***Atlanta Caribbean Carnival Band Leaders Association (ACCBA)***

***Presents the***

***2016 Atlanta Caribbean Children’s Carnival***

***Atlanta Caribbean Carnival Is Mas and Music***

***Celebrating 28 Years of Caribbean Carnival***

***Saturday, May 14th, 2016***

*At*

***Historic 4th Ward Park***

***680 Dallas St Atlanta, GA 30308***

# [www.atlantacarnival.org](http://www.atlantacarnival.org/)

Dear Vendors:

On May 14th, 2016, the Atlanta Caribbean Carnival Band Leaders Association (ACCBA) will celebrate its Annual Atlanta Caribbean Children’s Carnival. We invite you to join us in contributing, as a vendor, to one of the largest and fastest growing Caribbean Cultural events in the United States. Our theme is “Atlanta Caribbean Carnival Is Mas and Music

* Celebrating 28 years of Caribbean Carnival in Atlanta”.

The day’s events will start with the colorful Parade of Bands through the park. The festivities will culminate with the highlight of our festival - the “Village”. In the “Village”, there will be a variety of events featuring music, dance, Calypsonians, steelpan bands and other art forms indigenous to the Caribbean. This is your opportunity to showcase your merchandise, as the popular “Village” includes the delectable cuisine of the Caribbean, United States, and other nations as well as arts and craft vendors displaying goods that are popular in the Caribbean.

We would like you to be a part of this spectacular event and have enclosed the registration package. Please read it carefully, complete the forms required, and return them with full payment no later than **April 15th, 2016**. Vendors are encouraged to register early since spaces are limited and will be allocated on a first-come, first-serve basis and will be closed once the allotted number of spaces have been taken.. We urge you to pay special attention to the guidelines with which our organizations and participants must comply per the ordinances of Fulton County.

Thank you for your continued support. We look forward seeing you.

Sincerely, Patricia Henry

President

Atlanta Caribbean Carnival Bandleaders Association (ACCBA)

### FEES

**All vendors’ fees must be paid in full by April 15, 2016. No partial payments will be accepted after April 15, 2016. Any application postmarked or received after April 15, 2016 must include a $75.00 late fee in order for the application to be processed. Payments must be in the form of MONEY ORDER OR CASHIER’S CHECK made payable to ACCBA (NO PERSONAL CHECKS). Fees and application must be mailed on or before the deadline indicated to be guaranteed a space.**

Mail payments to:

Atlanta Caribbean Carnival Bandleaders Association, Inc

P.O Box 742384

Riverdale, GA 30274

### VENDORS FEE STRUCTURE AND BOOTH SPACE

There will be a choice of two booth spaces available for vending:

- 10’x 10’ or 20’x10’

The fees for the booth spaces are outlined as follows:

|  |  |  |
| --- | --- | --- |
| **Vendor Types****All Vendors are required to clean up their spaces and dispose of their trash in a proper manner off of the school grounds.** | **10’ x 10’****Booth Fee** | **Trailer Booth Fee** |
| Food Vendors(Fees include health permit and security.)**Not allowed to sell smoothies or shaved ice!** | **$300.00** | **$450.00** |
| Arts & Crafts Vendors (Fees include security.) | **$150.00** | **$250.00** |
| Corn / Coconut Vendors(Fees include health permit and security.)**Not allowed to sell cooked food!** | **$150.00** | **$200.00** |
| Cake / Cupcake / Snack Vendors(Fees include health permit and security.)**Not allowed to sell smoothies or shaved ice!** | **$150.00** | **$200.00** |
| Icees/Drinks Vendors(Fees include health permit and security.)**Not allowed to sell cooked food!** | **$200.00** | **$200.00** |
| Organization Booths (Fees include security.) | **$200.00** | **$400.00** |
| Corporate Booths (Fees include security.) | **$500.00** | **$700.00** |

