

Wonderful Indonesia  
Cultural and Culinary Festival  
**Vendor Information Package**



Rockville Town Center  
Rockville, MD  
Sunday, August 12<sup>th</sup>, 2018

*73rd Commemoration Committee of Indonesian Independence  
Embassy of Indonesia, Indonesian American Association, and Local Indonesian  
Organization*



**Wonderful Indonesia Cultural and Culinary Festival 2018  
Rockville Town Center, Sunday, Aug 12<sup>th</sup>, 2018**

73rd Indonesian Independence Day Commemoration Committee 2018

Secretariat: 2020 Massachusetts Avenue N.W

Washington, D.C. 20036

**VENDOR REGISTRATION INFORMATION**

**GENERAL RULES AND REGULATIONS**

1. Wonderful Indonesia Festival 2018 will be held on August 12, 2018 at Rockville Town Center, Rockville, MD 20850
2. Vendors who have selling rights at the Bazaar are Vendors who have registered with and gained approval from the 2018 Committee.
3. The working area of each individual Vendor is 10 x 10 feet.
  - a. Vendors must contain their supplies in their respective areas.
  - b. Vendors bring their own tents.
4. Vendors are required to maintain cleanliness and orderliness of their respective booths.
  - a. Vendors must not throw trash or debris in the Bazaar area
5. Vendors are responsible for all costs pertaining to the opening and operating of their respective booth.
6. The Committee prohibits usage of promotional media/marketing that will inhibit the safety and orderliness of the Bazaar.
7. Each individual Vendor must use the Booth Location chosen during the Booth Lottery held on July 27, 2018
  - a. Vendors are prohibited for giving away or selling the booth location to entities that did not register or did not receive a booth.
  - b. Violation of this policy will result in a fee of US \$200 and disqualification from participating in the 2019 Wonderful Indonesia Festival.**
8. The Committee will complete each individual booth with the photo identity card, Vendor name, and type of item sold (in line with information in the Registration Form).
9. The Committee will conduct inspections reviewing the photo and identification card of each Vendor

**ARRIVAL & DEPARTURE**

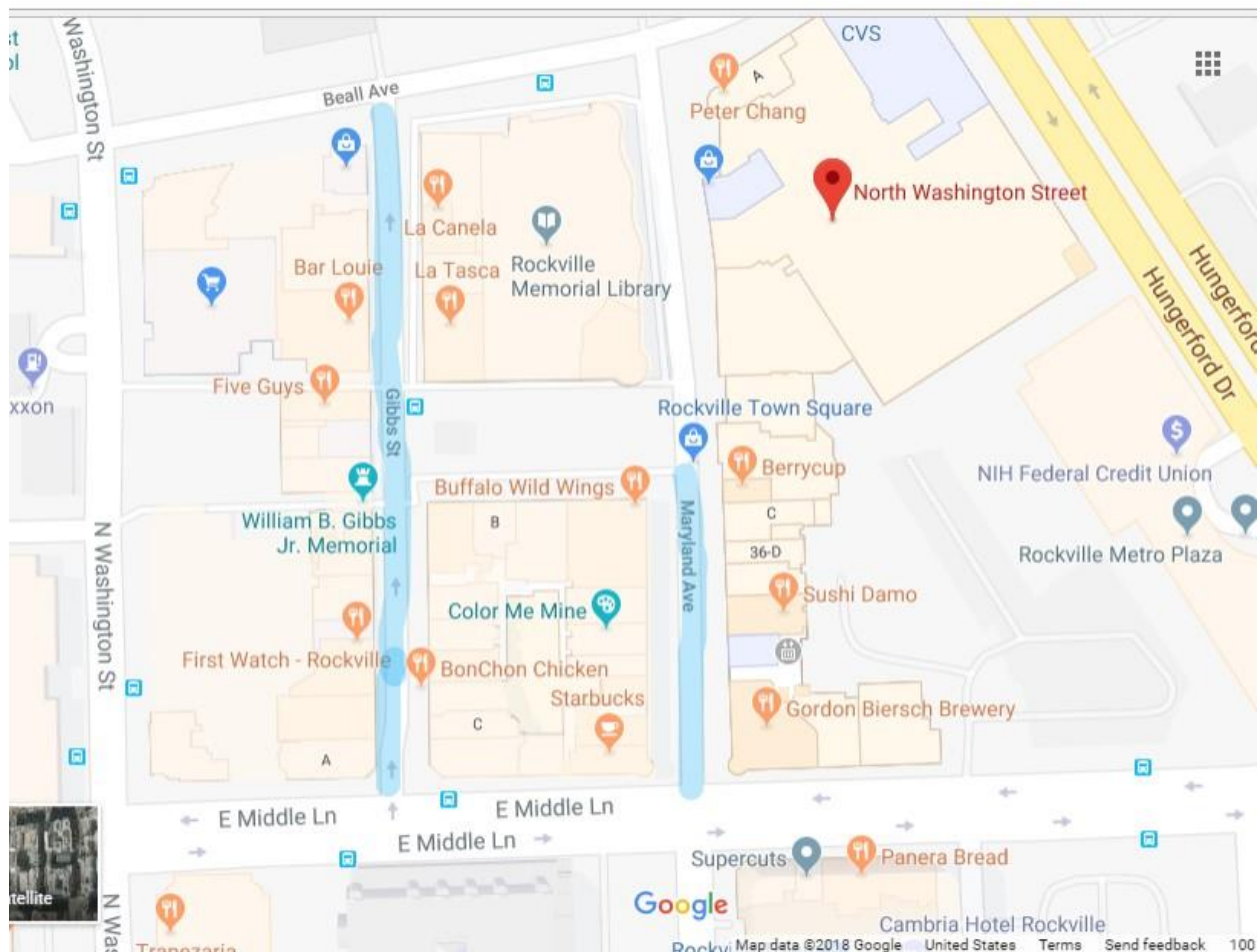
10. All vendors can set-up their booth from 7:00 AM until 9:30 AM the day of the Wonderful Indonesia Festival
11. Due to public safety requirements, all vendors must arrive on time and must be set-up by 9:30 AM or they will not be permitted to bring their vehicle inside the festival area

