



This document contains the below items:

1. **Vendor Registration Guidelines** *(how to register and sign a waiver) – Page 2 through 8*
2. **Food Vendor Guidelines** *(how to apply as a Food Vendor) – Page 9 and 10*
3. **Non-Food Vendor Guidelines** *(how to apply as a non-Food Vendor) – Page 11 through 13*

Vendor Registration Guidelines

[Go to https://humsub.org/](https://humsub.org/)

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



- In the Portal Login, click on “Click Here To Login” as shown below:

Portal Login

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



CLICK HERE TO LOGIN

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 - As of 2022, we have moved to a new system. If you have registered previously, you will need to reset your password using the "Forgot Password" option below. If you forgot your username, please use the "Forgot username?" option. All users interested to participate at various Hum Sub events or conduct business as a vendor must register with an account. For all website-related issues, please email website-support@humsub.net.

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*

User name should have minimum of 8 characters

Email address*

First name*

Last name*

Gender* M F

Birth Month*

Birth Year*

Phone number*

Enter phone in format 123-123-1234

Address Line 1

City*

State*

Country*

United States of America (USA)

Zip *

Enter zip in format 12345

Are you interested in volunteering at Hum Sub events?* Yes 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 Hum Sub Diwali Vendor Application Form 2023
- My submissions

CULTURAL FORMS

- Submit New HD2023 Application
- My submissions

TROPHY FORMS

- My submissions

VOLUNTEER

- My Profile
- Logout

My Profile

Email address	[REDACTED]
Birth Month / Birth Year	[REDACTED]
Gender	[REDACTED]
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* Address of business*

Minimum of 6 characters

City* State*

Zip* Contact Person Email Address*

Enter zip in format 12345

Alternate Email Address Contact Person Phone number*

Enter phone in format 123-123-1234

Alternate Phone number

Type of Vendor*

Number of booths*

[Click here to review booth layout](#)

Booth Preferences*

At least one preference is required. [Click here](#) to review booth layout to review

#1*

#2

#3

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

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

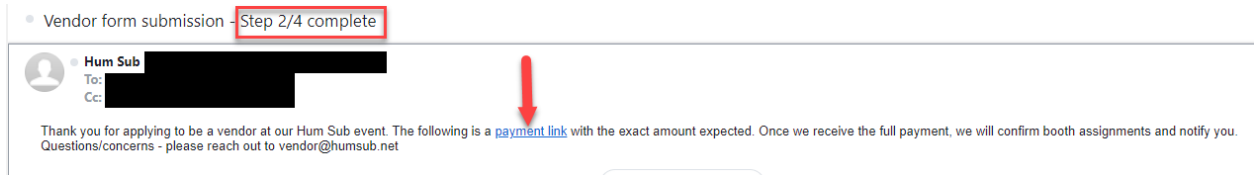
Hum Sub
To: [Redacted]
Cc: [Redacted]

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:



- 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



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 HumSub, 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



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):

