

## ARTS AND CRAFTS VENDOR PACKET

### An Invitation

You are cordially invited to participate in Cosmofest World Festival 2005 on April 2 & 3, 2005 at Old Settler's Park, Round Rock, Texas between 11 am – 6 pm.

The Global Bazaar is a separate area featuring unique and exciting arts, crafts and services from around the world by approximately 100 juried best-in-their-class vendors and artists. Soothing live music makes shopping at global bazaar a blissful experience! Booth awards will be made on a first-come-first-served basis and in accordance with Cosmofest established guidelines. Vendor spaces have been categorized based on Region/Country and vendor exclusivity is guaranteed as very limited spaces are available for each region. You must apply early to reserve a space for the region/country you represent.

### Ethnopia & Cosmofest

Ethnopia is a premier entertainment company specializing in conceptualizing, planning, and producing fun-filled cross-cultural quality events for one and all! Ethnopia aims to increase cultural awareness, reduce ethnic prejudice, and promote cultural amity and peace in local communities worldwide. Cosmofest World Festival will be first in a series of unique events that celebrate diversity and multiculturalism, featuring fun filled performances, music, gastronomical delights, and fine shopping treasures from around the cosmos, in addition to enriching activities for kids, games, and workshops for the whole family. Converging education and entertainment, Cosmofest attempts to increase cross-assimilation, to bring people together, and to create healthier coherent communities that harbor respect for all. Ethnopia Inc. is headquartered in Round Rock, TX. Visit Ethnopia on the Web at [www.Ethnopia.com](http://www.Ethnopia.com) and Cosmofest at [www.Cosmofest.com](http://www.Cosmofest.com).

Ethnopia and Cosmofest have rapidly gained positive attention and acclaim from various organizations and thousands of patrons. This testaments and almost guarantees an expected 15,000 festival attendees. An extensive targeted PR/advertising campaign and an attractive ticket price backs this guarantee.

### Vendor Rules

We would like to make Cosmofest an enjoyable, enriching and safe experience for everyone. The following guidelines have been developed based on Ethnopia and city policies, and in the best interests of you and the attendees.

Some rules should be viewed more as tips towards enhanced sales, and while adherence is mandatory, ultimately these will help you maximize your revenues.

1. People managing your booth must preferably be dressed in costumes symbolic of the country/region you represent. Your booth/carts should also be reasonably decorated per your country/category theme. This will add to the festival's

atmosphere, and attract more attendees to your booth. We will publicly award the best booths based on décor and costumes, and you will be specially recognized on the Cosmofest website.

2. Only preauthorized items can be sold. NO EXCEPTIONS.
3. Vendors will only sell "world"-related items which are in a good taste at competitive prices based on market trends. Please note that sexually explicit material is strictly prohibited. All Vendors must be at least 18 years of age.
4. You are encouraged to bring a brief (one page) write up on the items you are selling (can talk about the country/region your items are from, how they are used, why your art/craft is unique, what are the core materials used, or maybe any unique manufacturing methodologies used). Cosmofest attempts to educate via entertainment, and this will be a great avenue for you to increase awareness for your culture.
5. You are also encouraged to hold live demonstrations within your booth on the use of your items (such as teach attendees how to wear a Sari (India), how to wrap an African Headgear etc.). Doing so will not only help drive traffic to your booth and increase your sales, but will also gain you a special mention on the Cosmofest website.
6. Vendors who do not have a website must send a minimum of four images representative of the items they wish to sell/exhibit at Cosmofest along with a name and description of these items. Such images that you mail in are non-returnable and become a property of Ethnopia upon receipt.
7. Smoking within/near the booth area is not permitted.
8. Vendors must have fire extinguishers at all times.
9. You must also adhere to general festival guidelines as outlined below. These guidelines are applicable to vendors and attendees alike.

### Festival Guidelines

In a continued effort to make Cosmofest a pleasant experience for all, and to ensure your own safety, please adhere to the following guidelines.

**DO BRING:** A huge appetite for fun, comfortable shoes, and sunscreen! You may also bring your own portable chairs, blankets, flat sheets, and personal umbrellas.

**DO NOT BRING:**

- Any outside food or beverages (alcoholic or non-alcoholic) or coolers.
- Any pets or animals of any kind (only exception being canine assistance dogs)
- Skateboards, bicycles, rollerblades, roller skates
- Fireworks, Weapons, personal camping equipment/canopies
- Audio or Video recording devices
- Professional camera equipment, Laser pointers
- Radios, boom boxes or any such device that may obstruct festivities
- Anything that may overtly offend any particular ethnicity or gender

Festival organizers will reserve the right and final say in disallowing any such or other material that could be deemed objectionable. You may be expelled in case you are found in possession of any such material.

**SMOKING:** Other than within/near booths, smoking is permitted. Use discretion: do not cause a problem to others.

**WHERE TO SEEK HELP:** For any information, to report any mishaps or objections, to seek anything lost, to deposit anything found, or to avail any emergency medical assistance, please contact the information booth at the festival entrance.