after 9:30 A.M as the festival will start promptly and open to the public at 10:00 AM.  
(No refunds will be given).

12. All vehicles (unless authorized in writing by the Committee) must be removed from the festival premises by 9:30 AM.
13. Vendors are not allowed to double-park or park their vehicles hazardously by blocking entrances/exits and should move their vehicles to the designated parking areas after loading/unloading has been completed. All vehicles must be parked at least 20 feet away from canopies/tents due to the Fire Department’s requirements. Violators will be cited and will have their vehicles towed with at the first offense.

## LAYOUT

The committee allocated several different areas for vendors as laid out below. Assignment of locations are defined through drawings ...



## FOOD HANDLING & PACKAGING

Food vendors are required to comply with all the following regulations set by the Montgomery County Department of Health

14. Hot food vendors must bring their own cooking supplies (electric or gas) to their booths.
  - a. **For the protection and security of all at the Bazaar, Vendors must provide their own fire extinguishers. (NO EXCEPTIONS)**
15. **Keep hot foods hot.** After cooking meat or chicken on the grill, keep it at 135°F or warmer until serving. If reheating fully cooked items such as baked beans or hot potato salad, heat to 165°F.
16. **Keep cold foods cold.** Keep cold foods at 41°F or colder at all times. If using a cooler, keep it out of the sun and avoid opening it too often so it stays as cold as possible.
17. Cook foods to at least 145°F, pork to at least 155-160°F, ground beef to 155-160°F, poultry to 165°F, stung and stued meat to at least 165°F.
18. Hot foods should always be served while still hot.
19. Cook hamburger patties and meat loaf so that the center is NOT pink and the juices run clear. Crumbled ground beef should be cooked until no pink color remains.
20. Transport cold foods in a cooler to minimize bacteria growth. Use an insulated cooler with ice packs.
21. When making cold salads and sandwiches—or any food served cold—refrigerate all ingredients (below 41° F) before mixing, and then return to the refrigerator until served.
22. Thoroughly clean and sanitize utensils and cutting surfaces between the preparation of different food items, especially after handling raw poultry, beef, pork and eggs. These raw foods have surface bacteria that could contaminate other foods.
23. Never put cooked meat on the same unwashed platter used for raw meat.
24. Do not buy or use cracked eggs.
25. Do not thaw meat and poultry at room temperature.
26. To keep the outside of these foods cold while the inside is still defrosting, thaw them overnight in the refrigerator or under cold running water.
27. Microwave ovens can be used to safely defrost meat and poultry, but cook immediately.
28. Promptly refrigerate leftovers.
29. Store food in shallow uncovered containers to cool rapidly.
30. Reheat leftovers thoroughly (165° F or more) before serving.
31. Wash hands with soap and water before preparing food, after handling raw food and after using the bathroom or playing with pets.
32. Prepare food as close to serving time as possible. This eliminates the time element that can allow any bacteria that may be present to increase to large numbers.

