Atlanta Caribbean Carnival Bandleaders Association (ACCBA)

***Saturday, May 28th, 2016***

***Historic 4th Ward Park***

***680 Dallas St***

 ***Atlanta, GA 30308***

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

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

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

Dear Vendors:

On May 28th, 2016, the Atlanta Caribbean Carnival Band Leaders Association (ACCBA) will celebrate its 28th Annual Atlanta Caribbean 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. This year’s 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 streets of downtown Atlanta. 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. Vendors have the opportunity to take advantage of a 10% discount from July 1st to December 31st if your space is paid for in full. We urge you to pay special attention to the guidelines with which our organizations and participants must comply per the ordinances of the City of Atlanta.**

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. Clean up fees must be paid at the same time as the booth fee. 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 PAYPAL, MONEY ORDER OR CASHIER’S CHECK made**

**payable to ACCBA (NO PERSONAL CHECKS). Fees 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** | **10’ x 10’****Booth Fee** | **10 x 20’****Booth Fee** | **Trailer/Food Truck****Booth Fee** |
| Food Vendors(Fees include health permit, security, sanitation, 4 wristbands, grease & garbage disposal.)**Not allowed to sell smoothies or shaved ice/ices!** | **$650.00** | **$750.00** | **$1,000.00****+ $200****cleanup fee** |
| Arts & Crafts Vendors(Fees include security, 2 venue passes for booth workers, sanitation services.) | **$350.00** | **$450.00** | **$750.00****+ $200****cleanup fee** |
| Corn / Coconut Vendors(Fees include health permit, security, sanitation, 2 wristbands, grease & garbage disposal.)**Not allowed to sell cooked food or alcoholic drinks beverages!** | **$350.00** | **$350.00** | **$750.00****+ $200****cleanup fee** |
| Cake / Cupcake Vendors(Fees include health permit, security, sanitation, 2 wristbands, garbage disposal.) | **$350.00** | **$350.00** | **$750.00****+ $200****cleanup fee** |
| Icees/Drinks Vendors(Fees include health permit, security, sanitation, 4 wristbands, and garbage disposal.)**Not allowed to sell cooked food or alcoholic drinks beverages!** | **$350.00** | **$450.00** | **$750.00****+ $200****cleanup fee** |
| Organization Booths(Fees include security, 4 wristbands, and garbage disposal.) | **$350.00** | **$450.00** | **$750.00****+$200****cleanup fee** |
| Corporate Booths(Fees include security, 4 wristbands, and sanitation services.) | **$1,000.00** | **$1,500.00** | **$2,000.00****+ $200****Cleanup fee** |


#### REQUIREMENTS FOR ALL VENDORS:

* 1. **All vendors must have a signed application on file in order to be considered as a vendor.** **All fees must be paid in full and a complete application received before any** **information on your location on the vendor’s list and space number will be issued.**
	2. **All vendors must attend vendors meetings or have a representative attend.**
	3. **Please provide a valid email address for correspondences between the organization and your business.**
	4. **Vendors are to set up in their booth space only. Any vendors switching spaces**

**without the permission of the organization will be removed from the festival village and will forfeit all fees paid.**

* 1. **All vendors must provide their own tables, tents, and chairs.**
	2. **All vendors are required to have a multipurpose fire extinguisher and a first aid kit. Food vendors must have an additional grease fire extinguisher.**
	3. **All vendors requiring electricity must provide their own generator.**
	4. **All Vendors must have propane tanks in a crate away from water.**
	5. **Gas cans or bottles must be stored in a proper and safe area.**
	6. **All vendors should have a trashcan and garbage bags to keep trash and debris out of the food prep area. Sanitation will remove full bags at intervals throughout the day.**
	7. **All vendors must arrive between 4pm and 8pm for load in on Friday. All vendors must be out of the park by 8pm. Vendors not following this**

**schedule without prior arrangements with the organization will forfeit their space and all fees paid.**

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 are required to protect the grass and pavement. All food, snow cone, shaved ice, drinks/smoothie vendors must have black tar paper and a blue tarp on the ground covering the concrete and grass! This is not negotiable!!

#### ICE

Food/Drink vendors may purchase a 20lb bag of ice on site from the festival organizers for $15. This is not mandatory. Vendors may bring their own ice.

