

Atlanta Caribbean Carnival Bandleaders Association (ACCBA)



Saturday, May 26th, 2012

Auburn Avenue

*In the Sweet Auburn District
(Between Jesse Hill Jr. Dr. and Hilliard Street)
236 Auburn Avenue Atlanta, Georgia*

***Atlanta Caribbean Carnival Is Mas and Music
Celebrating 24 Years of Caribbean Carnival***

www.atlantacarnival.org



Dear Vendors:

On May 26th 2012, the Atlanta Caribbean Carnival Band Leaders Association (ACCBA) will celebrate its 24th 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 24 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 on Auburn Avenue in the "Sweet Auburn" District, 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 **May 1st 2012**. 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 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)



1. FEES

All vendors' fees must be paid in full by May 1, 2012. 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 May 1st, 2012 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 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 82505
Conyers, GA 30013

2. 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, access to water, sanitation, 4 venue passes for booth workers, grease and garbage disposal services.)	\$650.00 + \$200 cleanup fee	\$750.00 + \$200 cleanup fee
Arts & Crafts Vendors (Fees include security, access to water, 2 venue passes for booth workers, sanitation services.)	\$350.00 + \$100 cleanup fee	\$450.00 + \$200 cleanup fee
Corn Vendors (Fees include health permit, security, access to water, sanitation, 2 venue passes for booth workers, grease and garbage disposal services.)	\$250.00 + \$200 cleanup fee	\$350.00 + \$200 cleanup fee
Coconut Vendors (Fees include health permit, security, access to water, sanitation, 2 venue passes for booth workers, garbage disposal services.)	\$250.00 + \$200 cleanup fee	\$350.00 + \$200 cleanup fee
Icees/Drinks Vendors (Fees include health permit, security, access to water, sanitation, 2 venue passes for booth workers, and garbage disposal services.)	\$350.00 + \$200 cleanup fee	\$450.00 + \$200 cleanup fee
Organization Booths (Fees include security, access to water, 2 venue passes for booth workers, and garbage disposal services.)	\$350.00 + \$100 cleanup fee	\$450.00 + \$100 cleanup fee
Corporate Booths (Fees include security, access to water, 2 venue passes for booth workers, And sanitization services.)	\$1,000.00 + \$100 cleanup fee	\$1,100.00 + \$100 cleanup fee



3. REQUIREMENTS FOR ALL VENDORS:

- **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.**

4. 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 vegetation and pavement.

5. ICE

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

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 Atlanta 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 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.**

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



9. CANCELLATIONS

For cancellations received on or before May 1st, 2012, all sums paid, less a service charge of \$200.00, will be returned to the vendor. **No refunds will be given after May 1st, 2012 under no circumstances.**

10. 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.

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. 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.

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 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 Deposits.
- **Parking is available for \$10.00 for passenger vehicles, \$20.00 for passenger vehicles with a trailer that will take up two spaces and \$20.00 for trucks (uhaul, 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 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 BOTTLES – NO EXCEPTIONS!**

15. 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.

16. 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.

17. RESTRICTIONS

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

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.

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).

Food - \$650 (10X10) \$750 (20X10)

Craft/Merchandise - **No ACCBA or Atlanta Caribbean Carnival T-Shirts -**
 \$350 (10X10) \$450 (20X10)

Icees/Ice Cream/ Drinks/ Smoothies - \$350 (10X10) \$450 (20X10)

Corn - \$250 (10X10) \$350 (20X10)

Coconut - \$250 (10X10) \$350 (20X10)

Organization - \$350 (10X10) \$450 (20X10)

Corporate - \$1000 (10X10) \$1100 (20X10)



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. _____



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 26th, 2012 on Auburn Avenue 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 fax in application.
FAX NUMBER: (678) 519-4619

**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 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.
- 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.
- 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.**