



## TRINIDAD & TOBAGO CULTURAL SOCIETY OF BRITISH COLUMBIA

4974 Kingsway Avenue, Suite 635, Burnaby BC, V5H 4M9  
Hotline: 604-515-2400 • Email: [info@ttsbc.org](mailto:info@ttsbc.org)  
[www.ttsbc.org](http://www.ttsbc.org) • [www.caribbeandays.ca](http://www.caribbeandays.ca)

### CARIBBEAN DAYS FESTIVAL TOWN CENTRE PARK , COQUITLAM, BC JULY 29 & 30, 2023

#### OUTDOOR VENDOR APPLICATION

*Festival Arts and Crafts Market*

*Amusements: Rides and Entertainment*

The Caribbean Days Festival would not be the same without our incredible vendors. Caribbean Days attracts tens of thousands of visitors each year and plays home to a number of clothing, jewelry and other arts and crafts purveyors in a colourful and captivating public market format. Amusement vendors such as ride operators, henna tattoo, balloon artists and jugglers also add fun and excitement to the Festival's family fun zone activities.

If you have never joined us before or are just starting out, this is an amazing opportunity to introduce your goods or services to an engaged and diverse audience.

#### **Arts, Crafts, Clothing and Retail Vendors:**

To qualify for vendor status, you must agree to obtain:

- Operator's Liability Insurance;
- A Provincial and/or Municipal License, if applicable;
- Provincial and/or Municipal Health-Board Compliance Certificate, where applicable; and
- A damage deposit of \$150 is also required.

*No electricity or running water is supplied with these facilities.*

#### **Amusements: Rides and Entertainment:**

To qualify for vendor status, you must agree to obtain:

- Operator's Liability Insurance;
- A Provincial and/or Municipal License, if applicable;
- Provincial and/or Municipal Health-Board Compliance Certificate, where applicable; and
- A damage deposit of \$150 is also required.

*No electricity or running water is supplied with these facilities.*

**BEFORE COMPLETING THE APPLICATION, PLEASE CAREFULLY READ THE INFORMATION BELOW REGARDING REQUIREMENTS AND IMPORTANT DATES FOR ALL VENDORS.**



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## VENDOR REQUIREMENTS AND RESPONSIBILITIES

### 1) FINANCIAL TERMS

- Please see vendor fee list in Appendix A (Page 9) and select the space size you will require.
- Early Bird Discount: \$100 will be credited if full payment is received by June 9, 2023.
- Fees can be paid in full or by installment as follows:
  - Option 1: All fees due and paid in full by June 28, 2023.
  - Option 2:
    - 1) 50% of total fees will be paid as a deposit to secure space by June 16, 2023.
    - 2) The balance of the total fees paid by June 28, 2023.
- After the June 28, 2023 due date, a \$100 late fee will be charged.
- Payment type Accepted:
  - Certified Checks, Paypal, E-Transfer, Bank Drafts or Money Orders.
  - Separate payments are required for:
    - Security/Damage Deposit
    - Rental Fee
- Payment must be made out to:  
Trinidad & Tobago Cultural Society of BC  
Vendor Administrator  
635 – 4974 Kingsway, Burnaby, BC  
V5H 4M9
- Cancellation request must be received no later than July 8, 2023 at which time 50% of the rental fee will be refunded.

### 2) PERMITS AND OPERATORS LIABILITY INSURANCE

- All Vendors must have appropriate City of Coquitlam Licenses/Permits and insurance for the operation of their booth.
- All Vendors must obtain a minimum of \$5,000,000 (five million) Commercial General Liability Insurance naming the following parties as insured:
  - Trinidad & Tobago Cultural Society of BC
  - City of Coquitlam
- The Certificate of Insurance must name both of these parties as insured.
- Coverage period: Friday July 28, 2023 at 12:00pm to Sunday July 30, 2023 at 11:59pm.
- Proof of insurance is required for acceptance into the Festival.
- Please email a copy of your insurance to [vendor@caribbeandays.ca](mailto:vendor@caribbeandays.ca)

### 3) LOAD-IN SCHEDULE

- 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.

### 4) 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.



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**5) WATER AND SEWER**

- No electricity or running water is supplied for outdoor (non-food) vendors.

