



# TRINIDAD & TOBAGO CULTURAL SOCIETY

Of  
BRITISH COLUMBIA

130 – 8191 Westminster Highway, Suite 712, Richmond, B.C. V6X 1A7  
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## SCHEDULE “A” RULES & REGULATIONS FOR ALL VENDORS

The North Shore Health Department requires that all food Vendors adhere to the following regulations in order to operate a food booth at the Caribbean Days Festival Event.

1. The Coordinator of a food booth must participate in a food safety course and obtain certification from a municipal health department before operating a food booth at the Festival.
2. The North Shore Health Department must receive completed applications and a food preparation plan for a food booth at least 14 days before the event.
3. A food booth must be completely set up in a “ready to serve” condition, to be inspected by 9:30 am sharp each day of its operation.
4. The prevailing North Shore Temporary Food Establishment bulletin must be adhered to. (This is usually handed out along with the Health Department application form).

### In conjunction with the above, the Event Organizers require that all Vendors adhere to the following:

1. Final assignments of booth spaces will be at the discretion of the Event Organizers and we reserve the right to reassign space assigned to a vendor, for any reason.
2. Unless otherwise agreed to in writing, booth displays will be confined to the allocated contracted space. The Event Organizers will dismantle erection of any apparatus, structures, or signs outside the area of the assigned space.
3. Unauthorized vehicles must be off the site by 9:15 am on each day of the festival. One on-site mobile service unit will be allowed at the rear of the “North Side” vendor’s space. This unit must not exceed a ¾ ton Van or Trailer, (absolutely no trucks allowed).
4. Each Vendor is expected and agrees to maintain the allotted space in a professional, clean and safe manner and to **remove all related garbage and debris, on a regular basis, to the garbage disposal facilities provided.** Pails or buckets must be placed under the sinks provided; all wastewater or used oil collected must be emptied into the Gray-water tanks provided. No waste is to be disposed of on the grounds of the park. Evidence of such action in or around the Vendor’s Space could result in forfeiture of the damage deposit.
5. Sharing or subletting of space is absolutely prohibited. This agreement cannot be altered, changed, modified or otherwise transferred by either party without consent of both parties and shall not be considered a joint venture or partnership between vendors and the sponsoring organization.
6. Setting up may begin as early as 2:30 pm on the Friday and immediately preceding the event. Load-in time will be confirmed closer to the date. However, no sales are to be conducted outside of the authorized hours of 10:00 am and 7:00 pm on the two days of the Event
7. **Spaces are offered on a first come first served basis when all fees including damage deposit are fully paid and depending on availability.**



**Rules & Regulations..... Caribbean Days Schedule A .....2010 (Continued)**

8. Trinidad & Tobago Cultural Society of BC is not responsible for any equipment or personal property left on site by a Vendor. While there will be general security patrolling the Event site from the Friday evening setup – 7:00 pm, until Sunday night take down – 10:00 pm, Vendors are responsible for the security of all of their personal property.
9. Vendors shall submit ID – Driver’s license, or other picture ID, and must be able to provide Event Organizers with proof of prior business experience related to the handling of food.
10. All merchandise and equipment must be placed within the confines of each Vendor’s rented tent space and authorized mobile Vehicle or Trailer at the rear of the tent if applicable.
11. Absolutely no fees will be refunded if the Vendor cancels participation at the Event after the June 1<sup>st</sup> deadline. Any appeal for consideration, will be at the recommendation of the Event Organizers and decided upon by the Board of Trinidad & Tobago Cultural Society of BC.
12. The applicant undertakes to observe all the rules and regulations, which are imposed by the Event Organizers and its agents, and the City of North Vancouver and their representatives generally or specifically in respect of the space which is being used.
13. Absolutely no alcohol or drugs are permitted in a Vendor’s booth or on site at any time. Violator rights and privileges to participate at the Event will be immediately revoked for this and future Events of the Trinidad & Tobago Cultural Society of BC.
14. In signing this application form, a Vendor hereby agrees to and indemnify and hold harmless and defend the Event volunteers or employees from and against any and all liability, responsibility, loss, damage, cost or expenses of any kind including but not limited to costs, interest, or attorneys fees which T&TCSBC may incur, suffer, be put to pay or be required to pay, incident to or arising directly/indirectly from any intentional or negligent act or omission by the Vendor.
15. The Event Organizers reserve **the right to revoke the privileges of admission and sales at the Festival of any Vendor violating this agreement.** The Event Organizers will determine violations and there will be no refunds of any money deposited, or due to the Vendor.

The Vendor is assumed to have read these Rules & Regulations for participation at the Caribbean Days Festival and that by submitting the Vendor’s Registration Forms; the Vendor confirms the vendor’s acceptance of all terms and conditions as setout.

**SPACES ARE OFFERED ON A FIRST COME FIRST SERVED BASIS WHEN ALL FEES INCLUDING DAMAGE DEPOSIT ARE PAID AND DEPENDING ON AVAILABILITY.**

**Please make Certified Cheques, Bank Drafts or Money Orders payable to  
The Trinidad & Tobago Cultural Society of B.C.**

**DO NOT SEND CASH IN MAIL**

**(The Society reserves its right to determine vendors’ participation)**

