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## ***Hmong Southeast Puavpheej Vendor's Booth Reservation Policy***

### **1. RESERVATIONS**

- A. ALL booths are reserved on a first come first serve basis.
- B. ALL booth reservations **MUST** be paid in full at the time of reservation. A secured deposit of \$250 is required for maintaining your booth area/clean during and after the event. At the end of the event, HSP's Marketing Coordinators will inspect your booth(s) and ensure that the area is cleaned and free of damages. your deposit will be refunded.
- C. ALL vendors may reserve a booth during the ENROLLMENT PERIOD each year for the event they want. The ENROLLMENT PERIOD IS \_\_\_\_\_.
- D. If for any reason and/or an emergency, you the vendor, is unable to keep your booth for the event you have reserved for, you **MUST** notify HSP at least 30 days prior to the event. In this case, you can give your booth up to a relative or a friend for this event **ONLY** without asking for a refund from HSP.

### **3. VENDOR PARTNERSHIP**

- A. Partnership is **ONLY** allowed between vendors that are selling the **SAME** merchandise. For example, **NO FOOD** and Merchandise mixed.

### **4. REFUND**

- A. In case of a death in the immediate family or unforeseen injury to the vendor, proper documentation is **REQUIRED** for a 100% refund of the reservation.
- B. **NO REFUND** is allowed in the event a vendor does not have the necessary permit(s).
- C. **NO REFUND** is allowed if a vendor is being shut down by the county or city officials; and **NO REFUND** is allowed if a vendor is being removed from HSP's property for any reason.

### **5. MIX MERCHANDISES**

- A. Food Booths— are **NOT ALLOWED** to sell food with any form of alcohol, bubble tea or other merchandise.
- B. Bubble Tea Booths—are **allowed for bubble tea ONLY.**
- C. Fruit Booths—are allowed to sell fruits **ONLY, NOT ALLOWED** to sell bubble tea or other non-fruit products.



## Hmong Southeast Puavpheej, Inc.

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### 6. VIDEO CASSETTES and DVD VENDORS

1. ALL video cassettes and dvd vendors are to keep TVs and Speakers inside of the booth and toward the back of the booth.
2. ALL Speaker Volumes are NOT to be louder than HMONS SOUTHEAST PUAVPHEEJ's main stage speaker. NO loud or aggressive promotion is allowed.

3. Vendors can sell video cassettes and dvd ONLY.

\*\* ONLY the following combination of products or merchandise are allowed to be sold at any given booth:

1. Video cassettes and DVDs ONLY
2. Toys and crafts ONLY
3. Clothing and jewelry ONLY

### 7. FOOD PERMITS

- A. ALL food vendors are required to obtain their own food selling permit from Catawba County Health Department at least weeks prior to the event.
- B. A food selling permit issued by the Catawba County Health Department **MUST be displayed where it can be seen by all customers.** If a food vendor fails to present a proper food permit, this will result in **termination of your booth by the Health Department.** HSP is NOT RESPONSIBLE and there will be NO REFUND.

### 8. BOOTH SET-UP

- A. HSP is NOT responsible for any booth set-ups or loss and/or damage of equipment.
- B. ALL vendors are responsible for supplying their own canopies, tables, chairs and any other necessary equipment they may need.
- C. ALL vendors are NOT ALLOWED to set-up additional extension of canopies, tables, chairs or other equipment beyond their designated booth size.
- D. ALL booths MUST be completely set-up before the county or city inspections.
- E. FIRE EXTINGUISHER: Each food booth MUST provide two (2) fire extinguishers as required by the county Fire Marshall and have it available when needed for fire safety inspection.

### 9. VENDOR VEHICLES

- A. HMONG SOUTHEAST PUAVPHEEJ will allow ONLY one (1) car per booth to be parked behind the vendor's booth in the space provided.



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B. Food Vendors will need to park their large trucks by backing toward the cooking area NOT sideways that will block others or in case of an emergency. Any additional cars WILL NEED TO PARK outside of the gates. NO EXCEPTIONS.

C. On the LAST DAY of the event, ALL vendors' vehicles MUST wait until 4:00 p.m. closing time to drive onto the marketing walkway area.