**6) ELECTRICAL HOOKUP**

- No electricity or running water is supplied for outdoor (non-food) vendors.

**7) RECYCLING / GO GREEN**

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

**8) PARKING**

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

**9) 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.

**10) STAFF AND VENDOR ON SITE CONTACT**

- Any person left in charge of a booth must be 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.

**11) VENDOR ORIENTATION MEETING**

- The approved vendor agrees to send at least one representative to attend a mandatory Vendor Orientation Meeting to be held on Wednesday June 28, 2023. Time and location to be confirmed upon confirmation of successful application.

**12) 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.

**IMPORTANT DATES**

**1) June 16, 2023: Vendor application deadline.**

1. Outdoor Vendor Application (this document) must be completed in full and submitted by email.

**2) June 28, 2023: Liability insurance and full fee payment deadline.**

1. Food Vendors require liability Insurance of \$5million naming the following as insured:
  - Trinidad and Tobago Cultural Society of BC
  - City of CoquitlamEmail a copy of the insurance certificate to [vendor@caribbeandays.ca](mailto:vendor@caribbeandays.ca)



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2. All fees need to be paid in full.

**3) June 28, 2023: Vendor orientation meeting.**

- All approved vendors will be required to send at least one representative to attend a mandatory Vendor Orientation Meeting to be held on Wednesday June 28, 2023. Time and location to be confirmed upon confirmation of successful application.

**4) July 8, 2023: Cancellation deadline.**

- Cancellation request must be received no later than July 8, 2023 at which time 50% of the rental fee will be refunded.

**5) July 28, 2023: Set up.**

- 1:00pm to 8:00pm Arts/Crafts/Amusement vendors load-in schedule.

**6) Saturday July 29, 2023: Festival Day One.**

- **9:00am** - Vendors Booth Inspection
- Fraser 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 of Coquitlam inspector has the authority to inspect any Vendor structure at any time
- **10:00am** - Caribbean Days Festival opens for business. All vendors are required to be open during operating hours
- **8:00pm** End of sales for Day One.

**7) Sunday July 30, 2023: Festival Day Two.**

- 11:00am - Caribbean Days Festival opens for business
- **7:00pm** - Vendors load out begins.
- Please advise the 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.



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**OUTDOOR VENDOR (Arts/Crafts/Amusement) APPLICANT INFORMATION**

**1. BUSINESS NAMES**

Company Name: \_\_\_\_\_

Caribbean Days Festival Booth Name: \_\_\_\_\_

**2. CONTACT DETAILS**

Contact Person First Name: \_\_\_\_\_

Contact Person Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

**3. SOCIAL MEDIA**

Website Address: \_\_\_\_\_

Facebook Address: \_\_\_\_\_

Instagram Address: \_\_\_\_\_

Twitter Address: \_\_\_\_\_



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**4. SPACE, POWER AND WATER REQUIREMENTS**

A. What type of goods or services will you be selling / providing?

\_\_\_\_\_

B. What space size will you require (as per Vendor Fee List on Page 9)?

\_\_\_\_\_

C. Frontage (Length): \_\_\_\_\_

D. Depth (Width): \_\_\_\_\_

E. Booth Height: \_\_\_\_\_

F. Does your booth require power or grey water service?

N/A

G. A photo of your concession is required. Please attach to this application.

N/A

**5. HISTORY**

Have you previously been a vendor at the Caribbean Days Festival?

Yes

No

The last year you were a vendor was? \_\_\_\_\_

Under what name were you a vendor? \_\_\_\_\_

**6. STAFFING**

Please indicate the number of workers you plan to have on site on each day of the Festival. \_\_\_\_\_

**7. FEES**



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Based on the space size required, please indicate what your rental fee will be (as per Vendor Fee List on Page 9)? \$ \_\_\_\_\_

Based on the space size required, please indicate what your security deposit will be (as per Vendor Fee List on Page 9)? \$ \_\_\_\_\_

## 8. TERMS

This application in no way implies or guarantees that a vendor space will be offered to you. All applications are subject to review and approval by the Caribbean Days Festival Committee. A confirmation email and agreement will be sent to all successful applicants. Unsuccessful applicants will be notified by email.

