



Vendor Frequently Asked Questions

For ALL Vendors

CAN I PAY AFTER THE EVENT? - *No. All payment is due on September 15, 2022 for Food vendors and Non-food vendors.*

CAN I DROP OFF MY VENDOR APPLICATION IN PERSON? - *Yes. Applications can be dropped off Tuesday – Friday from 3pm to 5pm. Our office address is 9525 Katy Fwy Suite 312, Houston 77024. However, we encourage you to use the online application.*

WHEN WILL I BE CHARGED FOR THE EVENT? - *Payments will be charged/deposited only if accepted into the festival.*

WHEN WILL I FIND OUT IF I AM ACCEPTED INTO AN EVENT? - *Acceptance emails will be sent 1 week after the application deadline. See application deadline on the vendor packet. We will not accept late applicants for food vendors. Non-food vendors can apply up to two weeks before the event.*

IS MY BOOTH FEE REFUNDABLE - *No, all booth fees are non-refundable.*

IS MY BOOTH FEE REFUNDABLE IF I CAN NO LONGER PARTICIPATE? – *No.*

DO I NEED INSURANCE? *All food trucks are required to submit a Certificate of Insurance with their food permit application by September 15, 2022t. FYP reserves the right to decline an application and vendor will forfeit the vendor fee if not submitted within the stated deadlines.*

DO I NEED ADDITIONAL PERMITS? HOW MUCH ARE THOSE? – *Permits will be handled by FYP and are part of vendor fees.*

HOW DO TAXES WORK FOR AN EVENT? - *A business/sales tax license is required to do business in Sugar Land.*

CAN I BRING MY OWN GENERATOR FOR ELECTRICITY? - *No. If you need electricity, you will need to order it through the Festival Committee and pay \$25 for each 2000 watts needed. The maximum wattage available for purchase is 6000 watts.*

CAN I BRING MY OWN TENT? - *Yes. Tents will not be provided or available for rent from FYP.*

CAN I RENT A TENT? *No.*

CAN I MOVE MY TENT? *No. Once you have a designated space assigned by the Festival Committee, you may not move. Exceptions can be made to prevent physical harm if necessary.*

MAY I CHOOSE OR REQUEST A SPECIFIC LOCATION FOR MY VENDOR BOOTH? *No. The Festival Committee reserves the right to assign Vendor’s space in accordance with the best interest of the Houston Filipino Street Festival. Houston Filipino Street Festival also reserves the right to limit the number of food vendors and the number of food vendors selling the same products.*

AM I ALLOWED TO DISPLAY OUT FRONT OF MY TENT? AM I ALLOWED TO WALK AROUND AND HAND OUT WRITTEN MATERIALS? - *No. You are only allowed to display your products or share written materials within your designated booth area.*



CAN I SHARE A BOOTH SPACE? - *Yes, but it is subject to the Festival Committee.*

WHAT IS THE STANDARD BOOTH SIZE? – *Please refer to the vendor application form for booth sizes available.*

CAN I BUY MULTIPLE BOOTH SPACES? - *Yes. Make sure to update your application accordingly and please keep in mind that multiple spaces will still need to be approved of the Festival Committee.*

HOW MANY FREE FESTIVAL TICKETS CAN I HAVE? – *Food vendor: Four (4) tickets if you have a 10x10 booth and Eight (8) tickets if you have a 10x20 booth. Each food vendor will be allowed (1) one designated runner who will receive a wristband to allow him/her to re-enter throughout the festival if additional supplies are needed to be brought from outside of the venue. Non-food vendors: Two (2) tickets if you have a 10x10 booth and Four (4) tickets if you have a 10x20 booth.*

WHERE CAN I FIND MY BOOTH SPACE? - *Booth spaces are located on the venue map, included in the email, which will be sent out no later than one week before the event.*

WHAT IS THE LOAD IN TIMES? *Details will be shared to all accepted vendor applicants no later than 1 week before the festival.*

HOW DOES VENDOR LOAD IN WORK? - *Details will be shared to all accepted vendor applicants no later than 1 week before the festival.*

ARE ROLLING CARTS ALLOWED INSIDE THE VENUE? – *Yes, but only carts with wide inflated wheels are allowed and they are only allowed to be rolled in the perimeter/gravel area of the baseball field. No academy style carts or small wheeled carts are allowed because it will damage the field. Absolutely no carts or anything with wheels are allowed to be rolled on the grass.*

WHEN ARE CARS ALLOWED ON THE VENUE FOR LOAD OUT? *No vehicles are allowed inside the stadium and festival grounds. Only Food Trucks are allowed inside and in their designated area.*

