TRINIDAD & TOBAGO CULTURAL SOCIETY OF BC
PRESENTS
THE CARIBBEAN DAYS FESTIVAL
JULY 25-26, 2020

The Caribbean Days Festival takes place in North Vancouver's Scenic Waterfront Park, and, as is the case every year, it wouldn't be the same without our incredible sponsors and vendors Caribbean Days attracts tens of thousands of visitors each year. It's proven to be a lucrative opportunity for established businesses and food services enterprises with the ability to assemble a team and serve food to a large crowd.
If you've never joined us before or just starting out, this is an amazing opportunity to introduce your food services to an engaged and diverse audience.

SPONSORSHIP
Looking to elevate your product and provide customer appreciation?

- With over 20,000 daily visitors at the festival, Caribbean Days Festival can help you achieve your goals.
- We have a variety of sponsorship options that is available and extends to our programming booklet.
- We design our sponsorship partnership to align with the applicant and we are always excited to hear your ideas as well, from exclusivity of product to patrons or opportunities to host private events.
- Through sponsorship, it helps us to underwrite our volunteer costs, payments to the artists, cultural community events, exhibits costs and infrastructure costs

PLEASE READ THE NEW INFO BELOW CAREFULLY BEFORE COMPLETING APPLICATION

IMPORTANT DATES FOR ALL VENDORS

Payment due dates: (See 'Payment Details" below)

July 5th • **Vendor Application deadline**

July 8th: • All Fees Due and Paid in Full

July 10th

- Food Trucks Operating in the City of North Vancouver requires Fire Department approval by meeting all the requirements contained within Section 705 (4) of the Fire Bylaw No. 7709.
- Food Truck requires BC Safety Authority "Mobile Outdoor Food Service Certification".
- Food Vendors and Amusements require liability Insurance $5m. Email COPY to vendor@caribbeandays.ca
    - Food Vendors with a reefer or truck to be located on site must inform the administrator

July 15th

- Cancellation request must be received no later than July 15th at which time 50% of the rental fee will be applied

July 20

- VENDOR CONFIRMATIOM. Deadline to inform Vendors of their acceptance or refusal into the Festival
- Vendor will receive a confirmation email when application fee is received in full and application has been approved.
- Vendor load in schedule completed and provided to vendors

Friday July 24th, 1pm - 8 pm

- VENDORS LOAD IN :
    - North side: 1- 8 pm
    - South side: 2 – 8 pm
    - As per supplied schedule or unless otherwise approved by the administrator.

Saturday July 25th. - 9am

- Vendors Vancouver Coastal Health Booth Inspection – Health Services Inspectors will be on site to ensure all safety standards are adhered to. All instructions and advisements by the Health Inspector must be adhered to. To not do so is grounds for removal from the Festival.
- The City Fire Dept. The City of North Vancouver Fire Department inspector has the authority to inspect any Vendor structure at any time

Saturday July 25th. - 10am

- Caribbean Days Festival opens for business. All vendors are required to be open during operating hours

Sunday July 26th 7 pm

LOAD OUT SCHEDULE

- Please advise vendor administrator or coordinator if you wish to tear down early
- All Vendors and equipment must load out and be off site by 9:30 pm.
- Site must be left clean and free of garbage and debris.
    - Failure to comply will result in loss of security deposit result and all materials left on site will be removed at the expense of the owner.

PAYMENT DETAILS

VENDOR FEES

DIMENSIONS	ZONE	RENTAL	SECURITY DEPOSIT	Table '6'	Table 8'	Chairs	Water/ sink combi	Power
Food Vendors								
10 X 20 Single	N	$ 2,375.	$ 350.	4	3	2	.5	Yes
20 X 20	N	$ 3,500.	$ 350.	3	7	4	1	Yes
Mobile Less than 15'	N	$ 975.	$ 350	0	0	0	N/A	N/A
Mobiles more than 15'	N	$100/FT	$ 350	0	0	0	N/A	N/A
Mobile vendor south	S	$ 800.	$ 350.	0	0	0	NO	NO
Ice cream Mobile	S	$700	$150	0	0	0	N/A	N/A
Ice cream cart Mobile	N/S	$ 500.	$ 150.	0	0	0	NO	NO
Arts Crafts & Merchandising								
1/4 of 20 x 20 tent	S	$ 500.	$ 150.	0	2	2	NO	NO
10x 10	S	$ 720.	$ 150	1	2	2	NO	NO
10 x 20	S	$ 1,000.	$ 150	2	2	2	NO	NO
20 x 20	S	$ 2,000.	$ 150	0	4	4	NO	NO
SPACE ONLY	NA	NA	NA	NA	NA	NA	NA	NA
Family Amusement								
Henna Tattoo etc. - Space Only	S	$ 600.	$ 150	0	0	0	NO	NO
Henna Tattoo etc. - supplied tent	S	$ 720.	$ 150	0			NO	NO
Kids Attraction - 1 Amusement Ride	S	$ 700.	$ 150	0	0	0	NO	NO
Kids attraction - 2 Amusement Rides	S	$ 900.	$ 150	0	0	0	NO	NO
Kids Attraction - 3 Amusement	S	$ 1,600.	$ 150	0	0	0	NO	NO
Promotions								
Large Tent or Branded Vehicle: 20x20;	S	$ 3,500.	$ 350	0	4	4	NO	NO
Small Tent or Branded Vehicle:10x20	S	$ 1,500	$ 200	0	2	2	NO	NO
Branded Vehicle Parade	S	$ 300.	N/A				NO	NO
Branding Only - No Tent	S	$ 600.	N/A				NO	NO
Non Profit - Shared	S	$ 450.	N/A	0	2	2	NO	NO
ZONE: N = North, S = South								