33. Food should be left out no longer than two hours.
34. If the temperature is 90° F or warmer, food should not be left out longer than one hour.
35. Finally, when in doubt, throw it out.

## REGISTRATION

36. Vendor candidates for the Wonderful Indonesia Festival 2018 must be from the greater Indonesian and Indonesian Diaspora community, acting as Individuals or on behalf of an Organization.
37. All FOOD VENDORS must have a valid license to sell food. Vendors can get a temporary license from the Montgomery County Health and Human Services Department through this site: <https://www.montgomerycountymd.gov/hhs-special/LandRLicensingSpecialFood.html>

Fees for Temporary Licenses (which is valid for only 14 days) is as follows:

### FOOD – SEASONAL OR TEMPORARY LICENSE

- Type F Facility (Facilities or event series, mobile units operating for more than 14 days, but less than 90 total days a year, with the operating days to be printed on the license) \$175
- **For Profit 14 Days or Less Selling Potentially Hazardous or Open Food (Including samples), Each License at an Event \$70**
- **For Profit 14 Days or Less Selling Commercially Pre-packaged Non-potentially Hazardous Food, First License at an Event \$40**
- **For Profit Less than 14 Consecutive Days Selling Commercially Pre-packaged Non-potentially Hazardous Food, Additional License at the Same Event \$35**
- **Nonprofit Less than 14 Consecutive Days Selling Hazardous Food \$30**
- **Nonprofit Less than 14 Consecutive Days Selling Non-hazardous Food \$15**
- Late Fee for Applications Received Less than 2 Business Days Prior to an Event \$30

Source: <https://www.montgomerycountymd.gov/HHS-Program/Resources/Files/LandRdocs/FEESCHEDULE.pdf>

38. The Bazaar is respected as a forum promoting *silaturahmi* amongst the greater Indonesian and Indonesian Diaspora community. To support collaboration, security, and fairness, the Committee maintains that one household can only have one booth. The Committee will cancel the registration of any registrants that go against this policy.
39. The Vendor Registration Form and Wonderful Indonesia Festival 2018 Rules & Regulations can be found at the IAA website (<http://www.indonesianamerican.org>) under the “Events” section. Links to the Eventbrite page can also be found here:



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40. The table below shows the fee for participation/booth – per booth that will be utilized to support the facility, technical staff, and cleaning staff throughout the day of the Bazaar. The Committee will collect fees after the registrants have received the booth numbers (following the results of the Lottery).

<b>Vendor Type</b>	<b>Booth Fee</b>	<b>Security Deposit</b>
Food Vendor	\$300	\$100
Food Truck	\$400	\$100
Non-food Vendor/Service	\$300	\$100
Non-profit Organization	\$100	\$100

Vendors who are selling drinks will be subject to surcharge fee of \$50.

41. SECURITY DEPOSIT: All Vendors are required to submit a refundable Security Deposit fee of \$100 to the Committee. At the end of the Wonderful Indonesia Festival event, our volunteers will verify that all the garbage at your vendor booth/area has been picked up and the area is kept clean and orderly. If the garbage has not been picked up, then you forfeit your Security Deposit. If the garbage at your vendor booth/area has been picked up and the area is kept clean and orderly, then you will receive a receipt and a refund will be issued to you within 14 business days after the Wonderful Indonesia Festival event.

