



# Vendors' Guide

## Event Overview

- Date: November 1st 2025
- Small Rain or Shine  
When it's going to be heavy rain/ storm, we will inform via email
- Address: 100 Legacy Dr, Plano, TX 75023
- Time: 12:00 PM - 20:00 PM  
No car can access inside the vendor area between this time frame.
- Setup and Wrap up
  - Booth setup : 10:00 AM - 11:30 AM
  - Booth wrap up : 20:00 PM - 21:00 PM

## 1) Booth Fee Payment

Please send \$150 of booth fee by the payment options listed below.

Payment Deadline: **October 17th**

1. Zelle to account@japangraphics.net
2. Send check to  
Japan Graphics  
13370 Branchview Ln, Suite 120, Farmers Branch, TX 75234

The payment is non refundable. If the event is canceled, we will credit the amount for future events.

## 2) Insurance for your booth

We are not responsible for any damages or problems that may occur on the day of the event at your booth. Therefore, we recommend having yourself insured by event insurance.

Here is an example insurance policy that you may want to

<https://www.theeventhelper.com/>



### 3) Food Vendors MUST Follow

#### 3-1. Food trucks

1. If you sell on a food truck, please let us know the car specs by email to [smile@japangraphics.net](mailto:smile@japangraphics.net)

#### 3-2. All food vendors need to have a Temporary Permit to serve food.

1. Follow the instructions here (<https://www.plano.gov/346/Temporary-Food-Events>)

2. In the Event Information section, you can copy and paste the information below ○

Event Name: FOODIE ANIME FEST

- Event Address: 100 Legacy Dr. Plano, Texas 75023
  - Event Start Date: November 1st, 12PM
  - Event End Date: November 1st, 21PM
  - Expected Attendance at Event: 5000
  - Event Held: Outdoors
  - Name of Event Organizer: Mitsuwa Marketplace Plano
  - Event Organizer Email Address: [tpacct@mitsuwa.com](mailto:tpacct@mitsuwa.com)
  - Event Organizer Cell Phone: (972) 517-1715
3. Please complete the above by **October 21st** as Plano city accepts applications up to 10 days before the event. (This may be different by time. Please check with the city representative.)
  4. Submit the proof of permit before **October 22st** to the event management

#### ([smile@japangraphics.net](mailto:smile@japangraphics.net)) 3-3. Food Safety Training

All food vendors providing non-prepackaged food at a temporary food event in Plano are required to have food safety training.

Find a [list of approved food handler training](#) on the Texas Department of State Health Services site.

#### 3-4. Onsite Regulations [Accredited Food Handler Internet \(Online\) Training](#)

#### [Programs | Texas DSHS](#)

1. All foods must come from an approved source.
2. FOOD PREPARED IN A HOME SHALL NOT BE USED OR OFFERED FOR SALE
3. Let us know what cooking equipment you will use.
  - No expose fire is allowed



#### 4) Booth decoration All booths will be 8'x8'.

There's no dedicated parking area for vendors. Please use public parking at mitsuwa marketplace.

##### 4-1. Tents

The space will not include a tent.

Please prepare tents and displays on your own.

##### 4-2. Be prepared for Texas wind!

Your booths will be outside and it may be windy.

We recommend having weights to stabilize your tent and displays.

##### 4-3. Electricity

There won't be any power provided.

Please bring your generator if you need.

#### 5) Need Banners?

We can get your banners printed!

Please send your design and size.

We will bring it to your booth.

- Before October 20st : \$4/sqf
- Before October 28th : \$6/sqf
- October 29th : \$8/sqf

Banners will come with grommets which are holes for strings.

Strings will not be provided.

#### FAQ



- Where will my booth be?  
We will send you a booth map once we assign all booths locations.
- Do we need to check-in and check out?  
Yes, please look for management tent by the stage to check in/out
- Can I leave early?  
No. To make sure our visitors are entertained during the event hours, we ask all vendors to stay the full time frame.