WHERE IS THE CLOSEST PARKING? *There is a designated parking lot and entrance for vendors.*

IS THERE OVERNIGHT SECURITY? *Vendor understands that minimal security will be provided overnight. FYP and Constellation Field are not responsible for lost, damaged, or stolen items.*

CAN I PLAY MUSIC IN MY BOOTH? – *Yes, as long as it does not interfere with the regular programming or with the activities of your neighboring booths.*

CAN I RENT EQUIPMENT ONSITE AT THE EVENT? - *No, you will not be able to rent any equipment (tents, tables, chairs, etc.) onsite at the festival and no equipment will be provided by FYP.*

MAY I ADD ANYTHING ELSE TO MY APPLICATION? *Yes, if you want to add a tent, electricity, chairs, etc. to your application, please email fyphfsfestival@fyphouston.com no later than September 15, 2022. We may not be able to accommodate any requests made during the event.*

IF IT RAINS, DOES THAT MEAN THE EVENT IS CANCELED? - *No. We are up and running rain or shine. However, if there is a severe thunderstorm or tornado watch in effect and we cannot continue safely, the event will be moved to Sunday, October 23, 2022.*

HOW WILL THE PATRONS PAY? - *All transactions will be on a cash or credit basis. Each vendor is responsible for using their own point of sale system. FYP does not ensure a stable Wi-Fi connection for point-of-sale systems. Please be prepared to use a personal hotspot.*



For Food Vendors Only

WHAT ARE THE FOOD SAFETY RULES? – *Vendors should keep all food at a safe temperature for consumption, Vendors must wash hands and surfaces often, and avoid cross contamination. Food must be served and prepared at the proper temperature. Please refer to the Food Safety Requirements by the City of Sugar Land.*

CAN WE COOK ON-SITE? *Yes. However, no charcoal grills/cookers are allowed on-site.*

DO WE NEED FIRE EXTINGUISHERS? *Yes, every cooking tent is required to have one (1) 5lb fire extinguisher Each fire extinguisher must have a 2022 stamp on bottom of the extinguisher if bought from a store (approximately \$40 at Lowe’s or Home Depot) OR a current inspection tag must be attached if no 2022 stamp is on the bottom of the unit.*

CAN WE HAVE TWO TENTS SIDE BY SIDE? *Yes, however, each tent must be at least 3 feet away from the neighboring tent or structure. Each tent must have a 3-foot-wide corridor along each side of the tent.*

WHY ARE SOME FOOD VENDORS REQUIRED TO HAVE TWO TENTS? *The City of Sugar Land Fire Marshall’s office requires food vendors who use any type of cooking appliance that uses grease/oil or emits vapors to have a separate prep tent behind a serving tent. This includes all grills, flat griddles who use oil for cooking, and deep fryers of any size. Vendors who only use appliances like blenders, rice cookers, microwaves, waffle makers, ice crushers DO NOT need a separate prep area. If a vendor is using any equipment that doesn’t fit into any of the categories above, please let the festival committee know ASAP. (Each tent must also have a 3-foot-wide corridor along each side of the tent. Please keep this requirement in mind when preparing your supplies for the event. No tents are available for purchase or rent from FYP or the venue.*

I WANT TO USE A PROPANE POWERED APPLIANCE; DO I NEED TO GET A PROPANE PERMIT? *No, FYP will obtain a blanket propane permit to cover all vendors at no additional fee to you. However, you must notify the vendor committee in writing with a description of all electric and/or propane powered appliances that you plan to use on site by sending an email to hfsfvendors@fyphouston.com by September 30, 2022. Failure to notify us by the deadline will result in any non-pre-approved appliance to be banned from use during the festival.*

WHAT IS THE MAX PROPANE LIMIT? *There is no limit to the number of extra/backup propane tanks that you keep within your tent space. However, tanks and propane cooling equipment must be supervised at all times and may not be left unattended.*

WILL ICE and DRY ICE BE MADE AVAILABLE? – *Ice will be available for sale from the venue. No dry ice will be available for sale at the venue.*

WILL WATER BE AVAILABLE? *Yes, water sources will be available for vendors and will be clearly marked on the festival map that will be provided to you at least 1 week prior to the festival date.*

ARE THERE ANY ITEMS I CANNOT SELL? *Alcohol, bottled water, and soda may not be sold or provided for free to attendees. Cannabis products containing THC, Illegal substances or products, and Weapons are also not allowed to be sold or provided for free to attendees.*

ARE THERE ANY OTHER REQUIREMENTS? *Yes, food vendors must cover the gravel area under each tent with a nonabsorbent cover. FYP will provide a polyethylene cover for all food vendors.*