



Hum Sub Diwali

Information and Handicrafts Booth Application Package

In order to make your participation in Hum Sub 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 Hum Sub 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

- Hum Sub Diwali – scheduled to take place on 8th Oct 2022 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 – 9:00 am
- Complete setup and Booth open 10:00 am
- Gates open for public 10:00 am
- Check-out 8:45 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 HD2022, the booth prices are discounted as,

- o Premium - \$700
- o Regular - \$600
- 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 make sure to provide your booth preference. If the booth number mentioned is available, you will be assigned that booth.
- Once you have filled the online application, wait for a second email from Humsup confirming the receipt of the application and a Paypal link for 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 Hum Sub 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

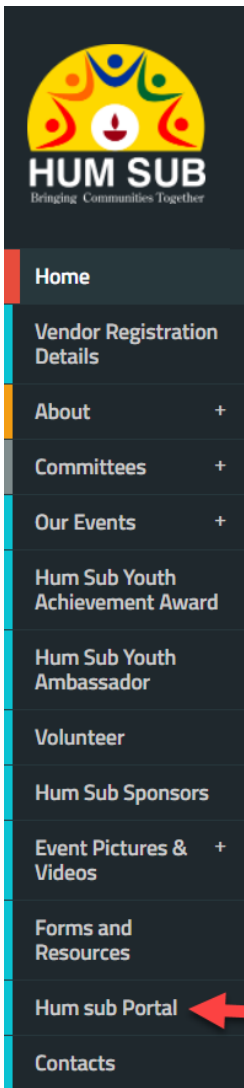
- If the booth is not clean and not clear of trash at check-out inspection, it will result in forfeiture of deposit
- All vendors **must leave** the venue latest by 9:00 pm. Failure to do so will result in not being able to participate in future events.

For additional questions, please contact vendor@humsub.net

How to use the Website to fill in the application

Go to <https://humsub.org/>

- Click on Hum Sub Portal as shown below (*click and wait, as portal takes a few seconds to load*):



- Click on “click here” as shown below:

Hum Sub Portal

Welcome to the Hum Sub [portal](#)! As a first step, all users must register and sign a waiver. If you already have an account, please log in. This [portal](#) can be used for registrations concerning cultural performances, vendor booths, volunteering and trophy requests.

To get started, please click [here](#)



Note – If you haven’t signed a waiver before (or it has been more than 3 years) then system will ask you to sign a new waiver.

Enter the username and password if you already have an account.

- In case you don’t have an account then click on ‘New User’ option.
- If you forgot your username then click on ‘Forgot username?’ option.
- If you forgot your password, then click on ‘Forgot password?’ option.

Login

Note - All users interested to participate at various Hum Sub events or conduct business as a vendor must register with an account.

Username

Password

Log In

New User?

[Click here](#) to register as a new user

Forgot username?

[Click here](#) to enter your primary email address to retrieve your username

Forgot password?

[Click here](#) to enter your primary email address to reset your password

This site is best viewed in [Google Chrome](#), version 90+

- If you are creating a new account, then fill all the information below and click on 'Submit'

Register

Note - All users interested to participate at various Hum Sub events or conduct business as a vendor must register with an account.

Username*	Email address*		
<input type="text"/>	<input type="text"/>		
<small>User name should have minimum of 8 characters</small>			
First name*	Last name*		
<input type="text"/>	<input type="text"/>		
Gender* <input type="radio"/> M <input type="radio"/> F	Birth Month*	Birth Year*	
	<input type="text" value="--Choose--"/>	<input type="text"/>	
Phone number*	Address Line 1		
<input type="text"/>	<input type="text"/>		
<small>Enter phone in format 123-123-1234</small>			
City*	State*		
<input type="text"/>	<input type="text" value="Choose..."/>		
Country*	Zip *		
United States of America (USA)	<input type="text"/>		
	<small>Enter zip in format 12345</small>		
Are you interested in volunteering at Hum Sub events?* <input type="radio"/> Yes <input type="radio"/> No			

Submit

[Go back to login](#)

This site is best viewed in [Google Chrome](#), version 90+

- If you selected 'Forgot username?' or 'Forgot password' option then provide your email address where your username or temporary password will be sent.