### Set Up Instructions

- All vendor personnel and the applicant must check in at the Information Booth prior to setting up their booth.
- Vehicles will be allowed for loading and unloading **ONLY** during following hours **ONLY** on all festival days:  
Unloading: 6.00 am to 10:00 am  
Loading: 7.00 pm to 11.00 pm  
Compliance officers make rounds during loading and unloading times. Non compliance will result in strict fines.
- All construction and dismantling of exhibits must be carried out during the stipulated Loading/Unloading times. No exhibit may be erected after the festival opens, or dismantled before the official breakdown time.
- Vendors may leave their booths overnight if they secure it properly against hazards like intruders and weather. Though, we will arrange for substantial security, Ethnopia does not take responsibility for the applicant's property. We suggest all valuables should be removed.
- Ethnopia shall not be held responsible for late installation or interruption in power services that may occur for any reason.

### Vendor Contract

- Signing this contract indicates my (I, the "applicant") understanding and acceptance of all rules/requirements and my commitment to provide the agreed upon items for sale at Cosmofest World Festival 2005 at Round Rock, Texas during the hours of the festival (regardless of weather).
- I understand that I do not have a choice of a booth location on the festival site, and that a booth location will be provided by festival authorities. I agree to set up and man the booth at that granted location only, for the entire event.
- I understand that exhibitors must provide their own display booths, tents, weights to anchor tents, racks, tables, chairs, booth décor, and vendor personnel costumes. I am responsible for the assembly and disassembly of all items.
- I also understand that I must prepare for the possibility of inclement weather conditions such as rain or wind.
- I agree that no substitutions to the agreed upon items and prices may be made without prior written approval.
- I understand that Vendor materials, signs, displays, and solicitations of any kind are prohibited in any area other than their booth, unless approved by Ethnopia.
- I agree to maintain the cleanliness of my booth. While conducting my operations, I will ensure safety for all.
- I understand additional fees, apart from booth fees will be charged for electricity requirements per my specific needs as stated on my application.

- I agree that I will be responsible for collecting and paying applicable Sales Tax. Austin/Round Rock rate is 8.25%. I also agree to maintain my booth space, merchandise, activities, and business practices in compliance with all applicable local, state, and federal laws and regulations.
- I understand that I cannot re-sell, sublet, or share booth space. I also agree not to use any kind of audio (P.A.) system (including speakers, microphones, amplifiers).
- I understand that no rain checks will be issued in case of inclement weather on the days of the event. Ethnopia shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots, acts of God, terrorism, or any other cause beyond its control.
- I understand that Ethnopia reserves the right to deny any vendor application for any reason, in Ethnopia's sole discretion.
- I understand that Ethnopia reserves the right to expel the applicant from the festival with no recourse whatsoever for misrepresentation of display exhibits, or items sold, boisterous conduct, illegal activity, failure to obey vendor rules and regulations, or failure to comply with any reasonable request made by Ethnopia.

### Release (Must Be Signed)

I, the undersigned, have carefully read the Vendor Rules, Festival Guidelines, Set-Up Instructions, Vendor Contract, and Vendor Application, and hereby agree to abide by all the terms and conditions stated therein. In addition, the undersigned expressly releases, forever discharges, and holds harmless, the producer Ethnopia and its officers, and the owner of the show sites, and/or tenants of and from any and all liability, claims, actions, damages, and/or judgments that may arise from any theft, damage, injury or loss to any persons or goods, which may arise from the licensing and occupation of exhibition space from Ethnopia, and further waive all rights, without limit upon or liability for use of their property and facilities. The undersigned further agrees to fully indemnify Ethnopia from and against any and all claims, demands, suits, losses, damages, costs, expenses, or liability arising in any way due to negligence on the part of the applicant, his/her agents, employees, and/or independent-contractors. The undersigned acknowledges that this agreement constitutes a legally binding contract, and all terms, conditions and provisions set forth shall have full force and effect upon Ethnopia's acceptance. If signing on behalf of a corporation or other entity, the individual signing hereto declares that he/she has full authority on behalf of the named Applicant to bind the Applicant to all terms, conditions and provisions of this agreement. The undersigned also authorizes Ethnopia to use submitted images/information in publicizing the event, and in Ethnopia publications. The undersigned further agrees that failure to abide by the rules stated in this packet can lead to immediate expulsion from Cosmofest with no fee refunds or reimbursement attendant to such termination or legal recourse whatsoever.

\_\_\_\_\_  
Signature of Applicant  
Or authorized person

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

Applicant's initial here \_\_\_\_\_

### Vendor Application

**Application Instructions:**

- Please read the entire information packet carefully prior to filling out the application.
- An application will be considered complete only when the applicant sends this entire packet back, with his/her initials on each page, his/her signature on the Release section, and a check for the total amount due. Incomplete applications will not be considered.
- Application and Cancellation Deadline: March 1 2005
- All requests or special needs must be made in writing and received with the completed application. All efforts will be made to honor such requests however Ethnopia cannot guarantee that all requests will be granted.