42. WONDERFUL INDONESIA FESTIVAL 2018 FACILITIES:

- a. One table with measurements of 6.5 x 2.5 feet
- b. Two chairs
- c. Access to electricity and water (Vendors are prohibited from bringing their own Genset/Generator).

43. The Committee will provide 41 total vendor booths for the Bazaar. The breakdown of the booths are as follows:

- a. Hot Foods: 20 Booths
- b. Non-Hot Foods: 10 Booths
- c. Non-Food: 7 Booths
- d. Non-Profit: 3 Booths
- e. Vendors with the best booth will receive a prize!!

44. The timeframe for the Registration and Lottery of Booths are as follows (The Lottery will consist of the Booth Lottery and Booth Location Number Lottery):

- a. Registration: July 9 – July 27, 2018
- b. Vendor Booth Lottery: July 28, 2018
  - i. Vendor Booth Lottery: 18:30-19:30 local time
  - ii. Vendor Booth Location Number Lottery: 19:30-20:00



## REGISTRATION FORM

### VENDOR APPLICATION FORM BAZAAR 2018

<b>NAME*</b>	
<b>ADDRESS*</b>	
<b>TELEPHONE</b>	
<b>TYPE OF PRODUCT/SERVICE</b>	<p><b>PLEASE CIRCLE ONE:</b></p> <p><b>1. FOOD PRODUCT (WITH COOKING TOOLS/WITHOUT COOKING TOOLS)- STATE TYPE:</b></p> <p><b>2. FOOD TRUCK:</b></p> <p><b>3. NON-FOOD PRODUCT (STATE TYPE):</b></p> <p><b>4. SERVICE (STATE TYPE):</b></p> <p><b>5. Non-Profit organization:</b></p>
<b>NAME OF BOOTH</b>	<b>EXAMPLE: SATAY PADANG MERAUKE OR FACE-PAINTING</b>

**\*Name and address has to match government issued identification card.**

Kelengkapan Lampiran:

- a. Formulir Pendaftaran
- b. Lembar Pernyataan Peserta Bazaar 2018
- c. Tata Tertib dan Informasi Pendaftaran Bazaar 2018
- d. Fotokopi Kartu Identitas yang masing berlaku
- e. Lisensi/Sertifikasi dari FDA-DOH (jika ada)  
yang masih berlaku sesuai nama pada formulir  
(tidak diperkenankan meminjam lisensi/sertifikasi milik orang lain)

Vendor Initials \_\_\_\_\_



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**HOLD HARMLESS AGREEMENT, WAIVER, INDEMNIFICATION  
AND RELEASE**

**\*\*\*SIGN AND RETURN THIS DOCUMENT WITH YOUR APPLICATION\*\*\*  
\*\*\*PLEASE RETAIN A COPY FOR YOUR RECORDS\*\*\***

ACTIVITY: VENDORS FOR THE ANNUAL “PERINGATAN HUT RI KE-73 BAZAAR DAN PANGGUNG GEMBIRA-WONDERFUL INDONESIA FESTIVAL” TO BE HELD AT THE ROCKVILLE TOWN CENTER (ROCKVILLE, MD) ON AUGUST 12<sup>TH</sup>, 2018, INCLUDING ALL PRE-AND POST-FESTIVAL ACTIVITIES AT SAID LOCATION.

In consideration for being permitted by the Peringatan HUT RI Ke-73 Committee (Committee) to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have or which may hereafter accrue as a result of my participation in said activity. This release is intended to discharge, in advance, the Committee (its officers, directors, volunteers, employees, and agents), the Embassy of Indonesia (its officers, directors, volunteers, employees, and agents), the Indonesian American Association (its officers, directors, volunteers, employees, and agents), and the city of Rockville (its officers, directors, volunteers, employees, and agents) from and against any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the Committee (its officers, directors, volunteers, employees, and agents), the Embassy of Indonesia (its officers, directors, volunteers, employees, and agents), the Indonesian American Association (its officers, directors, volunteers, employees, and agents), and the city of Rockville (its officers, directors, volunteers, employees, and agents).

