



Trinidad & Tobago Cultural Society Of British Columbia
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Burnaby, BC V5H 4M9
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CARIBBEAN DAYS FESTIVAL TOWN CENTRE PARK, COQUITLAM, BC GENERAL VENDOR APPLICATION (NON-FOOD)

Caribbean Days Festival attracts tens of thousands of visitors each year, and it would not be the same without our incredible vendors. CDF has proven to be a lucrative opportunity for established businesses who can bring clothing, jewelry and other arts and crafts to a large crowd, as well as amusement ride operators, henna tattoo and balloon artists and jugglers who add excitement to the Festival. Join us for an amazing opportunity to introduce your service to a diverse audience.

VENDOR REQUIREMENTS AND RESPONSIBILITIES

*Please see Fees Schedule to select the space type you will require.
No electricity or running water is supplied with non-food facilities.
Food operators: please obtain our Food Vendor Application.*

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

1) TERMS

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

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

- All dates in this document are understood to apply to the year **2025**.
- Upon application approval, 50% of rental fees may optionally be paid in advance as a deposit to help secure your space.
- All fees are due to be paid in full by **June 15th**.
- Payment types accepted: Certified Cheque, PayPal, E-Transfer, Bank Drafts or Money Order.
- Separate payments are required for:
 - Security/Damage Deposit
 - Rental Fee
- Payment to be made out to:
Trinidad & Tobago Cultural Society of BC
Vendor Administrator
635 – 4974 Kingsway, Burnaby, BC V5H 4M9
- E-Transfers may be sent to payments@caribbeandays.ca.
- Cancellation requests must be received no later than **July 1st**, 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 Food Vendors and Inflatable operators must obtain a minimum of \$5,000,000 (five million) Commercial General Liability Insurance.
- The Certificate of Insurance must name both of these parties as insured:
 - **Trinidad & Tobago Cultural Society of BC**
 - **City of Coquitlam**
- Coverage period: **Friday** July 25th at 12:00pm to **Sunday** July 27th 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) 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.

5) WATER AND SEWER

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

6) ELECTRICAL HOOKUP

- No electricity or running water is supplied for 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. Time and location will be confirmed in advance.

12) APPLICATION APPROVALS

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

GENERAL VENDOR APPLICATION FORM

BOOTH SELECTION & FEES SCHEDULE

Indicate which booth type you are applying for with an X in first column.

ARTS / CRAFTS & MERCHANDISING								
	Tent/Type	Fee	Deposit	Table 6'	Table 8'	Chairs	Sink/Water	Power
	10x 10	\$800	\$150	1	2	2	NO	NO
	10 x 20	\$1,050	\$150	2	2	2	NO	NO
	20 x 20	\$2,050	\$150	0	4	4	NO	NO
	SPACE ONLY	\$550	\$150	N/A	N/A	N/A	N/A	N/A
FAMILY AMUSEMENT								
	Tent/Type	Fee	Deposit	Table 6'	Table 8'	Chairs	Sink/Water	Power
	Henna Tattoo etc. Space Only	\$550	\$150	0	0	0	NO	NO
	Henna Tattoo etc. Supplied Tent	\$800	\$150	0	0	0	NO	NO
	Kids Attraction - 1 Amusement Ride	\$750	\$150	0	0	0	NO	NO
	Kids attraction - 2 Amusement Rides	\$950	\$150	0	0	0	NO	NO
	Kids Attraction - 3 Amusement Rides	\$1,650	\$150	0	0	0	NO	NO
PROMOTIONAL DISPLAYS								
	Tent/Type	Fee	Deposit	Table 6'	Table 8'	Chairs	Sink/Water	Power
	Small Tent or Branded Vehicle	\$1,550	\$150	0	2	2	NO	NO
COMMUNITY ORGANIZATIONS								
	Tent/Type	Fee	Deposit	Table 6'	Table 8'	Chairs	Sink/Water	Power
	10 x 10	\$250	\$150	0	2	2	NO	NO

1. BUSINESS NAMES

Company Name: _____

Booth Name: _____

2. CONTACT DETAILS

Contact Person: _____

Street Address: _____

City, Province: _____

Postal Code: _____

Cell Phone Number: _____

Email Address: _____

3. SOCIAL MEDIA

Web Address: _____

Facebook URL: _____

Instagram Handle: _____

TikTok Handle: _____

4. SPACE, POWER AND WATER REQUIREMENTS

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

B. Which tent size / will you require (as per Fees Schedule above)?

C. Frontage (Length): _____

D. Depth (Width): _____

E. Booth Height: _____

F. 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? [] Same Other: _____

6. STAFFING

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

7. FEES

Based on the space size required, please indicate what your rental fee will be (as per Fees Schedule)? \$ _____

Based on the space size required, please indicate what your security deposit will be (as per Fees Schedule)? \$ _____

8. APPLICATION 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 Fees Schedule) 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 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 entire document.

Signature: _____

Name (Printed): _____

Date: _____

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

Caribbean Days Festival Vendor Coordinator
Email: vendor@caribbeandays.ca

IMPORTANT DATES

1) **June 15: Vendor application deadline**

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

2) **June 15: Liability insurance and full fee payment deadline**

1. Food Vendors require liability Insurance of \$5,000,000 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
2. All fees need to be paid in full.

3) **Vendor Orientation Meeting**

- The approved vendor agrees to send at least one representative to attend a mandatory Vendor Orientation Meeting. Time and location will be confirmed in advance.

4) **July 1: Cancellation deadline**

- Cancellation requests must be received no later than July 1st, at which time 50% of the rental fee is eligible to be refunded.

5) **Friday July 25 - 1:00pm to 8:00pm: Site Setup**

- General vendors load-in schedule

6) **Saturday July 26, 2025: 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

7) **Sunday July 27, 2025: Festival Day Two**

- **11:00am** - Caribbean Days Festival opens for business.
- **8:00pm** - 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.