



GREATER AUSTIN
Asian Chamber
OF COMMERCE

2019

Asian Eats

Night Market

6 PM - 10 PM

Friday, March 22 and Saturday, March 23

901 W Braker Lane

FIND US AT

WWW.ASIANEATSATX.COM

VENDOR GUIDE

Greater Austin Asian Chamber of Commerce

Phone: 512-407-8240

This vendor guide details the rules and guidelines to make the Asian Eats Night AENM (AENM) a vibrant and enjoyable asset for the community to enjoy. It also keeps the event profitable for you. All vendors are required to comply with the rules and guidelines outlined by GAACC staff in order to remain a vendor in good standing. You are responsible for informing yourself and your staff about all applicable Night AENM rules, policies, and regulations set forth in this guide, as well as local, state, and federal policies, rules, and guidelines.

The night market is hosted by GAACC, North Lamar International Business District, and City of Austin Economic Development Department

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GENERAL INFO

1. GAACC Staff, volunteers, fellow vendors, and the public are to be treated with courtesy and respect at all times.
2. Behavior that is verbally or physically abusive, dangerous, or disruptive to our AENM activities will not be tolerated, and may result in immediate termination of the vendor's selling rights.
3. Vendors must comply with all federal, state and local regulations, laws and licensing requirements.
4. Animals may not be present at the AENM. Animals are not allowed to be left unattended in vehicles.
5. No materials which are blatantly offensive to any particular racial, ethnic or gender demographic may be sold or displayed at the AENM.
6. The AENM will not allow sales of any drug or drug paraphernalia, items promoting the illegal use of drugs or alcohol, or items promoting violence. Vendors may not sell or offer any products or literature deemed offensive by GAACC staff, or which may incite violence, crime, disorderly conduct, or promote political viewpoints.
7. Foul or offensive language will not be tolerated at the AENM.
8. No alcoholic beverages may be brought into the AENM.
9. Smoking is not permitted within the AENM area at any time, including before and after the event. Tobacco products, including but not limited to cigarettes and smokeless tobacco.
10. No petitions or any other printed material, political or otherwise, may be displayed or distributed at the AENM without the prior approval of the GAACC staff.
11. Vendors are responsible for their children and guests at all times. Vendors may not allow their children to escape their supervision or to disrupt other vendors and their customers.
12. Sound-producing activities (musical instruments, toys, sewing machines, etc.) and odors such as incense and perfumes should be minimal, as they may impact others' experience.
13. While imitation is the sincerest form of flattery, vendors should respect other vendors' ideas and concepts and refrain from copying them.
14. Hawking is not permitted, as GAACC wishes to avoid a carnival-like atmosphere and/or disturbing customers. The AENM's definition of hawking is calling aloud to passersby who have not yet expressed interest in a vendor's goods or services, as well as advertising, demonstrating, selling, sampling, or otherwise attempting to sell goods and services outside an assigned booth space.
15. A vendor may sell only within their assigned spaces. Roving peddlers are not permitted.
16. Vendors must keep booth spaces clean and uncluttered. Vendors must take their trash to the main dumpsters at the end of each night.
17. Vendors must not block any sidewalks or driving/fire lanes.
18. No overnight parking or camping is allowed on or outside of the AENM property.
19. Vendors must not attach stakes or anything else to the parking lots, shrubs, and trees, nor place any marks on the parking lot.
20. GAACC staff will vacate the premises at 11 pm on Friday and Saturday.
21. Nothing, including clean water, beverages, or ice, is to be dumped down the storm drains, in the restroom facilities, in the parking lots, or in any other unapproved area. Violators may be immediately suspended from the AENM. Vendors MUST dispose all trash, compose, and recycle to appropriate containers.

B. ADVERTISING & MARKETING

Vendor Promotion

GAACC has created a custom graphic will share this as well as your images and logo on our social media channels. Please be sure to include high-resolution images and your business logo. Your materials may not be shared if you send us photos you don't own or if they are low resolution.

Social Media

Our success is your success, and we need your help promoting the event to reach as many people as possible. Please use the links below to share, tag, post, tweet, comment, invite, follow, and otherwise spread the news about the AENM!

