Atlanta Caribbean Carnival Bandleaders Association

(ACCBA)

***Friday, May 27th, 2016***

***4th Annual Outdoor Jouvert***

***Venue TBA***

***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 3rd Annual Atlanta Caribbean Carnival Jouvert. 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”.

A Jouvert is an outdoor party (block party) that attracts people from all over that would not normally come out to party the night before carnival. Jouvert attracts both young and old out to dance and have a good time.

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. We urge you to pay special attention to the guidelines with which our organizations and participants must comply per the city or county ordinances.

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 15th, 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** | **20 x 10’ or Booth Fee** |
| Food Vendors(Fees include health permit, security, sanitation, 4 wristbands, grease & garbage disposal.)**Not allowed to sell smoothies or shaved ice/ices!** | **$200.00** | **$300.00** |
| Arts & Crafts Vendors(Fees include security, 2 venue passes for booth workers, sanitation services.) | **$200.00** | **$300.00** |
| Corn Vendors(Fees include health permit, security, sanitation, 2 wristbands, grease and garbage disposal.)**Not allowed to sell cooked food or alcoholic beverages!** | **$200.00** | **$300.00** |
| Coconut Vendors(Fees include health permit, security, sanitation, 2 wristbands, garbage disposal.)**Not allowed to sell cooked food or alcoholic beverages!** | **$200.00** | **$300.00** |
| Shaved Ice/ Smoothie / Drinks Vendors(Fees include health permit, security, sanitation, 2 wristbands, and garbage disposal.)**Not allowed to sell cooked food or alcoholic beverages!** | **$200.00** | **$300.00** |
| Organization Booths(Fees include security, 2 wristbands, and garbage disposal.) | **$200.00** | **$300.00** |
| Corporate Booths(Fees include security, 2 wristbands, and sanitation services.) | **$200.00** | **$300.00** |


#### REQUIREMENTS FOR ALL VENDORS:

* + **All vendors that hold a food service/restaurant permit or serve safe certificate must furnish their permit number and/or certificate number on the application below to be given to the Fulton County Health Department. Vendors that do not have serve safe certification will be required to take a training class at the Fulton County Health Department Free of charge.**
	+ **All vendors must provide their own tables, tents, and chairs.**
	+ **All vendors are required to have a multipurpose fire extinguisher and a first aid kit.**
	+ **All vendors requiring electricity must provide their own generator.**
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.**

#### ICE

Food/Drink vendors may purchase a 20lb bag of ice onsite from the festival organizers for $15.

#### 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 their cleanup deposit.**

#### 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.


#### 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.**

#### 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.**

#### 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 Band Leaders Association (ACCBA), and City of Atlanta rules, regulations, and

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


#### 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.

#### 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.**

### 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. Food/Drink vendors that are caught with any infractions against the food handling rules or fire deptarment regulations forfeit all deposits and rights to any refunds on booth fees if required to leave the venue. 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.


#### JOUVERT 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#:**

**Food Permit/Serve Safe#:**

(If a # is not furnished you will be required to take a class at the Fulton County Health Dept.)

#### 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).

#### Food - $200 (10X10) $300 (20X10)

**Craft/Merchandise** - **No ACCBA or Atlanta Caribbean Carnival T-Shirts -**

**$200 (10X10) $300 (20X10)**

**Icees/Ice Cream/ Drinks/ Smoothies** - **$200 (10X10) $300 (20X10) Corn** - **$200 (10X10) $300 (20X10)**

**Coconut** - **$200 (10X10) $300 (20X10)**

**Organization** - **$200 (10X10) $300 (20X10) Corporate** - **$200 (10X10) $300 (20X10)**

**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 Jouvert to be held on May 27th, 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)

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