PAYMENT SCHEDULE AND INSURANCE

Application deadline July 5th 2020

Early Bird Discount

- $100 will be credited if full payment is received by June 5th

Fees can be paid in Full or by Installment as follows:

1. **Option 1:** All Fees Due and Paid in Full by July 5th 2020
2. **Option 2:**
    1. 50% of Total Fees (Deposit), paid by June 26th 2020 - to secure space.
    2. Balance of total fees paid by July 5th 2020.
3. After due date specified, a $100.00 will be charged

Payment type Accepted:

- Certified Checks, Paypal, E-Transfer, Bank Drafts or Money Orders.

Please note the following: Separate payments are required for:

1. Security/Damage Deposit
2. Rental Fee

Payment made out to:

Trinidad & Tobago Cultural Society of BC
Vendor Administrator,
635 – 4974 Kingsway, Burnaby, BC,
V5H 4M9

INSURANCE: OPERATORS LIABILITY: Food vendors and amusements:

- Insurance required: $5 million
- Coverage period: Friday, July 24, 2020, at 12 Noon
  To Sunday, July 26, 2020 at 11:59 pm

Certificate of Insurance must have the following parties listed as insured:

- The Trinidad & Tobago Cultural Society of BC
- District of North Vancouver & City of North Vancouver
- North Vancouver Recreation and Culture Commission
- North Vancouver School District
- Please email a copy of your insurance to vendor@caribbeandays.ca

LOAD IN SCHEDULE

- The load in schedule will be emailed to you on/or about July 20
- All Vendors must comply with the Load in Schedule as set. **NO EXCEPTIONS WILL BE MADE UNLESS PRIOR APPROVAL HAS BEEN GRANTED.**
- Vendors are not to arrive prior to their set time. Staff will be on site to ensure all Vendors comply with their designated time

FIRE INSPECTIONS

- Food Vendors will be required to provide a class C Fire Extinguisher for their booth. The North Vancouver Fire Inspector has the authority to inspect any Vendor structure at any time.

ALLOTMENT OF SPACE

- The Vendor may only occupy space that has been specifically allotted to them. Booth space may not be shared unless agreed upon in writing by the Vendor Administrator.

WATER AND SEWER

- Hook-up and removal of water/sink and grey water tank are arranged by the Caribbean Days Festival. No Vendor may perform hook ups or disconnections independently.
- Mobile food vendors will pay additional fees should a plumber be needed for a special hook up. Minimum charge will be $150.00.

ELECTRICAL HOOKUP

- Caribbean Days Festival will supply power hookup and disconnection to each food booth except mobile vendors

- If a Vendor requires 50 + amps, the Vendor must purchase additional power at a rate of $100 per additional 50 amp service. Under NO circumstances are Vendors authorized to alter their power hookup, as this constitutes a violation of Provincial Law.

- Electricians will be on site during move in to ensure proper connections. The Vendor Coordinator will be the first point of contact to address any and all electrical needs. A Vendor will pay additional fees should an electrician need to be called to address power concerns caused by misuse or overloading power panels. Minimum charge $150.00.

PERMITS AND INSURANCE

- All Food Vendors must have appropriate City of North Vancouver Licenses/Permits and insurance for the operation of their booth All Vendors must obtain a minimum of

$5,000,000 Commercial General Liability Insurance naming parties noted above as additional insured. Proof of insurance is required for acceptance into the Festival.

RECYCLING / GO GREEN

- No Styrofoam of any type will be permitted on the Festival site. Biodegradable and/or corn based plates, cups and utensils must be used by Vendors

PARKING

- There is NO Vendor parking anywhere on the Festival site.

SECURITY

- Security personnel are on site at the Festival; however, Caribbean Days Festival will not be held responsible for lost or stolen property. In case of security or safety questions or concerns during the Festival, please contact the site security

STAFF AND VENDOR ON SITE CONTACT

- Any person left in charge of a booth must at least 18 years of age. If the owner, or person signing the Vendor Contract will not be on site at the Festival, the name of the person responsible for the booth, as designated by the licensee, must be made available to the Vendor Administration coordinator

VENDOR SELECTION

- Applying to be a Festival Vendor does not guarantee you space at the Festival. All information must be complete and accurate. Failure to complete all areas will delay your application. From the information provided, we will choose vendors and allocate space as fairly as possible.

Please note that by submitting your application you acknowledge that you have read the information package.

Contact info: Irma Mohammed

Phone:

Email vendor@caribbeandays.ca