Facebook Tip: One of the best things you can do is invite your friends to attend the event. Another great way of spreading the news is to share posts from our page/event to your FB Groups, because we may/may not have access to that group of people. You can also invite people to like our FB page.

- Facebook event: [Asian Eats Night Market](#)
- Asian Eats ATX website <http://www.asianeatsatx.com/asian-eats-night-market/>
- Instagram <http://www.instagram.com/gaccaustin>
- Rent additional equipment [Marquee Kitchen Equipment Rental](#)
- Purchase temporary vendor insurance group rate (\$50 for the weekend) [Anthony Insurance](#)

If you know any individuals or groups who might be interested in volunteering, please direct them to our website to sign up on [Give Pulse](#)

C. REQUIRED DOCUMENTS

Hold Harmless

All vendors are required to fill out a Hold Harmless agreement before they will be allowed onto the event grounds.

Permits

Vendors are not required to have additional permits for the event other than the temporary food permit for food stalls.

Insurance

All food vendors and food truck vendors are required to provide a Certificate of Insurance (COI). Vendors will not be able to serve food at the event if this document is not provided. Retail, artisan, and other non-food vendors are not required to have insurance.

Certificates of Insurance

- If you have insurance coverage through your restaurant or catering business already, you can ask them to issue a certificate specifically for our event, reading Asian Eats Night Market, March 22 and

23, 2019 If the insurance company requires an address, provide the venue address: 901 W Braker Lane Austin, TX 78758. Please email a copy of it as soon as possible.

- If your business does not already have insurance, you will need to purchase coverage for the event. GAACC has a group rate deal through Anthony Insurance for AENM vendors. The cost is **\$50** and covers the whole weekend, up to \$1 million. If you would like to purchase insurance through this group rate, please [click this link](#) and complete the application. GAACC will receive a copy of your policy directly from Anthony Insurance.

D. SETUP DETAILS

Setup

All vendors are invited to start setting up your booths as early as noon on Friday. Available setup hours on Friday and Saturday are 12 pm – 5 pm. You will not need to set up as much for the second night since you will be leaving most of your things that you'll need at the event. We will have onsite security patrolling the grounds starting on Thursday night, March 21 through Saturday morning, March 23. There will be volunteers to help direct and assist with crowd control in case of an emergency.

GAACC reserves the right to change or re-assign the location and number of vendor booths as it deems necessary. Vendors are not permitted to swap booths or move to vacant booths without the express permission of GAACC staff. Please see **12. EVENT MAP** for region name and your booth location.

Check-in / Loading in

All vendors are required to check in at the Vendor Check-in booth on Friday to pick up the tarp for your tent as required by the Health department.

You will have a designated area in the parking lot where you can unload during the check-in hours.

- All vehicles must be removed from the designated area by 5:00 pm on Friday and Saturday. Please try to keep loading/unloading times down to 15 minutes.
- Vehicles that are not moved before the above times may be towed.

Your booth must be completed and ready for inspection by 5 pm on Friday and 5 pm on Saturday.

Parking

Free parking is available in the parking lots of McBee Elementary and Walnut Creek Elementary (both on Braker Lane). Austin Infronti is shuttling people from the parking lots to the event.

Break down / Loading out

In order to ensure a professional atmosphere and dependability, GAACC vendors must remain open until 9:50 pm

- If you run out of product before 9:50 pm, please dispatch staff to retrieve more products. You may not begin breaking down their booth, or signs before 10 pm
- At 10 pm we will announce the close of the AENM. Vendors may complete transactions in process and begin to clean up at this time
- Cones and road blocks may be removed at lot entrances by police only

- Vendors may not line up in vehicles at the entrance prior to 10 pm
- All vendors are responsible for cleaning their booth areas by 11 pm on Saturday (close of event)

Decorations and banners

All vendors are responsible for any and all decorations for booths. Vendors are strongly encouraged to make their booths attractive, bright, and colorful. One method is to purchase a banner for the tent. If a vendor is in a 10'x10' booth/space, we recommend buying a 10'x3' banner. You will also need to bring materials for attaching your banner to your tent.