### REQUIREMENTS FOR ALL VENDORS:

* 1. **All vendors must provide their own tables, tents, and chairs.**
	2. **All vendors are required to have a multipurpose fire extinguisher.**
	3. **A first aid kit.**
	4. **All vendors requiring electricity must provide their own generator.**
	5. **Vendors must arrive by 2 p.m. for load in.**
	6. **Vendors are not allowed to sell or distribute alcoholic beverages of any kind.**
	7. **All vendors must bag and dispose of their trash and grease in a safe manner and remove it from the school grounds. Any trash that is left**

**in your vendor space will subject you to a $500 fine.**

1. **FOOD VENDORS**:

Please review the attached Fulton County Department of Health and Wellness Special Event Food Vendor Checklist for rules regarding outdoor cooking at special

events in Fulton County. Before selling, your booth will be inspected for compliance of the items listed on the Fulton County Food Checklist. Upon approval, you will be given a certificate to open your booth for business.

# Protective covering/floors is required to protect the Vegetation and pavement.

### ICE

Food/Drink vendors may purchase ice onsite from the festival organizers.

### ARTS & CRAFTS/MERCHANDISE VENDORS RESTRICTIONS

Loud music may not be played from any booth during your presence on the festival grounds. Should you violate this rule, you will be removed from the festival grounds and forfeit all fees or deposits. The sale of unauthorized CDs, tapes, videos, clothing,

etc. is strictly prohibited. Any vendor found in violation will be removed from the festival and have their merchandise confiscated by the Fulton County Sheriff.

### GARBAGE AND GREASE/OIL/HARMFUL AGENT DISPOSAL

All vendors **must** bring their own garbage bags. All grease/oil/harmful agents must be disposed of in the proper receptacles. **Any vendor**

# caught disposing of the aforementioned agents in an improper manner will be charged a minimum of $300 in fines.

### CLEANUP

Vendors agree to leave their vending area in the same condition as received. All articles are to be disposed of and placed in the proper receptacles. Vending areas

are subject to periodic inspections by Festival officials and **will be inspected at the close of the event** to determine if additional cleaning fees are required. If additional cleaning fees are required, the vendor agrees to pay these fees at the time they are

notified. Failure to pay clean up fees will result in the vendor being banned from participating in future ACCBA events and will be subject to legal proceedings.

### CANCELLATIONS

For cancellations received on or before April 15th, 2016, all sums paid, less a service

charge of $150.00, will be returned to the vendor. **No refunds will be given after May 1st, 2016 under any circumstances.**

### SALES TAXES

Vendors selling any item subject to Georgia Sales Tax will assume all responsibilities and liability for obtaining and paying for a valid Georgia resale permit for the

collection of all taxes on items sold, and for payment to the State of Georgia of all sales taxes collected.

### VENDOR PACKAGE

Complete vendor packages will be distributed at the vendor orientation meeting (date

### to be announced) upon receipt of full payment of fees. You will be informed of the time and date of any meetings by mail, telephone or email. All vendors or their designated representatives are required to attend the vendor orientation meeting(s) and all pre-festival meetings or to contact a festival representative for the information. You will be responsible for the information contained therein.

1. **LIABILITIES**

Each vendor sells food, craft, etc. at his/her own risk. If insurance is desired, it must be arranged and purchased by the vendor. Atlanta Caribbean Carnival Bandleaders

Association (ACCBA), Fulton County, or any individuals affiliated with the aforementioned organizations do not assume any liability for loss, damage, or theft of

work, display materials, or items for sale or distribution.

### RESPONSIBILITY OF VENDORS

* + Each vendor must be present with his/her items during the vendor “Village” hours.
	+ Each vendor is responsible for providing relief personnel to maintain their booth.

# - NO VENDOR MAY SUBLET TO ANOTHER VENDOR.

## Any vendor caught in violation, will be removed from the venue and will forfeit all fees and deposits.

* Vendors must have their booth open and ready for business at the beginning of

the designated opening hours and remain open through the designated closing time.

* Each vendor must abide by/comply with all Atlanta Caribbean Carnival Band Leaders Association (ACCBA), and Fulton County regulations, and

Ordinances or they will be removed from the venue and will forfeit all Fees.