#### 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 city of Atlanta Police.


#### 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 that will be provided. **Any vendor caught disposing of the aforementioned agents in an improper manner will be charged a minimum of**

**$300 in fines and will forfeit any cleanup deposits that have been paid. A minimum fine of $500 will be imposed for grease stains or grease damage to the park!**

#### CLEANUP AND CLEANUP DEPOSIT

**All food truck and trailer vendors are required to pay a refundable clean up deposit.** (See pricing matrix for applicable rates.) 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 that will be provided. 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 or if cleanup deposit will be refunded. 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. **Cleanup deposits will be mailed to vendors after the event no later than November 30, 2016. Vendors also have the opportunity to roll over the clean up fee to the following year to secure their spaces.**

#### CANCELLATIONS

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

$200.00, will be returned to the vendor. **No refunds will be given after May 1st, 2016 under no circumstances. Legal action will be taken against vendors that**

### participate in ACCBA events and then dispute transactions after the event.

#### 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), the City of Atlanta, 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 Bandleaders Association (ACCBA), and City of Atlanta rules, regulations, and Ordinances or they will be removed from the venue and will forfeit all Fees and Deposits.
* Vendors must arrive on time for set up and will forfeit their space and all fees if they are not in their designated area once the gates open.

#### ITEMS NOT ALLOWED ON PREMISES

* **Vendors ARE NOT permitted to sell alcoholic beverages.**

Violators will be removed from the premises, arrested and fined by the City of 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 approved by

ACCBA.

# - NO BEVERAGES SHALL BE SOLD IN GLASS BOTTLES –

**NO EXCEPTIONS!**

#### Admission /Parking Passes:

* Each **food vendor** will receive four **(4) admission passes**

that allow access to the venue and parking in the designated area. Additional passes will be available for $10 per pass at the final vendors meeting and on carnival day. Workers without a

wristband will not be permitted into the stadium. All wristbands must be worn the entire day.

#### 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. Additional passes will be available for $10 per pass at the final vendors meeting and on carnival day.

Workers without a wristband will not be permitted into the stadium. All wristbands must be worn the entire day. **PASSES ARE NOT TRANSFERRABLE.**

**If you have additional workers, passes must be purchased 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 and deposits, 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#: ServSafe #:**

**Telephone Number(s):**

**Day/Evening**: **Cell Phone**: **Fax Number**:

**Email Address**:

**Mailing Address**:

#### Emergency Contact Name/Phone:

Referred By:

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

#### Vendor Type Booth Space Fee Truck/Trailer Clean Up Fee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Food** | **10x10 $650** | **10x20 $750** | **Trailer $1,000** | **$200** |
| **Icee/ Smoothie** | **10x10 $350** | **10x20 $450** | **Trailer $750** | **$200** |
| **Corn/Coconut** | **10x10 $350** | **10x20 $450** | **Trailer $750** | **$200** |
| **Cake/Cupcake** | **10x10 $350** | **10x20 $450** | **Trailer $750** | **$200** |
| **Arts & Crafts** | **10x10 $350** | **10x20 $450** | **Trailer $750** | **$200** |
| **Organization** | **10x10 $350** | **10x20 $450** | **Trailer $750** | **$200** |
| **Corporation** | **10x10 $1,000** | **10x20 $1,500** | **Trailer $2,000** | **$200** |

**FOOD/ICEES/DRINK/CORN/COCONUT 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.
		10.


#### CRAFT/ORGANIZATION/CORPORATE VENDORS

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

b. 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.
10.


#### VENDOR ACCEPTANCE AGREEMENT

I / We ,

(PRINT YOUR NAME)

Owner / Operator of

(PRINT THE NAME OF BUSINESS)

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 28th, 2016 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)

**Referral Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

# For ACCBA Use Only!

**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 and held down using sand bags.
* The floors in the booth must be easily cleanable in good repair and treated to control grease spills. Tar paper and a tarp must be placed on the ground to avoid damage to the concrete or grass areas. A fine will be imposed for any visible damages.
* Barbecue set-up must meet Fire Department standards and Health Department regulations. Grills and fryers must be outside and to the rare of the vendor booth. 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 50°F or below
		- Hot foods must be held at 160°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. Vendors are required to have a wash, rinse and sanitize area in there booths.

**PERSONNEL:**

* + Hand washing facilities must be designed to include a container to dispense water for hand washing. 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.**