- Setup tools: Extra zip-ties, duct tape, scissors, string/twine/cord
- Booth items: Tablecloths & decorations, extension cords & power strips with multiple outlets, extra lighting such as lanterns (no flame), twinkle lights, clip-on lamps, [\\$6 hook lights](#), racks or portable walls for retail/artisan vendors to display products
- Storage: Shelving units, extra tables and chairs as desired, weatherproof storage boxes (if you intend to leave products onsite overnight),
- Marketing: menu boards & writing utensils (chalk, marker, etc), business cards, a way to indicate on your banner/signage if you sell out of a product/item
- Get paid: smart device & card reader, cash boxes/trays, small bills for change

E. FOOD VENDORS

1. All food vendors MUST provide a certificate of insurance to operate (See **DOCUMENTS**).
2. Each booth includes one 10'x10' tent, one 8' table, and 20 amps of power (120 volt). If you need additional power, you must let us know BEFORE MONDAY, MARCH 18. Every additional 20 amps of power is \$25.
3. Only the Garden Vendor may sell alcohol. Specialty beverages are allowed.
4. No open flame can be set under the actual tent. Flame grills and stoves will need to be set 20 feet outside the tent.
5. All food vendors must comply with the Austin Health Department temporary event guidelines document provided as an **attachment** to this Vendor Guide. Please read through carefully.
 - 5.1. All food vendors must make their own **handwashing station** with the following items:
 - a. A water container with a free-flowing water spigot (no push spigots)
 - b. A large bucket to catch water from the container above
 - c. Soap & paper towels
 - d. A trash can (provided by the Night AENM)
 - e. Warm water
 - 5.2. **Dishwashing station:** *Please see **10. Temp Food Set Up**
 - 5.3. Be very careful about storing your food items at the right temperature. If it needs to stay warm, keep it in a warmer. If it needs to stay cold, keep it in a cooler/freezer/fridge.
 - 5.4. Bring gloves, hairnets, and hats and use them!
 - 5.5. If you are preparing food offsite, it must be prepped in a legitimate restaurant facility.
 - 5.6. There will be a team of volunteers helping us with **health inspections**. Please respect the health officers. They are there to help keep everyone safe, including you & your business. If

there is a problem with your booth, you will have two chances to fix the problem before your booth will be shut down for the night.

6. We strongly encourage you to indicate any potential **allergens** in your products (dairy, peanuts, gluten, etc.), so customers can be aware. Don't trust them to figure it out.

Important Tips

When preparing your food, work backwards from how many items you can prepare per hour. Once you have that number, calculate how many hours you will need to work in order to cover your costs.

Prepare the corresponding amount of food as your minimum.

- Select not just the foods that are most popular, but those that are the fastest to prepare and serve. The faster you can serve customers, the more profitable the event will be.
- Don't be afraid to prepare smaller portions for low prices. People are often more likely to buy five of a \$2-4 item than one of a \$15 item.
- We suggest you have two people taking orders and payments, two people cooking, and two people in the middle. It's going to be a long weekend, so make sure you have breaks!

F. FOOD TRUCKS

1. All food truck vendors must provide a **certificate of insurance**
2. There are four spaces available for each day of the event.
3. Truck spaces will be assigned on a first-come, first-served basis.
4. You may leave your truck overnight, or drive it back and forth each day. However, we will operate on a first-come, first-serve basis each day, so your space may change if you leave.
5. One 20AMP power will not be provided.
6. Focus on the 3 items you do best and make sure you can cook them quickly.
7. You may not sell alcohol. Specialty beverages are allowed.
8. We strongly encourage you to indicate any potential **allergens** in your products (dairy, peanuts, gluten, etc), so customers can be aware. Don't trust them to ask/figure it out!
9. When you run out of an item, let your customers know. If there is a really long line, it's great customer service to mark those items on your banner or menu board.

G. RETAIL VENDORS

All retail vendors are provided with the following:

- One 8' table
- One shared tent space tent (10 x 10 in a 20 x 10 space)
- Access to a shared power circuit with approximately 20 amps of power per outlet

Retail vendors are responsible for cleaning their booth areas at the end of usage. Booth areas, equipment, and tents should all be left in the same state as when the vendor arrived.