### Parking is available for 1 vehicle and 1 van or truck (uhaul, Penske, etc.) at the college across the street from the lot between the twin towers. Vendors

**must remove vehicles once unloading is completed.**

1. **ITEMS NOT ALLOWED ON PREMISES**
* **Vendors ARE NOT permitted to sell alcoholic beverages.**

Violators of this rule will be removed from the premises, arrested and or fined by

Fulton County Sheriff’s Department/Atlanta Police Department and banned from vending at future ACCBA festivals.

* All items sold are restricted to those listed on the participant’s application and accepted by ACCBA.

# - NO BEVERAGES SHALL BE SOLD IN GLASS BOTTLES – NO EXCEPTIONS!

### Admission /Parking Passes:

- Each **food vendor** will receive two **(2) admission passes**

that allow access to the venue and parking in the designated area.

### PASSES ARE NOT TRANSFERRABLE.

- **Each non-food** vendors (i.e. beverages, arts and crafts) will receive two **(2) admission passes** that allow access to the venue and parking in designated area. **PASSES ARE NOT TRANSFERRABLE. Additional workers, they can park across the street at the middle school on the day of the event**.

### PENALTIES

ACCBA reserves the right to bar any vendor from participating in the “Village” due to

non-compliance of any rules or regulations listed herein or for the misrepresentation of their offerings. ACCBA reserves the right to remove any objects, person(s), or product that is not in compliance with the rules pertaining to the “family atmosphere” of the festival. Such occurrences will result in forfeiture of all fees, in addition to removal from the festival premises.

### RESTRICTIONS

ACCBA strictly prohibits the sale of any ACCBA, or Atlanta Caribbean Carnival merchandise.

### FORCE MAJEURE

In the event of sickness or disabling accident or if any engagement hereunder is

prevented, rendered impossible or infeasible, or any act or regulations of any public authority or bureau, act of God, civil unrest, strike, epidemic, interruption in or delayed transportation service, war conditions or emergencies or any other cause beyond the control of either party (a force majeure event) it is understood and agreed that there shall be no claim for damages by either party to this Agreement.

ACCBA has to such engagement shall be deemed waived. It is agreed that inclement weather shall be deemed a force majeure event.

### VENDOR APPLICATION

**Please complete the following pages. Failure to do so will result in your application being rejected.**

### Name of Business:

**Name(s) of Owner(s):**

**Business Tax ID#:**

**Telephone Number(s):**

**Day**:

**Evening**:

**Cell Phone**:

**Fax Number**:

**Email Address**:

**Mailing Address**:

### Emergency Contact Name/Phone:

**A. Vendor Selection** (Please place an “**X**” beside your choice).

### Vendor Type Booth Space Fee Roll Over

|  |  |  |  |
| --- | --- | --- | --- |
| **Food** | **10x10 $300** | **Trailer $450** |  |
| **Icee/ Smoothie** | **10x10 $200** | **Trailer $200** |  |
| **Corn/Coconut** | **10x10 $150** | **Trailer $200** |  |
| **Cake/Cupcake** | **10x10 $150** | **Trailer $200** |  |
| **Arts & Crafts** | **10x10 $150** | **Trailer $250** |  |
| **Organization** | **10x10 $200** | **Trailer $400** |  |
| **Corporation** | **10x10 $500** | **Trailer $700** |  |


### FOOD/DRINK VENDORS

1. Please provide the following information regarding your booth:
	1. How many staffed attendants will you have at your booth:
	2. How many tables will you use:

Please list **all of the food and/ or beverages** to be sold at your booth.

* + 1.
		2.
		3.
		4.
		5.
		6.
		7.
		8.
		9.

### CRAFT VENDORS

1. Please provide the following information regarding your booth:
	1. How many staffed attendants will you have at your booth:
	2. How many tables will you use:

Please **list all of the arts and crafts** that will be sold at your booth.

