

# Atlanta Caribbean Carnival Bandleaders Association (ACCBA)



***Breakfast Fete***

***Monday, May 27<sup>th</sup>, 2019***

**ALL FEES ARE NON-REFUNDABLE**

**MURPHY PARK**

**880 Woodrow St SW**

**Atlanta, GA 30310**



Dear Vendors:

On May 27<sup>th</sup>, 2019, the Atlanta Caribbean Carnival Band Leaders Association (ACCBA) will celebrate its 2nd Annual Atlanta Caribbean Carnival Breakfast Fete. 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 we will be celebrating 32 years of Caribbean Carnival in Atlanta”.

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 arts & Crafts merchandise from the Caribbean, United States, and other nations 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 15<sup>th</sup> 2019**. **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 1<sup>st</sup> to December 31<sup>st</sup> 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)



**1. FEES**

**All vendors' fees must be paid in full by April 15, 2019. No partial payments will be accepted after April 15th. Any application postmarked or received after April 15, 2019 must include a \$75.00 late fee. No refunds will be given under any circumstances. Payments must be in the form of MONEY ORDER OR CASHIER'S CHECK made payable to ACCBA (NO PERSONAL CHECKS), via the website [www.atlantacarnival.org](http://www.atlantacarnival.org) or via cashapp \$Patriciaaccba. 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 391675  
 Snellville, GA 30039

**2. VENDORS FEE STRUCTURE AND BOOTH SPACE**

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

- 10'x 10' 10'x20'

The fees for the booth spaces are outlined as follows:

<b>Vendor Types</b>	<b>10' x 10'</b>	<b>10 x 20'</b>
Food Vendor (Caribbean Breakfast/Brunch)	<b>\$300.00</b>	<b>\$400.00</b>
Arts & Crafts Vendors	<b>\$150.00</b>	<b>\$250.00</b>
Organization	<b>\$150.00</b>	<b>\$250.00</b>
Corporate Booths	<b>\$350.00</b>	<b>\$450.00</b>



### **3. 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 arriving late or that do not attend the festival will forfeit all fees paid. No exceptions will be made.**
- 5. Vendors that have reversed fees paid in PayPal are barred from vending with ACCBA in the future.**
- 6. 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.**
- 7. All vendors must provide their own tables, tents, and chairs.**
- 8. All vendors are required to have a multipurpose fire extinguisher and a first aid kit.**
- 9. 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.**
- 10. All vendors must arrive between 8am and 10am for load in on Monday. All vendors must be out of the venue by 10pm. Vendors not following this schedule without prior arrangements with the organization will forfeit their space and all fees paid. No exceptions will be made.**

### **4. 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.

### **5. CANCELLATIONS**

All cancellations received on or before **April 15, 2019**, will be at the discretion of the organization. **No refunds will be given under any circumstances. Legal action will be taken against vendors that participate in ACCBA events and then dispute transactions after the event.**

### **6. 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.

## 7. 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 text, telephone and email. All vendors or their designated representatives are required to attend the vendor meeting or to contact a festival representative for the information. You will be responsible for the information contained therein.**

## 8. LIABILITIES

Each vendor sells crafts, 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.

## 9. RESPONSIBILITY OF VENDORS

- Each vendor must be present with his/her items during the breakfast fete 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.

## 10. ITEMS NOT ALLOWED ON PREMISES

- **Vendors ARE NOT permitted to sell drinks or 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.**

## 11. Admission /Parking Passes:

- Each **vendor** will receive two **(2) wristbands** that allow access to the venue and parking in the designated area. Additional wristbands will be available for \$15 per wristband at the vendors meeting and on carnival day. **Workers without a wristband will not be permitted into the event area. All wristbands must be worn the entire day. PASSES ARE NOT TRANSFERRABLE. Vendors caught giving wristbands to the general public will be escorted out of the village, will forfeit all fees and vendors space and be subject to prosecution.**

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



## **12. PENALTIES**

ACCBA reserves the right to bar any vendor from participating 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.

## **13. RESTRICTIONS**

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

## **14. 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 \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Emergency Contact Name/Phone: \_\_\_\_\_

Referred By: \_\_\_\_\_

- A. Vendor Selection (Please place an "X" beside your choice).
- B. All Food/drink vendors are required to pay a \$10 permit fee.
- C. Vendors fees are non-refundable.

Vendor Type	Booth Space	
Food	10x10 \$300	10x20 \$400
Arts & Crafts	10x10 \$150	10x20 \$250
Organization	10x10 \$150	10x20 \$250
Corporation	10x10 \$350	10x20 \$450



## FOOD VENDORS

**PLEASE BE ADVISED MULTIPLE VENDORS MAY SELL THE SAME ITEMS!**

**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 foods** that will be sold at your booth.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_





**CRAFT/ORGANIZATION/CORPORATE VENDORS**

**PLEASE BE ADVISED MULTIPLE VENDORS MAY SELL THE SAME ITEMS!**

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.

11. \_\_\_\_\_ -

12. \_\_\_\_\_ -

13. \_\_\_\_\_ -

14. \_\_\_\_\_ -

15. \_\_\_\_\_ -

16. \_\_\_\_\_ -

17. \_\_\_\_\_ -

18. \_\_\_\_\_ -

19. \_\_\_\_\_ -

20. \_\_\_\_\_ -



**VENDOR ACCEPTANCE AGREEMENT**

I / We \_\_\_\_\_,  
(PRINT YOUR NAME)

Owner / Operator of \_\_\_\_\_  
(PRINT THE NAME OF BUSINESS)

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 Breakfast Fete to be held on May 27<sup>th</sup>, 2019 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. **No refunds will be given under any circumstances.**

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

\_\_\_\_\_  
Signature Date

**Cashapp/Square Confirmation Number:** \_\_\_\_\_  
(For payments made online- vendors reversing payments after the event will be subject to legal proceedings and barred from vending in the future with ACCBA.)

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

For faster Delivery, please email your application to [secretary.atlantacarnival@gmail.com](mailto:secretary.atlantacarnival@gmail.com).

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**For ACCBA Use Only!**  
**Deposit Received** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Payment Received** \_\_\_\_\_  
**Clean Up Fee Received** \_\_\_\_\_  
**Date Received** \_\_\_\_\_