Please enter the email address in our system

Email address

Submit

[Go back to login](#)

This site is best viewed in [Google Chrome](#), version 90+

- Select Submit New HD Diwali Vendor application option.



Home

Manage child/user

VENDOR FORMS

Submit new application

My submissions

CULTURAL FORMS

Submit new HD Diwali 2022

My submissions

TROPHY FORMS

Submit new Trophy Form for HD Diwali 2022

My submissions

VOLUNTEER

My Profile

Logout

My Profile

Amardeep Bajaj

Email address	ccd56ec091b36f0be82b
Birth Month / Birth Year	12 / 1975
Gender	M
Reset password	Click here
Waiver	Review my waiver information
Interested in volunteering?	N

Edit profile

Volunteer

- Fill the initial information regarding booth requirement and click on 'Submit'.

Step 1
You are here
Step 2
Pending
Step 3
Pending
Final step
Pending

Name of business*

Minimum of 6 characters

City*

Zip *

Enter zip in format 12345

Alternate Email Address

Alternate Phone number

Address of business*

State*

Contact Person Email Address*

Contact Person Phone number*

Enter phone in format 123-123-1234

Type of Vendor*

Booth Preferences* ⓘ
At least one preference is required, refer booth layout to review

#1*

#2

#3

Number of booths*

[Click here](#) to review booth layout

	Booth Type	# of electrical outlets (\$25.00/outlet)	Estimated Total (\$)
#1	<input type="text" value="regular booth"/>	<input type="text" value="1"/>	\$ <input type="text" value=""/>
#2	<input type="text" value="premium booth"/>	<input type="text" value="1"/>	\$ <input type="text" value=""/>

commission fee

Estimated Total \$

Note: If you plan to bring your own lights then only LED or CFL bulbs are allowed.

Please enter any additional preferences/comments for our team

Submit

←

- Once application is submitted successfully, you will see the below page.

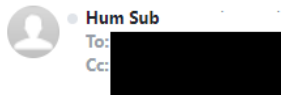
Application submitted successfully

Thank you for submitting the vendor application. Our vendor committee will be in touch on next steps.

Questions/concerns - please reach out to vendor@humsub.net

- Check your email. You should see an email like below (Step 1 of 4 is completed):

• Vendor form submission - Step 1/4 complete



Thank you for submitting the vendor application. Our vendor committee will be in touch on next steps.

Booths are allocated on a first-come-first-served basis after a full payment has been received by Hum Sub. There is no guarantee that one would receive the same booth(s) requested.

Questions/concerns - please reach out to vendor@humsub.net

- Once your application has been selected, you should see an email like below (Step 2 of 4 is completed) with a link for payment:

• Vendor form submission - Step 2/4 complete



Thank you for applying to be a vendor at our Hum Sub event. The following is a [payment link](#) with the exact amount expected. Once we receive the full payment, we will confirm booth assignments and notify you.
Questions/concerns - please reach out to vendor@humsub.net

- Once you click on the 'payment link' you will be sent to the payment page. Fill in the card information (if paying by Card) or Pay Pal information, and press 'Pay Now' button.

Step 1 Done Step 2 Done Step 3 You are here Final step Pending

Payment Details



(Includes) commission fee 3.00 %

Payment amount due - \$ 927.00 Note: Please note that PayPal charges 3% commission on both PayPal and Credit/Debit card transactions.

Debit or Credit Card

Card number [Redacted]

Expires [Redacted] CSC [Redacted]

Billing address  

First name: Test First Name Last name: Test Last Name


Street address: 123 st.

Apt., ste., bldg.:

City: Cary

State: North Carolina


ZIP code: 27519

Mobile: +1 (919) 123-4567 

Email: test@abc.com

Ship to billing address

By continuing, you confirm you're 18 years or older.