1.
2.
3.
4.
5.
6.
7.
8.
9.

### VENDOR ACCEPTANCE AGREEMENT

I / We , (PRINT YOUR NAME)

Owner / Operator of

(PRINT THE NAME OF BUSINESS)

I have read and understand the application form, vendor information and Festival Village rules.

I / We agree to abide by the rules, regulations, ordinances and deadlines of the Atlanta Caribbean Carnival Bandleaders Association, Inc, and the City of Atlanta. I understand that if I do not abide by these rules, regulations, ordinances and deadlines, my business will not be allowed to vend during the festival to be held on May 14th, 2016 at the Historic 4th Ward Park and I may be subject to legal proceedings and forfeiture of any fees. I also agree to attend or send a designated representative to all pre-festival and vendor orientation meetings or to contact a festival representative for the information, as I will be held responsible for the information contained therein.

I hereby declare that all information herein provided is true, correct and complete.

Signature Date

**Paypal Confirmation Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(For payments made online)

**For faster Delivery, please email application to** **secretary.atlantacarnival@gmail.com**

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**Deposit Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payment Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Clean Up Fee Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fulton County Department of Health and Wellness ENVIRONMENTAL HEALTH SERVICES**

**SPECIAL EVENT FOOD VENDOR CHECKLIST**

**(All items must be met before a permit is issued)**

**BOOTH DESIGN:**

* All booths must be structurally sound.
* The floors in the booth must be easily cleanable in good repair and treated to control dust.
* Barbecue set-up must meet Fire Department standards and Health Department regulations. Grills and fryers must be in the rear of the booth and can not be under the covered tent. These items must stay out of the reach of children and pedestrian traffic area.

**FOOD PROTECTION:**

* + Protective shields must be provided to prevent exposure of food items to

customer contamination due to coughs and/or sneezes.

* + All food must be covered when not being accessed. Serving utensils must be covered or properly stored when not in use.
	+ Vendors should guard against habits that seek to attract insects or pests.

Vendors are not allowed to use pesticides/insecticides/pest strips.

* + All food and supplies must be stored at least 6-8 inches off the floor.
	+ Facilities need to be provided to maintain product temperature.
	+ Refrigerators and freezers must have accurate thermometers.
	+ Potentially hazardous food must meet the following temperature requirements:
		- Cold foods must be held at 140°F or below
		- Hot foods must be held at 140°F or above
	+ Handling of food should be minimized. Ice scoops must be used to dispense ice and be stored on a clean, dry surface or in the ice with the handle extended. Ice cream scoops must be provided in the individual ice cream containers to dispense ice cream. Scoops must be cleaned and sanitized as often as needed to prevent contamination.
	+ Food prep must be done prior to cooking at an approved establishment or a food prep sink provided in booth on site.

**PERSONNEL:**

* + Hand washing facilities must be designed to include a container to dispense warm water for hand washing with a flip cap. Push button dispensers are prohibited. A bucket must be provided to catch all wastewater. Soap and paper towels must be provided at this station.
	+ Personnel with infections must be restricted.
	+ No eating, drinking or smoking is allowed in any food booth.
	+ Clean clothes and hair restraints must be worn at all times in the food booths.
	+ Hair restraints must be worn and disposable gloves must be worn by anyone handling food.

**EQUIPMENT AND UTENSILS:**

* All single service forks, knives and spoons must be pre-wrapped

unless they are provided with the plates of food from the server.

**WATER SUPPLY:**

* Portable water must be available for food preparation, equipment

cleaning and hand washing.

**GARBAGE AND REFUSE DISPOSAL:**

* All containers must be covered, adequate in number, insect and rodent

proof and provided in a clean area.

Violations of the temporary food service regulation or the presence of an imminent health hazard will result in suspension of your permit upon service of a legal notice. The booth will be closed by the Fulton County Health Department, until such time as the necessary corrections are made and the booth permit reissued.

**THESE GUIDELINES MUST BE POSTED IN A HIGHLY VISIBLE AREA IN ALL FOOD BOOTHS.**