**Financial Terms:** A security deposit (as per the Vendor Fee List (on Page 9) is required to secure your spot once you have been notified that you have been selected to participate. GST included. **NO REFUNDS** if vendor is non-compliant with Caribbean Days Festival.

**I wish to apply for a vendor spot at the 2023 Caribbean Days Festival and hereby declare that the information I have provided is true to the best of my knowledge.**

**I understand that this application does not guarantee a spot.**

**I understand the financial terms outlined in this application.**

**By submitting my application I acknowledge that I have read the information included in this nine page document.**

**Signature:** \_\_\_\_\_

**Name (Printed):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE EMAIL THIS COMPLETED VENDOR APPLICATION FORM ALONG WITH A PHOTO OF YOUR CONCESSION TO:**

**Caribbean Days Festival Vendor Coordinators:  
Dharrol Alves and Colin Orié**

**Email: [vendor@caribbeandays.ca](mailto:vendor@caribbeandays.ca)**



## APPENDIX A

### VENDOR FEES

| FOOD CONCESSIONS                    |          |                  |           |          |        |                   |       |
|-------------------------------------|----------|------------------|-----------|----------|--------|-------------------|-------|
| DIMENSIONS                          | RENTAL   | SECURITY DEPOSIT | Table '6' | Table 8' | CHAIRS | WATER/ SINK COMBI | POWER |
| 10 X 20 Single                      | \$2,450  | \$350            | 4         | 3        | 2      | .5                | YES   |
| 20 X 20                             | \$3,500  | \$350            | 3         | 7        | 4      | 1                 | YES   |
| Mobile Less than 15'                | \$1,000  | \$350            | 0         | 0        | 0      | N/A               | N/A   |
| Mobiles more than 15'               | \$100/FT | \$350            | 0         | 0        | 0      | N/A               | N/A   |
| Mobile vendor                       | \$ 800   | \$350            | 0         | 0        | 0      | NO                | NO    |
| Ice cream Mobile                    | \$700    | \$150            | 0         | 0        | 0      | N/A               | N/A   |
| Ice cream cart Mobile               | \$500    | \$150            | 0         | 0        | 0      | NO                | NO    |
| ARTS / CRAFTS & MERCHANDISING       |          |                  |           |          |        |                   |       |
| DIMENSIONS                          | RENTAL   | SECURITY DEPOSIT | Table '6' | Table 8' | CHAIRS | WATER/ SINK COMBI | POWER |
| 10x 10                              | \$750    | \$150            | 1         | 2        | 2      | NO                | NO    |
| 10 x 20                             | \$1,000  | \$150            | 2         | 2        | 2      | NO                | NO    |
| 20 x 20                             | \$2,000  | \$150            | 0         | 4        | 4      | NO                | NO    |
| SPACE ONLY                          | \$500    | \$150            | NA        | NA       | NA     | NA                | NA    |
| FAMILY AMUSEMENT                    |          |                  |           |          |        |                   |       |
| DIMENSIONS                          | FEE      | SECURITY DEPOSIT | Table '6' | Table 8' | CHAIRS | WATER/ SINK COMBI | POWER |
| Henna Tattoo etc. - Space Only      | \$500    | \$150            | 0         | 0        | 0      | NO                | NO    |
| Henna Tattoo etc. - supplied tent   | \$750    | \$150            | 0         | 0        | 0      | NO                | NO    |
| Kids Attraction - 1 Amusement Ride  | \$700    | \$150            | 0         | 0        | 0      | NO                | NO    |
| Kids attraction - 2 Amusement Rides | \$900    | \$150            | 0         | 0        | 0      | NO                | NO    |
| Kids Attraction - 3 Amusement Rides | \$1,600  | \$150            | 0         | 0        | 0      | NO                | NO    |

### PROMOTIONAL DISPLAYS

|                        |         |       |   |   |   |    |    |
|------------------------|---------|-------|---|---|---|----|----|
| 10x 10 Booth Marketing | \$1,500 | \$150 | 0 | 0 | 0 | NO | NO |
|------------------------|---------|-------|---|---|---|----|----|