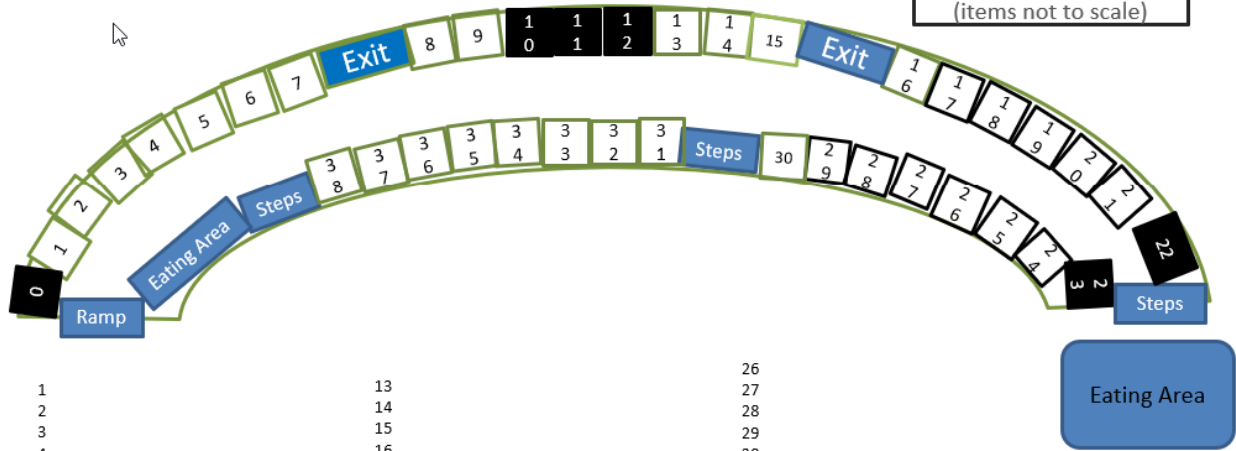
Grass Booth 2
Grass Booth 3

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 2023

Hum Sub Diwali
2023
Crescent deck booths
(items not to scale)



- | | | |
|----------------|----|----|
| 1 | 13 | 26 |
| 2 | 14 | 27 |
| 3 | 15 | 28 |
| 4 | 16 | 29 |
| 5 | 17 | 30 |
| 6 | 18 | 31 |
| 7 | 19 | 32 |
| 8 | 20 | 33 |
| 9 | 21 | 34 |
| 10 Concessions | 22 | 35 |
| 11 Concessions | 25 | 36 |
| 12 Concessions | | 37 |
| | | 38 |

- Regular
- premium
- No booth
- No booth

Food Vendor Guidelines

Booth:

- One standard sign with the vendor's name will be provided for each booth. For additional signs in other areas, we ask you to explore our sponsor's package
- **The Location for the booth will be selected in an open lottery to be held a few weeks before the event. Food Vendors who got booth 5 and 6 the previous year will get booths 1 and 2 respectively for the current year.**
- Vendors must bring their own equipment
- Vendors must provide minimum two services lines for quick and efficient service
- Vendor is responsible for clean-up of the booth area after the event

Wake County Health Department Requirements:

- The vendor representatives are required to attend a mandatory meeting with the Wake County food inspector. Details of the meeting location and time will be notified as soon as they become available. Failure to attend the meeting will prevent the participation of the vendor in Cary Diwali.
Meeting with the food inspector usually happens by mid-September.
- It is the sole responsibility of the vendor to submit the application for the permit to the Wake County Health Department 14 days prior to the day of the event. Hum Sub will not return any fee if the vendor fails to apply within the time.
- The Wake County Health Department is the sole issuer of the permit. Neither Hum Sub nor TOC will be involved in the permit issue process
- The food vendors must comply with ALL rules, regulations and practices regarding food, transportation, handling and storage enforced by Wake County Health Department in order to participate in Cary Diwali.
- Hum Sub or TOC cannot be held responsible or liable in the event of food vendor's application for a permit being denied. The permit application fee and Hum Sub application fee is non-refundable.

Participation and Payment:

- Full payment with application must be received before your spot can be reserved. Limited numbers of booths are available.
- If your application has been accepted, you will be notified by the end of August.
- **After the application has been accepted, no refunds will be made for withdrawal from the event.**
- Vendor is responsible for all sales and collection of money at the booth
- Hum Sub reserves the right to refuse participation by anyone without specifying a reason.

Restrictions on items for sale:

- **Vendors are allowed to sell ONLY PEPSI brand beverages and water at a price as mandated by Town of Cary.**
- Vendors must provide a menu and corresponding price with the application. Hum Sub will work with vendors to ensure menu variety to avoid similar food at different booths. Any changes to the menu after acceptance must be approved by Hum Sub Vendor Committee.
- **It is recommended that food plates or combos be reasonably priced.** Failure to adhere to the approved menu may result in dismissal from the event. No alcoholic beverages are permitted.
- **Failure to adhere to these guidelines may result in dismissal from the event.**

Questions/concerns: Please reach out to vendor@humsub.net.

Non-Food Vendor Guidelines

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

Goals:

- **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** – These are meant for businesses and organizations to promote themselves by providing information to Hum Sub Diwali attendees. Solicitation or collection of donations is strictly prohibited.

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

Schedule:

- Hum Sub Diwali – scheduled to take place on 14th Oct 2023 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 HD2023, the booth prices are:

- 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 'Portal Login' on the menu bar.
- 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 Humsub 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.

Booth Assignments:

This 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 Hum Sub 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 THE 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.

Questions/Concerns - Please contact vendor@humsub.net.