**BOOTH SPACE FEES: (rates valid until March 1 2005)**

4'x6' space for Cart/Table without merchandise for e.g. Face Painters etc.	4'x6' space for Cart/Table with merchandise	10'x10' space	10'x20' space
\$175	\$250	\$250	\$350

- Rates stated are for booth space only. In addition, Ethnopia will provide Complimentary Tickets (2 for a 4'x6' space, 4 for a 10'x10' space, 6 for a 10'x20' space) and Free Parking for up to 2 vehicles (regardless of booth space size chosen).
- Ethnopia will not provide any electricity or power outlets. However, if the applicant requests, we can arrange for power needs. There will be a \$50 charge per outlet for an 110V/120V power outlet. You may use up to a maximum of 700W per outlet. Outlets will be within 75' of the booth, and vendors must plan on bringing their own extension cords (minimum 12 gauge). Special power needs will cost more, and the applicant should contact Ethnopia.
- A 10% discount will apply for non profit organizations.

**ADDITIONAL FEES:**

- Application Fees (non-refundable) \$35
- 110V/120V Power Outlet (up to 700W) fees per outlet \$50

**APPLICATION (Please Print all Information)**

---

Business/Studio Name (will be published on Cosmofest Website) \_\_\_\_\_

---

Applicant's Name \_\_\_\_\_ Contact Person \_\_\_\_\_

---

Address \_\_\_\_\_ City \_\_\_\_\_ State-Zip \_\_\_\_\_

---

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_

---

Email Address \_\_\_\_\_ Website URL \_\_\_\_\_

Which Country/Region does your merchandise best represent? \_\_\_\_\_

Which Category does your merchandise best represent?  
 (Clothing, Jewelry, Accessories, Home Décor, Furniture, House wares, Music and Instruments, Photography, Fine Arts, Sculpture, Garden, Services, Packaged Foods, Others?- describe)

**LIST OF ITEMS YOU WISH TO SELL/EXHIBIT**

1. Item Name	Price	Description
2. Item Name	Price	Description
3. Item Name	Price	Description
4. Item Name	Price	Description

If you have more items, please use an additional sheet of paper.

Would you like to hold a demonstration related to your items within your booth? Yes No

Description of Demo \_\_\_\_\_

**ELECTRICITY REQUIREMENTS**

Would you need power? Yes No  
 \_\_\_\_\_watts for following \_\_\_\_\_appliances  
 So number of outlets needed (maximum 700W/outlet) \_\_\_\_\_  
 If you have any special power needs please contact Ethnopia before mailing the completed application.

**TOTAL FEE CALCULATION**

Booth Space Fees (based on chosen size) \_\_\_\_\_  
 Application Fees \_\_\_\_\_\$35\_\_\_\_  
 Electricity Fees (\$50/outlet) X No. of outlets \_\_\_\_\_  
**TOTAL PAYMENT DUE** \_\_\_\_\_  
 (MUST BE ENCLOSED WITH THE APPLICATION)

### SPECIAL NEEDS AND COMMENTS

Include any other items you wish to sell, comments, or special needs here. If you need more space, please attach a sheet.

### MAILING INSTRUCTIONS

The Applicant must mail the check for the total amount along with the entire vendor packet SIGNED duly (each page, and the Release). Any returned checks will be assessed a \$30.00 fee per returned check. Make checks payable to Ethnopia, and mail your entire packet to

**Ethnopia  
110N IH-35, Suite 315, #196  
Round Rock, TX 78681**

### WHAT NEXT?

- Upon receipt of the complete application and total fees, we will inform you of your acceptance, denial, or contingent acceptance (based on the need for further information) within 10 days from the date of receipt.
- Ethnopia will cash checks from accepted vendors ONLY, and these vendors will receive a registration packet no later than 10 days prior to the event. If you decide to cancel your participation later, you will receive a refund of the fees minus \$35 after the event.

## Privacy Policy

At Ethnopia we respect your privacy, and in accordance, Ethnopia has adopted a stringent privacy policy which reflects our commitment to privacy. If at any time we collect any personally identifying information (such as your name, address, phone number, email address, demographic information), that you voluntarily submit, we will categorically inform you why that information is being requested, and how we intend on using that information. For instance, Ethnopia may use such information to promote the event, to inform you directly about services or products that we believe may be of interest to you, to process your requests, and to understand your needs better in an effort to perfect our quality of service.

## Contact Ethnopia

Cosmofest World Festival promises to be a high quality, fun-filled, colorful, and enriching event for your entire family! We constantly strive to present the world's best and freshest in an effort to make Cosmofest unique, more enjoyable and exciting, while keeping it affordable. We would like to make Cosmofest a rewarding experience for our vendors as well. Your feedback is valued, and we listen intently! Feel free to call or write to us if you have any questions, concerns or suggestions about Cosmofest! Of course, your approbations, kudos, and testimonials are always welcome!

Phone: 512 388 2787  
Fax: 512 255 3184  
Email: [vendors@ethnopia.com](mailto:vendors@ethnopia.com)

-----  
**DO NOT WRITE IN THIS AREA**

For ETHNOPIA use only

Date in	Ck Amt	Ck #	Accept	Deny
Reg #	Booth #	E-Rep	DemoY/N	

NOTES: