



2016
Twin Cities Carifest
"Twenty-Third Annual"

Saturday, July 23rd, 2016

West River Parkway

Between Broadway & Plymouth Ave - along the banks of the Mighty Mississippi River

Twin Cities Carifest - 'Its People, food, Mas and Music'

Celebrating 23 Years of family friendly Caribbean Fun

100 South 1st St, P.O. Box 580481
Minneapolis, MN 55458-0481

www.carifest.org

Email: twincitiescarifest@gmail.com

Visit us on Facebook
Fb: twincitiescarifest



Dear Vendors:

On July 23rd 2016, the Twin Cities Carifest will celebrate 23 years. We invite you to join us in contributing, as a vendor, to one of the liveliest and growing Cultural events in the Upper Midwest. As we celebrate twenty-three years, 2016 Carifest promises to attract an even larger number of attendees.

The Festival begins with the "Fabulous Friday" Kickoff Party on July 22nd and continues all day Saturday, the 23rd, from 11AM until 10PM. The exciting colorful Parade of Bands springs to life along the Parkway in late afternoon. The *'street dance in motion' winds its way out & around the parkway*, then culminate at the Main Stage in the heart of "Carifest Village".

Throughout the "Village", there will be a Mélange of performances depicting the breath of Caribbean culture in music, dance, and other art forms, indigenous to the Caribbean.

This is your opportunity to showcase your business, merchandise, wares, culinary offerings, and other products. We invite you to be a part of this spectacular event. We are determined to provide the level of entertainment that will attract large numbers, to be your potential customers. You can do your part to promote your customers to come to Carifest to enjoy your offering in a different environment.

Enclosed please find the registration package.

Please read it carefully, complete the forms required, and return them with full payment as soon as possible but not later than **June 16th, 2016**. Vendors are encouraged to register by May 31, 2016 to take advantage of the early registration, price breaks, especially as prime spaces are limited and will be allocated on a first-come, first-serve basis, history and with the festival.

We offer Electrical Services to minimize noise, pollution and other hazards associated with multiple gas generators in the crowded area at the festival. The fee must be prepaid with Application. Vendors must provide the voltages & amps, number and type of plugs required, by **June 16th, 2016**. Note: there will be a \$25 fee payable by the Vendor, for each gas generator.

We urge you to pay special attention to the guidelines with which our organizations and participants must comply per the ordinances of the Health Department and the City of Minneapolis.

Thank you for your continued support. We look forward to your offerings at Carifest.

Sincerely,

Carifest Vending Cmte
Twin Cities Carifest
Email: twincitiescarifest@gmail.com



1. FEES

All vendors' fees must be paid in full by June 16th, 2016. Non-refundable partial payments of \$150.00 must accompany each application. Clean up Deposit must be paid at the same time as the booth fee. Any application postmarked or received after June 16th, 2016 must include a \$50.00 late fee in order for the application to be processed. Mailed Payments must be in the form of MONEY ORDER OR CASHIER'S CHECK, made payable to "Twin Cities Carifest" (NO PERSONAL CHECKS). Fees must be received on or before the deadline indicated to be guaranteed a space.

Mail payments to:

Twin Cities Carifest
 100 South First Street, P.O Box 580481
 Minneapolis, MN 55458-0481

2. VENDORS FEE STRUCTURE AND BOOTH SPACE

There will be a choice of two booth sizes/spaces available for vending: - up to 12 ft. x 12 ft. or, 10 ft.x 20 ft. The fees for the booth spaces are outlined as follows:

Vendor Types	Up to 12ft x12ft Booth Fee Before May 31 After May 31	Up to 12ft x 20ft Booth Fee Before May 31 After May 31
Food Vendors (Fees include security, access to water, 4 venue passes for booth workers, sanitation services, and two (2) on-site parking passes)	\$600.00 \$700.00 + \$100 cleanup fee + \$150 Electricity Fee	\$750.00 \$850.00 + \$150 cleanup fee + \$150 Electricity Fee
Ices & Ice Cream/ Specialty Vendors (Fees include security, access to water, 2 venue passes for booth workers, sanitation services, and two (1) on-site parking passes)	\$275.00 \$350.00 + \$100 cleanup fee + \$150 Electricity Fee	\$500.00 \$600.00 + \$150 cleanup fee + \$150 Electricity Fee
Arts & Crafts Vendors (Fees include security, access to water, 2 venue passes for booth workers, sanitation services, and two (1) on-site parking passes)	\$200.00 \$250.00 + \$50 Cleanup Fee + \$50 Electricity Fee	\$300.00 \$400.00 + \$100 cleanup fee + \$50 Electricity fee
Corporate Booths (Fees include security, access to water, 4 venue passes for booth workers, sanitation services, and two (2) on-site parking passes)	\$1000.00 \$1200.00 + \$100 cleanup fee + \$50 Electricity Fee	\$1500.00 \$1700.00 + \$100 cleanup fee + \$50 Electricity Fee
Organization Booths (Fees include security, access to water, 2 venue passes for booth workers, sanitation services, and two (1) on-site parking passes)	\$50.00 \$100.00 + \$20 cleanup fee + \$25 Electricity Fee	\$100.00 \$200.00 + \$25 cleanup fee + \$25 Electricity Fee



3. REQUIREMENTS FOR ALL VENDORS:

- All vendors must provide their own equipment, tables, tents, and chairs.
- All vendors are required to have a multipurpose fire extinguisher and a first aid kit.
- All vendors not requesting electricity must provide their own generator & pay Generator Fee (\$25). Vendors requesting power must specify: number & type of plugs, voltage and amps. Call with specifications for the fee for power.

4. FOOD VENDORS:

Please review the attached Minneapolis Department of Health and Short Term Event Food Permit and Vendor Checklist for rules regarding outdoor cooking at special events in Minneapolis. Before selling, your booth will be inspected for compliance of the items listed on the Minneapolis Health Department Food Checklist. Upon approval, you will be given a certificate to open your booth for business.

Protective covering/floors are required to protect vegetation and pavement.

5. ICE

Food/Drink vendors may purchase ice onsite from the festival organizers. Food **VENDORS MUST CLEARLY RESERVE & BE COMMITTED TO A MINIMUM OF (5) -18 # BAGS, for the ability** to purchase ice on site, or make the Convenient Delivery & Storage viable or cost effective.

6. 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 Minneapolis Police.

7. 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 appropriate receptacles and disposed of offsite. **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.**

8. CLEANUP AND CLEANUP DEPOSIT

All 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 Carifest events and will be subject to legal proceedings. **Cleanup deposits will be mailed to vendors within three weeks after the event.**



9. CANCELLATIONS

For cancellations received on or before June 16th, 2016, all sums paid, less a service charge of \$100.00, will be returned to the vendor. **No refunds will be given after June 30th, 2016 - under no circumstances.**

10. SALES TAXES

Vendors selling any item subject to Minnesota or the City of Minneapolis Sales Tax will assume all responsibilities and liability for obtaining and paying for a valid city or state resale permit for the collection of all taxes on items sold, and for payment to the State of Minnesota or the City of Minneapolis, of all sales taxes collected.

11. 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.**

12. 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. Twin Cities Carifest or the City of Minneapolis, 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.

13. 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 designated opening hours (11 AM) and remain open through the designated closing time (10 PM).
- Each vendor must abide by/comply with all Twin Cities Carifest, and City of Minneapolis rules, regulations, and Ordinances or they will be removed from the venue and will forfeit all Fees and Deposits.
- **Parking is available in designated areas for passenger vehicles, vehicles with a trailer that will take up two spaces and trucks (U-Haul, Penske, etc.).**

14. 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 the City of Minneapolis Police Department and banned from vending at future Carifest festivals.
- All items sold are restricted to those listed on the participant's application and accepted by CARIFEST.



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

15. Venue /Parking Passes:

- Each **food vendor** will receive four **(4) venue 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) venue passes** that allow access to the venue and parking in designated area.

PASSES ARE NOT TRANSFERRABLE.

If you have additional workers, passes must be obtained on the day of the event.

16. PENALTIES

CARIFEST 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. CARIFEST 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.

17. RESTRICTIONS

CARIFEST strictly prohibits the sale of any CARIFEST merchandise unless expressly authorized to do so.

18. 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.

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



2016VENDOR 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).

- | | | |
|--|--|--|
| <input type="checkbox"/> Food | <input type="checkbox"/> \$600 (up to 12'X12') | <input type="checkbox"/> \$750 (20X10) |
| | <input type="checkbox"/> \$100 Cleanup Fee | <input type="checkbox"/> \$150 Cleanup Fee |
| <input type="checkbox"/> Craft/Merchandise - No CARIFEST or T-Shirts –unless with permission | <input type="checkbox"/> \$200 (12X12) | <input type="checkbox"/> \$300 (20X10) |
| | <input type="checkbox"/> \$100 Cleanup Fee | <input type="checkbox"/> \$100 Cleanup Fee |
| <input type="checkbox"/> Ices/Ice Cream/ Drinks/ Smoothies | <input type="checkbox"/> \$275 (12X12) | <input type="checkbox"/> \$500(20X10) |
| | <input type="checkbox"/> \$100 Cleanup Fee | <input type="checkbox"/> \$150 Cleanup Fee |
| <input type="checkbox"/> Organization | <input type="checkbox"/> \$50 (12X12) | <input type="checkbox"/> \$100 (20X10) |
| | <input type="checkbox"/> \$20 Cleanup Fee | <input type="checkbox"/> \$25 Cleanup Fee |
| <input type="checkbox"/> Corporate | <input type="checkbox"/> \$1000 (12X12) | <input type="checkbox"/> \$1500 (20X10) |
| | <input type="checkbox"/> \$100 Cleanup Fee | <input type="checkbox"/> \$150 Cleanup Fee |

Fees, if paid in full by May 31, 2016. Please refer to Fee Chart for Fees after this date.



Deposit in Amount of \$ ___ __ __ .00, is included. (No personal checks)



FOOD/DRINK VENDORS

B. Please provide the following information regarding your booth:

a. How many staffed attendants will you have at your booth: _____

b. 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 VENDORS

C. Please provide the following information regarding your booth:

a. 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. _____



2016VENDOR 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 Carifest and the City of Minneapolis. 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 July 23rd, 2016 on West River Parkway 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.

[www. Carifest.org](http://www.Carifest.org)

[Email:twincitiescarifest@gmail.com](mailto:twincitiescarifest@gmail.com)



**Minneapolis Department of Health
ENVIRONMENTAL HEALTH SERVICES
SPECIAL EVENT FOOD VENDOR CHECKLIST
(All items must be met before a permit is issued)**

BOOTH DESIGN:

- All booths must be totally enclosed and structurally sound.
- The floors in the booth must be easily cleanable in good repair and treated to control dust.
- Service windows and doors must remain closed when not in use.
- Barbecue set-up must meet Fire Department standards and Health Department regulations. Grills and fryers must be in a completely enclosed 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 (pallets are acceptable).
- 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 40°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.
- No outdoor food preparation, storage or service is allowed. 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.**



2016 VENDOR APPLICATION

Please note: Even though there are power sources near some of the vendor spaces, these outlets are for vendors who have purchased electricity. Only vendors that have made reservations for power on their application are allowed to use this power.

NO POWER IS AVAILABLE UNLESS RESERVED ON THIS APPLICATION.

The above devices are beyond the capability of our power and cause frequent outages, resulting in a disruption to the event. Any vendor using the power in a manner not approved will be asked to unplug from the power source immediately. Vendor will not be reimbursed for Vendor Space Fee or any product they have purchased for the event.

CHECK LIST:

- VENDOR APPLICATION
- VENDOR REGULATIONS
- VENDOR PRODUCT LIST
- PAYMENT IN FULL FOR ALL EVENTS APPLYING
- TAX LICENSE
- FOOD LICENSE IF APPLICABLE

Please make sure the entire above are included with your application. Missing documents will delay your acceptance as a vendor during Carifest.

All initial applications should be mailed and not faxed. Please make sure you keep copies of all documents for your records, no copies or originals will be returned.

Any questions should be sent by E-mail to: twincitiescarifest@gmail.com

Carifest IS NOT CANCELLED DUE TO WEATHER. If you choose not to attend/participate due to the weather no fees will be returned. **All events proceed rain or shine.** Carifest will not be rescheduled.

2016 VENDOR REGULATIONS

Vendors can include: -Art Vendors -Craft Vendors -Food Vendors
This form only needs to be handed in once a year.

Each Vendor must initial each line to acknowledge the rules of the show:



___ All vendor booths must be reserved in advance. No booth will be held without the required deposit. Assignment of vendor space will be at the promoter's discretion, time application was executed and the vendor must exhibit within the space provided.

___ Full payment is required to reserve space. No space will be reserved until payment is received. A vendor may cancel this agreement upon the receipt of written notification to the promoter.

___ Vendor will be notified within 10 days of receipt of the registration form of acceptance to the event. If vendor is not accepted, all fees will be refunded.

___ If Vendor is not accepted due to vendor requirements, a new registration may be submitted.

___ The promoter DOES NOT SUPPLY POWER FOR VENDOR USE AT THE EVENT, unless Request is made & Fee paid.

___ Load-in begins at 6 AM and ends at 10 AM. NO VENDOR WILL BE ALLOWED TO SET UP BEFORE THIS TIME or After this time. No items may be left unattended. No admittance to event area after 4:00 p.m. All vendors must remain open during the event hours. Packing will not be permitted until 9:00 p.m. All **load-in vehicles** must be out of the Vending event area by 11 a.m. and may not re-enter event area until 9:00 p.m. Vendors should park in designated areas.

___ Vendors are required to collect & remit MN State Sales Tax on taxable sales. To obtain more information on a Temporary Tax Certificate, contact the MN Department of Revenue.

___ Food Vendors are required to be licensed with the Department of Health and will be inspected the day of the event. To obtain more information on a Temporary License, contact the Department of Health: 612-xxx-xxxx. **VENDORS ARE REQUIRED TO PROVIDE COPY OF LICENSE.** All food vendors must attend a Food Vendors Meeting scheduled for no later than July 10th.

___ Vendors are required to clean-up their space after the event. Any vendor who leaves garbage in their area will be assessed a portion or all the clean-up deposit. Food Vendors will be provide a trash receptacle near their booth and are responsible for depositing the garbage and keeping the trash at a minimum.

The vendor agrees to hold blameless the promoter, Carifest, its employees, officials and principals and expressly releases it from all liability from loss or damage caused to persons or property for any cause whatsoever.

Vendor shall indemnify Twin Cities Carifest against all liability or expenses arising out of any claim or injury, damage to any person or property, together with all costs in connection with the defense thereto, including attorney's fees.



VENDORS ARE REQUIRED TO SUBMIT A FULL LIST OF ALL PRODUCTS to be SOLD PRIOR TO EVENT or NO LATER THAN JULY 10TH. NO VENDOR IS ALLOWED AT THE EVENT UNLESS THEY HAVE BEEN CONTACTED BY THE EVENT MANAGER.