

2025 Fiesta Latina – Vendor Responsibilities

ALL VENDORS:

Payments may be made by check or money order to:

MERCER COUNTY FIESTA LATINA

Mail Payment to:

Division of Culture & Heritage

P.O. Box 8068

Trenton, New Jersey 08650

FOOD VENDOR RESPONSIBILITIES:

- **SET UP & TAKE DOWN** – Set-up begins at 9:00am. Set up location is on a first come first serve basis. All vendors must be ready for health inspection by 10:30am. Truck is not to be left unattended at any time during the festival. All vendors, all trucks must remain in place until 7:00pm. Take down vehicles may enter the festival site only after 7:00pm and must be removed from the festival site by 9:00pm. The Festival site must be left clean and free of debris at the end of the event, if not a \$500.00 penalty fee will be charged.
- **FOOD TRUCK RESPONSIBILITIES** – Food truck vendors are responsible for compliance with all applicable local, state or federal laws (including any collection of sales tax). The Food Truck fee is \$275 (non-refundable) made payable to Mercer County Fiesta Latina. Food vendors are also responsible for obtaining the required Fire & Safety (\$65) and Health (\$80) permits from West Windsor Twp **before August 8th**. [These forms can be emailed to you by our office.]

CRAFT VENDOR RESPONSIBILITIES:

- **CRITERIA FOR ACCEPTANCE** - Crafts must be traditional work of represented country. NO COMMERCIAL KITS, products, or secondhand items unless approved by the Division. Please call or email our office with questions. Websites, Facebook page / photos must be submitted along with application if not available on a website.
- **SET UP & TAKEDOWN** - Set-up is between 9:00am – 11:00am. No vendor will be permitted on the festival grounds after 10:00am. Vendor is responsible for their own tent, tables and chairs. All vehicles must be removed from the festival site and vendors must be ready for business by 11:30am. Craft booth is not to be left unattended at any time during the festival.

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All vendors must remain in place until 7:00pm. Take down vehicles may enter the festival site after 7:00pm by approval from security.

Festival site must be cleared of vendors by 9:00pm. Craft vendor site must be left clean and free of debris at the end of the festival. If not a \$150 penalty fee will be charged.

- **CRAFT VENDOR COMPLIANCE** - Compliance with applicable state or federal laws is the responsibility of the craft vendor (collection of sales tax). Submission of an application is an implied agreement to abide by the rules set forth herein. Indicate need for electricity, parking for product re-supply and other needs.

BUSINESS/NON-PROFIT VENDOR RESPONSIBILITIES:

- **SET UP & TAKE DOWN** - Set-up begins at 9:00am. Space will be supplied at set-up. Each organization supplies complete booth including table and chairs. All vehicles must be removed from the festival site and vendors must be ready for business by 11:30am. Booth/table should be decorated to illustrate the country represented. Booth is not to be left unattended at any time during the festival. All vendors must remain in place until 7:00 pm. Take down vehicles may enter the festival site after 7:00pm by approval from security. Festival site must be cleared of vendors by 9:00pm. Vendor site must be left clean and free of debris at the end of the festival. If not a \$150 penalty fee will be charged.
- **ORGANIZATION RESPONSIBILITIES** - Compliance with applicable state or federal laws is the responsibility of the vendor (collection of sales tax). Submission of an application is an implied agreement to abide by the rules set forth herein. Indicate need for electricity, parking for product re-supply and other needs.

Questions?

**Contact the Mercer County Division of Culture & Heritage
at (609) 278-2712 or**

cultureandheritage@mercercounty.org