H. WEATHER CANCELLATION POLICY

GAACC has discretion to make changes to AENM hours for the safety of AENM vendors, guests and products in the case of inclement weather conditions (extreme heat, severe wind, etc). Vendors will be notified in advance of any changes by the GAACC staff, or onsite at the AENM. The event will still take place in light rain.

I. FAQs

Q: Can I leave my materials overnight?

A: Yes. We do not recommend leaving any small valuables overnight. There will be 24-hour security from Thursday through Saturday morning, so large items should be fine. Regardless, the AENM hosts will not be held liable for any stolen or lost items.

Q: Is there a refrigeration unit available for food vendors to store food?

A: No, we do not provide refrigeration. You may bring your own portable refrigerators, if need be. You can also rent kitchen equipment from Marquee. They will have it set up for you when they set up the tents. [Click here for Marquee rentals](#)

Q: Can I have different items on the two nights?

A: Sure! But let GAACC staff know if you change your menu to ensure we don't have duplicates.

Q: Do I need to get a vendor's permit to be able to work this event?

A: You will need to have filled out the temporary food permit before the event and submit to GAACC. All other permits will be taken care of by GAACC.

Q: How can vendors replenish their ingredients/food during the event? Will there be a space where they can pull up their car?

A: Yes, only vendors/sponsors are allowed to pull up into the parking lot during the event.

Q: Will the streets be closed off around the event?

A: No, but we are working with the Austin Police Department to help facilitate traffic.

Q: Is GAACC providing each vendor with a sanitized bucket with cloth for compliance with health code?

A: No, it's the vendor's responsibility. See file attached for set-up instructions.

Q: What is the flooring like for the event?

A: Since the event is outside in the parking lot, it will be on asphalt.

Q: What kind of signage will already be setup for the event (in terms of branded and wayfinding, etc.)? Will there be a map or indication of where attendees can find our booth?

A: It's up to each vendor to design their booth so the signage is up to you, however we will be producing a "map" of the event with which restaurants are at which booth and that will only be digital (no hard copies).

Q: Will there be wifi?

A: There will not be wifi available – if you need the internet, you'll have to use your own data plan.

Q: I have lots of other questions still- who do I contact?

A: You can contact June Gunaratne: jgunaratne@austinasianchamber.org or Diana Nguyen: dnguyen@austinasianchamber.org or call 512-407-8240



HOLD HARMLESS AND RELEASE AGREEMENT
REGARDING PARTICIPATION IN THE ASIAN EATS NIGHT MARKET HOSTED BY GAACC

The Undersigned, to the fullest extent permitted by law, agrees to release, discharge, indemnify and hold harmless the Greater Austin Asian Chamber of Commerce (GAACC), its officers, management, attorneys, employees, agents, representatives and affiliates, of and from any and all claims, actions, demands, damages, loss, and causes of action, including costs and expenses, arising from injury, including death, to any person, or damage to any property arising out of or by virtue of the participation of the Undersigned in GAACC’s festivities. Indemnification of GAACC shall include, but not be limited to, any expenses, including but not limited to attorney fees and court costs, incurred by GAACC in the defense of any claim described herein or as a result of any breach by the Undersigned of the terms of this Agreement.

The Undersigned also understands and acknowledges that the terms of this Agreement apply to any and all present or future demands, actions, causes of actions, liens of any kinds, costs, expenses, debts, liabilities, judgments, sums of money, damages, or claims of any kind or character that in any way relate to the participation of the Undersigned with GAACC and that Undersigned may have against GAACC, as well as its officers, management, employees, agents, attorneys, representatives and affiliates. The Undersigned understands and accepts that participation of the Undersigned with GAACC/AENM may involve certain hazards. The Undersigned expressly assumes all risks and damages incidental to participation of the Undersigned with GAACC.

This Agreement is executed by the Undersigned for and on behalf of the Undersigned, his or her heirs, administrators, executors, personal representatives, and assigns, and is intended to be a full and complete release of GAACC from any and all claims that the Undersigned may now or hereafter have against GAACC as well as its officers, management, employees, agents, attorneys, representatives and affiliates, arising out of, or in any way connected with the Undersigned’s participation with GAACC’s festivities. Undersigned understands and acknowledges that this Agreement binds Undersigned’s heirs, administrators, executors, personal representatives, and assigns to the greatest extent allowed by law.

