



Cary Diwali

Information and Handicrafts Booth Application Package

In order to make your participation in Cary Diwali as seamless as possible, please carefully read the information in this package. This applies to both handicraft and non-handicraft Vendors. **Failure to follow these procedures will result in forfeiture of deposit.**

Package Contents

- Booth Application Information
- Booth pricing
- Booth Application Form
- Booth layout map

Goal

- **Handicraft booths** display miscellaneous items from the Indian subcontinent such as clothing, decoration articles, imitation jewelry, audio-video products etc. All sales should be limited to such items only.
- **Non-Handicraft booths** are for businesses and organizations to promote themselves by providing information to Cary Diwali attendees. Solicitation or collection of donation is strictly prohibited.

No activities such as Henna, Face Painting etc. are allowed at Handicraft or Non-Handicraft booths unless authorized by HumSub in advance.

Schedule

- Cary Diwali – scheduled to take place on 9th Oct, 2021 at Cary Booth Amphitheater at Regency Park, Cary, NC.
- Deadline to submit the application: Until all booths are sold
- Check-in (on the day of the event) 7:00 AM – 2:00 PM
- Complete setup and Booth open 2:00 PM
- Gates open for public 2:00 PM
- Check-out 9:00 PM

Booth

- Each booth includes two tables set up in an “L” shape. Tables are of standard 30” x 72” size
- Vendor is restricted to the designated area. Encroachment beyond the designated area is strictly prohibited
- A standard sign with the organization’s name will be provided for each booth.
- Vendors are allowed to display their business banners in the booth
- Vendor is responsible for cleanup of their booth area after the event
- Power outlet is available for purchase at \$25 per outlet. Please bring at least a **100’** long extension cord

Booth Types:

For CD2021, the booth prices are discounted as,

- o Premium - \$500
- o Regular - \$400
- o Each electric outlet - \$25

Filling out Application and making Payment

- Go to <https://humsub.org/> and click on 'Humsup Portal'.
- You will see a new Login screen. If this is the first time you are logging in to this portal then click on **'Register'** link under the **'Login'** button.
- Provide your information during registration form and click on **'Register'** button.
- You should receive an email with the link to activate your account. If you already have, a login then ignore this step.
- When you log in for the first time, the system will take you to a waiver form, which you will have to accept in order to go to the next step.
- Once you have signed the Waiver (This is only one time), go to Dashboard, choose the **'Vendor Registration'** form, and fill out the information.
- Please provide your booth preference. If the booth number that you provided is available after a full payment has been received, you will be assigned that booth. The requested booth preference is not guaranteed.
 - o For CD2021, the booth allotment will be done by HumSub following the social distancing guidelines of Town of Cary.
- Once you have filled the online application, wait for a seconds for an email from Hum Sub confirming the receipt of the application and a PayPal link to make the payment.
- Once you have made the payment you will receive another email with the booth assignment.

Assignment of booths will be done by the Vendor Committee.

Guidelines and Restrictions

- Booths will be allotted only after full payment has been received.
- **"First-come, first-served"** is our order of priority.
- Once payments are processed, no refunds will be made for withdrawing from participation in Cary Diwali, unless Hum Sub is unable to assign a booth.
- Booth assignment is final and non-negotiable
- Booths cannot be shared between multiples businesses/organizations
- **No activities, such as Henna, Face painting etc. are allowed in the Crescent area.**
- No food or beverage of any kind (including water) can be sold in the Crescent area.
- No precious jewelry (including, but not limited to Gold and precious stones based articles) can be sold. Please contact Humsup if you plan to sell such items.
- Distribution of any material outside the booth is prohibited
- Open audio systems are strictly prohibited. Headsets to listen to sample music may be used.
- Booths can conduct raffles within their booth space and announce their raffle winners **VENDOR BOOTH RAFFLE WINNERS WILL NOT BE ANNOUNCED ON STAGE.**
- Booths **cannot have mobile characters or mascots in the venue.** They should be restricted only to the booth

Check-in/Setup Procedure

- Enter through the VIP Gate. The VIP parking area is only for unloading and loading. **PARKING IN THE VIP PARKING AREA IS NOT ALLOWED.**

- Prior to unloading, please sign in at the top of the steps at the check-in table. Vendors will then be directed to their booth location

Check-out Procedure

- Please be prepared to check-out by 9:00 pm, no exceptions
- A member of the Hum Sub Vendor Committee will come to inspect the booth area and amenities by 9:00 pm
- If the booth is not clean and not clear of trash at check-out inspection, it will result in forfeiture of deposit
- All vendors **must leave** the venue latest by 9:00 pm. Failure to do so will result in forfeiture of deposit

For additional questions, please contact vendor@humsub.net