D. HMONG SOUTHEAST PUAVPHEEJ is NOT responsible for any damages to vendors' vehicles, goods, loss, stolen or properties while on HSP's premises.

E. HSP will NOT have any liability on any person staying overnight at the Cultural Park's premises during the event (Vendors).

### 10. VENDOR ADVERTISEMENT SIGNS

- A. Vendors are allowed to hang advertisement signs in front of their booths ONLY, and signs CAN NOT be bigger than the rental booth size.
- B. HSP will NOT allow vendors to advertise their businesses elsewhere on HSP's property. FAILURE to comply will be removed.
- C. Vendors CANNOT advertise or hang posters on any of HSP's structures such as fences, poles, gates, restrooms, vehicles, etc. without prior approval or authorization.

### 11. OTHER RULES AND RESTRICTIONS

- A. You, the vendor, MUST display ALL your merchandise NEATLY in front of your booth. Your merchandise should NOT overflow into the walkway or to another vendor's space(s).
- B. ALL Vendors are NOT permitted to sell any forms of weapons such as guns or fireworks that are deemed unsafe by HSP on HSP's premises. IF SO, THE ITEM(S) MAY BE ASKED TO BE REMOVED BY AN AUTHORITY PERSONNEL.
- C. A SAFETY LOCK is REQUIRED for ALL vendors that sells the following items: Riam, Txuas, Liag, Hlau, Tuam txhob, Taus, Rauj, (knives, machetes, swords, or other sharp metal objects) that are deemed "UNSAFE" to be on the OPEN TABLES/ FLOOR. (NO EXCEPTION).
- D. ALL vendors are REQUIRED TO WEAR THE COLORFUL WRISTBANDS (2) PROVIDED BY HSP for TWO free admission TO THE BOOTH VENDORS DURING THE 2 DAYS OR 4 DAYS OF THE EVENT; if you are to leave the premises for any reason and/or return to the booth from shopping for your booth (ie: Food booth). HOWEVER, IF THE WRISTBAND IS BROKEN OR LOSS, HSP WILL NOT REPLACE THE WRISTBANDS. YOU ARE RESPONSIBLE FOR YOUR OWN ADMISSION FEE AT THE GATES FOR RE-ENTRY. NO EXCEPTION.
- E. A vendor SHOULD NOT interfere with the business of another vendor. Should a vendor violate this rule, HSP has the right to remove the vendor off its premises. If this happens, there will be NO



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REFUND on the vendor's booth for the event; and he/she will NOT BE ALLOWED to return until the next year.

- F. Each vendor is responsible for the product(s) he/she sold to the customers. HSP is NOT responsible and will NOT BE HELD accountable for any products sold to the customers.
- G. HSP is NOT responsible for any bodily injury as a result from any products and/or food sold by the vendors.
- H. ALL vendors MUST break down ALL boxes and place them NEATLY into the appropriate dumpster (daily). ALL Vendors MUST maintain a clean working environment (booth space) and free from fire hazard at all times.
- I. ALL vendors who sell fruits such as mangoes, grapefruits and/or sugar canes MUST keep all of the peeled off skins or seeds into thick trash cans bags before dumping into the dumpsters.
- J. NO vendors shall pour any type of liquid into the oil drainage other than oil. Failure to comply with this restriction, will result in a fine.
- K. ALL vendors MUST close down by 4:00 p.m. on the last day of the event. ALL booths NEED to be ready for a walk-through-inspection by HSP's Marketing Coordinators by 5:00 p.m. Everyone will NEED to leave HSP's Cultural Park by 6:00 p.m.
- L. **I will email/send a copy of this application to HSP's Marketing Coordinator with my FULL booth payments and \$250 secure deposit, in order to reserve my booth for the event, prior to the deadline as required of me.**

By signing my name below, I have read and agreed to ALL of HSP's Marketing regulations and agreed to comply. HSP has the right to deny my participation as a vendor, if I fail to follow the regulations set by HSP as required.

VENDOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Booth number: \_\_\_\_\_

HSP REP. SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_