I understand that the above activity may be of a hazardous nature and/or include physical and/or strenuous exercise or activity, and that serious accidents occasionally occur during the above activity; and that participants in the above activity occasionally sustain mortal or personal injuries and/or property damages as a consequence thereof. Knowing the risks involved, nevertheless, I have voluntarily applied to participate in said activity, and I hereby agree to assume any and all risks of injury or death and to release and hold harmless the Committee (its officers, directors, volunteers, employees, and agents), the Embassy of Indonesia (its officers, directors, volunteers, employees, and agents), the Indonesian American Association (its officers, directors, volunteers, employees, and agents), and the city of Rockville (its officers, directors, volunteers, employees, and agents) who through negligence, carelessness, or any other act or omission might otherwise be liable to me. I further understand and agree that this waiver, release, and assumption of risks is to be binding on my heirs and assigns.

I further agree to indemnify and to hold the Committee (its officers, directors, volunteers, employees, and agents), the Embassy of Indonesia (its officers, directors, volunteers, employees, and agents), the Indonesian American Association (its officers, directors, volunteers, employees, and agents), and the city of Rockville (its officers, directors, volunteers, employees, and agents) free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of any injury and/or property damage that I may sustain while participating in said activity.

I further agree to indemnify, defend and hold harmless the Committee (its officers, directors, volunteers, employees, and agents), the Embassy of Indonesia (its officers, directors, volunteers, employees, and agents), the Indonesian American Association (its officers, directors, volunteers, employees, and agents), and the city of Rockville (its officers, directors, volunteers, employees, and agents) from any and against all claims, suits, causes of action and damages of whatever nature made and liability for the negligent, intentional acts or omissions of Vendor, its agents, employees or officers arising out of or connected in any manner to said activity. In consideration of vending space the adequacy of which is hereby acknowledge, Vendor, for its heirs, assigns, and successors

Vendor Initials \_\_\_\_\_





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(collectively herein of referred to as “Vendor”) hereby RELEASES, WAIVES AND FOREVER DISCHARGES the Committee (its officers, directors, volunteers, employees, and agents), the Embassy of Indonesia (its officers, directors, volunteers, employees, and agents), the Indonesian American Association (its officers, directors, volunteers, employees, and agents), and the city of Rockville (its officers, directors, volunteers, employees, and agents) from any and every action, cause of action, complaint, demand, administrative charge, legal right, right to compensation, obligation, damages, liability costs, and/other expense (including attorney’s fees) that Vendor ever had, has, may have, may be entitled to or hereafter can, shall or may have or may be entitled to or have against the Committee (its officers, directors, volunteers, employees, and agents), the Embassy of Indonesia (its officers, directors, volunteers, employees, and agents), the Indonesian American Association (its officers, directors, volunteers, employees, and agents), and the city of Rockville (its officers, directors, volunteers, employees, and agents), whether legal, equitable or administrative, whether known or unknown, upon or by reason of any matter, cause or thing whatsoever, from the beginning of time to the date of the Activity, including without limitation, any which arise directly or indirectly out of, or related in any way, to its use of the vending space. The parties intend this Hold Harmless Agreement, Waiver, Indemnification and Release to cover any and all such purported claims or rights whether arising under any policies, ordinances, resolutions, procedures, federal, state or local statute, regulation, order or ordinance; all common law and statutory claims, including without limitation, public policy claims, claims for breach of expressed or implied contract; claims for breach of an implied covenant of good faith and fair dealing; tortious interference with contract or prospective economic advantage; all claims for any compensation or any other form of economic loss, liquidated damages and punitive damages; and all claims for cost and attorney’s fees. As such, this Hold Harmless Agreement, Waiver, Indemnification, and Release are intended as a general release.

**I HAVE CAREFULLY READ THIS HOLD HARMLESS AGREEMENT, WAIVER, INDEMNIFICATION AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE COMMITTEE, EMBASSY OF INDONESIA, INDONESIAN AMERICAN ASSOCIATION, AND THE CITY OF ROCKVILLE, AND I SIGN IT OF MY OWN FREE WILL.**  
(Each participant must personally sign).

<b>VENDOR SIGNATURE</b>	<b>Indonesian Independence Day Bazaar Committee Signature</b>
<b>Name:</b> _____	<b>Name:</b> _____
<b>Date:</b> _____	<b>Date Received:</b> _____