your application, booth fee, and deposit.

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 Ryan Parsons at 0970764297 or send a detailed email to [ryanparsons@mail.com](mailto:ryanparsons@mail.com)