Undersigned is familiar with the terms of this form. Undersigned understands and agrees to its contents. Undersigned has had an opportunity to ask questions, and undersigned’s questions have been answered to undersigned’s satisfaction. As evidenced by the below signature, the Undersigned has read and agrees to abide by the above Hold Harmless and Release Agreement.

ORGANIZATION NAME, ADDRESS AND PHONE

NAME (PRINTED)

SIGNATURE AND DATE



NO HOME-COOKED FOODS ALLOWED - LOS ALIMENTOS PREPARADOS EN CASA NO SE PERMITEN

FOOD MUST BE FROM AN APPROVED SOURCE

- Prepared on site, purchased from permitted kitchen or grocery store

APPROVED HANDWASHING STATION

- Soap
- Towels
- Approved water dispenser with “spigot spout” (*not push-button*) providing continuous flow
- Provide watertight bucket or container to catch waste water

Approved wastewater disposal container



Approved spout



No push-button spout



APPROVED DISHWASHING STATION (3 basins or sink compartments required – used from left to right)

- First basin/sink compartment (left-most) for washing - must have dishwashing soap.
- Second/middle basin or sink compartment for rinsing - must use clean water.
- Third basin/sink compartment (right-most) for sanitizing; e.g., a mixture of water & **50 ppm** minimum to **100 ppm** maximum Chlorine bleach.

PROPER FOOD TEMPERATURES

Cooking:

- Raw Chicken – **165° F** or greater
- Raw Hamburger Meat – **155° F** or greater
- Raw Pork & **WHOLE** Beef – **145° F** or greater



***Hot-holding:* 135° F or greater**

- Electric or grill
- No sterno

***Cold-holding:* 41° F or less**

- Packed in ice up to the rim of container or **REFRIGERATED** at **41° F** or less.

OVERHEAD & GROUND COVERING

- Tarp, plywood, cardboard, etc

OTHER NEEDED ITEMS

- Thermometers (0° F to 165° F)
- Sanitizer bucket with cloth
- Approved wastewater disposal
- Sanitizer test strips





FOOD VENDORS, PROPANE USE, TENTS

General Requirements:

- Tents must be NFPA 701 compliant and have proof of compliance attached to the tent fabric from the manufacturer.
- All food vendors, including out of town mobile vendors/trailers, must have a current health permit.
- Each tent/temporary structure must be located a minimum of 20 ft. from any permanent structure.
- Cooking tents must be separated from dining/ assembly tent by 20 ft.
- Vehicles must be parked a minimum of 20 ft. from each tent/temporary structure.
- Cooking vendors must be separated from non-cooking vendors by a 12 foot fire break.
- Enclosed tents require proper exiting and signage (battery back-up/tritium, 7 ft. high).
- No smoking signs are required to be posted inside tent areas.
- Cooking and heating equipment shall not be located within 10 feet of exits or combustibles.

Fire Extinguishers:

- Each vendor/ tent must have a 2A10BC rated fire extinguisher.
- Any cooking operation involving combustible cooking media (frying vegetable or animal oils and fats) requires a Class K rated extinguisher, in addition to a 2A10BC rated fire extinguisher.
- All fire extinguishers must have a current annual inspection.

Propane:

- Each 10' x 10' tent may have two appliances that use propane (100 lbs. per appliance, 200 lb. max).
- Propane bottles must be placed securely at the rear exterior of the tent for emergency access.
 - Emergency access must not require tent entry.
- Fryers must be placed at the rear of the tent and NOT next to the propane bottle
- Spare propane bottles are not allowed in the tents.
 - Designated area for spare and empty propane tanks must be established.
- Propane appliances must have LPG stamped on their hoses.

Grills & Pits:

- No grilling with charcoal or wood is allowed under any tented structure.
- Any solid fuel appliances should have a cover (grills & pits).
- Outside BBQ pits with stacks must have a 5 ft. clear circumference from combustibles, a 15 ft. clearance above the stacks and a distance of 10' from any permanent structure.
- Homemade LPG appliances will be inspected individually and may not be authorized without an engineer's certificate.

ALL mobile vendors/trailers at special events are subject to a fire inspection.