



TRINIDAD & TOBAGO CULTURAL SOCIETY OF BRITISH COLUMBIA

4974 Kingsway Avenue, Suite 635, Burnaby BC, V5H 4M9
Hotline: 604-515-2400 • Email: info@tcsbc.org
www.tcsbc.org • www.caribbeandays.ca

CARIBBEAN DAYS FESTIVAL TOWN CENTRE PARK , COQUITLAM, BC JULY 27 & 28, 2024

FOOD VENDOR APPLICATION

The Caribbean Days Festival would not be the same without our incredible vendors. Caribbean Days attracts tens of thousands of visitors each year. It has proven to be a lucrative opportunity for established businesses and food services enterprises who have the ability to assemble a team and serve food to a large crowd.

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

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

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 **May 31, 2024**.
- Fees can be paid in full or by installment as follows:
 - Option 1: All fees due and paid in full by **June 14, 2024**.
 - Option 2:
 - 1) 50% of total fees will be paid as a deposit to secure space by **May 31, 2024**.
 - 2) The balance of the total fees paid by **June 14, 2024**.
- After the **June 14, 2024** 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
E-Transfer to payments@caribbeandays.ca



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- Cancellation request must be received no later than **July 5, 2024** at which time 50% of the rental fee will be refunded.

2) PERMITS AND OPERATORS LIABILITY INSURANCE

- All Food Vendors must have appropriate City of Coquitlam Licenses/Permits and insurance for the operation of their booth.
- All Food Vendors and Inflatable operators 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 26, 2024 at 12:00pm to Sunday July 28, 2024 at 11:59pm.**
- Proof of insurance is required for acceptance into the Festival.
- Please email a copy of your insurance to 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) FIRE INSPECTIONS

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

5) 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.
- Please note that Vendors applying for 'SPACE ONLY' will not be supplied with tables and chairs.

6) 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.

7) 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.

8) 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.

9) PARKING

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

10) 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.

11) 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.

12) 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 26, 2024**. Time and location to be confirmed upon confirmation of successful application.

13) 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 14, 2024: Vendor application deadline.**

1. Food Vendor Application (this document) must be completed in full.
2. All food vendors must complete and submit a Fraser Health Temporary Food Premises Application form (link on the Caribbean Days Festival website) to accompany this application.

(Food vendors from regions outside of BC will require a valid Vancouver Coastal Health food permit to be accepted at the Caribbean Days Festival).

2) **June 14, 2024: 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



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- City of Coquitlam
Email a copy of the insurance certificate to vendor@caribbeandays.ca
2. All fees need to be paid in full.
 - 3) **June 26, 2024: 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) **June 14, 2024: Approved inspection deadline.**
 - All food trucks require an approved Fire Inspection from the Coquitlam Fire and Rescue Department.
 - Vendors will need to arrange this inspection themselves.
 - Coquitlam Fire Department - Telephone: 604-927-6400. Email: firerescue@coquitlam.ca.
 - Caribbean Days Festival will not be able to permit operation of a food truck without an approved fire inspection.
 - 5) **July 5, 2024: Cancellation deadline.**
 - Cancellation request must be received no later than July 5, 2024 at which time 50% of the rental fee will be refunded.
 - 6) **Friday July 26, 2024: Set up.**
 - **11:00am to 8:00pm** Food vendors load-in schedule.
 - 7) **Saturday July 27, 2024: 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) **Sunday July 28, 2024: 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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VENDOR APPLICANT INFORMATION

1. BUSINESS NAMES

Company Name: _____

Food Concession / Food Truck 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 concession is this?

- Truck
- Trailer
- Tent or Cart
- Other _____

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?

- Yes
- No

G. Do you require grey water service?

- Yes
- No

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

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? _____



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6. MENU

Please list your proposed menu items and prices for the Caribbean Days Festival.

	MENU ITEM	PRICE
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
11.		\$
12.		\$

7. STAFFING

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

8. FEES

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)? \$ _____



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9. 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 or Fraser Health Authority.

I wish to apply for a vendor spot at the 2024 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 AND THE FRASER HEALTH TEMPORARY FOOD PREMISES APPLICATION FORM, ALONG WITH A PHOTO OF YOUR CONCESSION TO:

**Caribbean Days Festival Vendor Coordinator:
Irma Mohammed**

Email: 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	1	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	N/A	N/A	N/A	N/A	N/A
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							
DIMENSIONS	FEE	SECURITY DEPOSIT	Table '6'	Table 8'	CHAIRS	WATER/ SINK COMBI	POWER
	\$1,500	\$150	0	2	2	NO	NO