Pay Now 

Powered by **PayPal**

- Once the payment is submitted you will see this screen:

Thank you

Thank you for the booth payment. Please expect an email from the Hum Sub vendor committee on next steps.

- After the payment has been made you will receive the below email (Step 3/4 complete):
- Vendor form submission - **Step 3/4 complete**



Hum Sub

To: [Redacted]
Cc: [Redacted]

Thank you for the booth payment. Please expect an email from the Hum Sub vendor committee on next steps.
Questions/concerns - please reach out to vendor@humsub.net.

- After the payment is confirmed by Hum Sub, vendor committee will assign the booth and you will receive an email as below (Step 4/4 complete):

• Vendor form submission - **Step 4/4 complete**



• **Hum Sub**

To:

Cc:



Thank you for your payment! You have been assigned the following booth(s). Please expect an email from our vendor committee on next steps including guidelines on to-dos on the day of the event.

Booth(s):

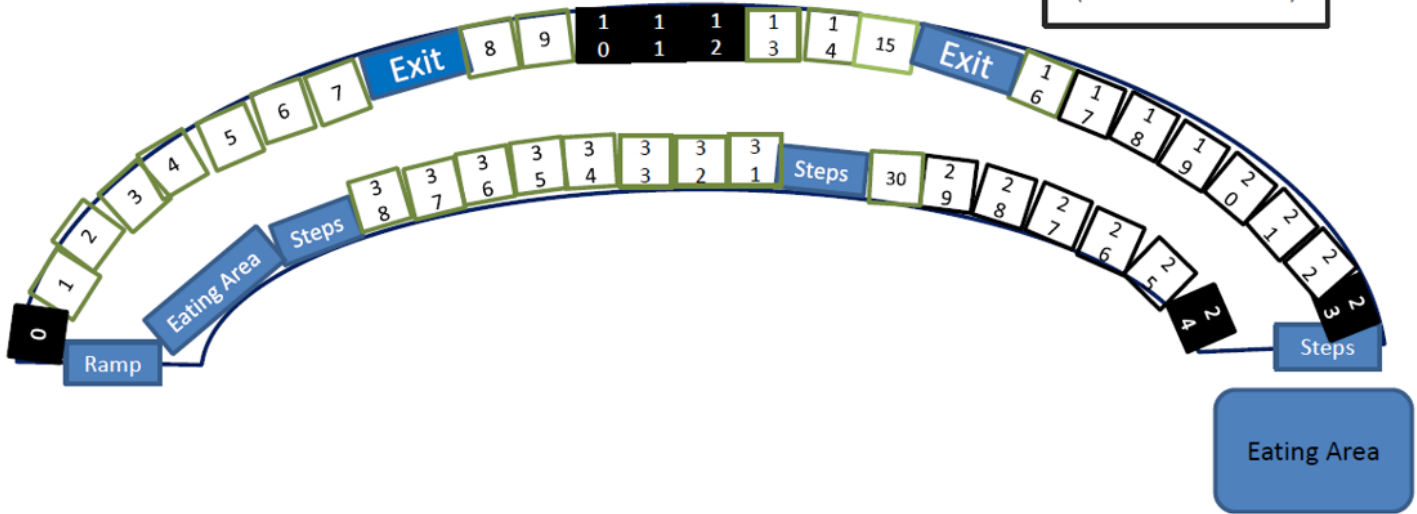
Grass Booth 2
Grass Booth 3

Please remember that Hum Sub expects all vendors to be in compliance with our guidelines and Wake County rules and regulations. Violations would result in not being able to return.

Questions / concerns - Reach out to vendor@humsub.net

Crescent Area (Non-grass booth) Layout for 2022

HumSub Diwali 2022
Crescent deck booths
(items not to scale)



No Handicraft Booths -
1 through 7

Premium Booths - 1, 2, 3,
4, 5, 6, 7, 8, 9, 14, 15, 16,
28, 29, 30, 31, 32, 33, 34,
35, 36, 37, 38

Regular Booths - 13, 17,
18, 19, 20, 21, 22, 25, 26, 27

■ No booth ■ No booth