



## **Charlotte Caribbean Festival Association (CCFA)**

P.O. Box 43135

Charlotte, NC 28215

Telephone: 704-369-3449 / 704-756-2738

Email: [ccfamail@carolina.rr.com](mailto:ccfamail@carolina.rr.com)

Website: [www.charlottecaribbeanfestival.com](http://www.charlottecaribbeanfestival.com)

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## **Charlotte Caribbean Festival**

### **CRAFTS AND OTHER NON-FOOD VENDOR INFORMATION PACKAGE**



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Dear Vendor:

Thank you for your interest in the 11<sup>th</sup> Annual Charlotte Caribbean Festival as we celebrate the island of St. Lucia.

The Charlotte Caribbean Festival will be held on **Saturday, July 30, 2011** at **The Metrolina Tradeshow Expo**, Statesville Road, Charlotte, North Carolina.

### PLEASE READ CAREFULLY:

**There is a separate clean up fee deposit of \$50 which must be submitted along with the application. This amount will be refunded by mail after your booth has been inspected and is considered clean according to the guidelines. All Vendors are responsible for providing their own tent. Tents must be flame-resistant and no larger than size 10 X 10.**

**The floor of the Festival Village is GRASS. All Vendors are responsible for securing their tents safely to the surface.**

### FEES

PRODUCT CATEGORY	RENTAL FEE	CLEAN UP DEPOSIT	TOTAL DUE
CRAFTS/T-SHIRTS/JEWELRY, ETC	\$275	\$50	<b>\$325</b>
SHAVE ICE / SNOW CONES, ETC	\$300	\$50	<b>\$350</b>
PUSH CART	\$150	NO SPACE ALLOCATION	<b>\$150</b>
DISPLAY ONLY	\$100	N/A	<b>\$100</b>

To be assigned a vending space, the following items must be submitted:

1. Completed and signed CCFA Vendor application.
2. Check or Money Order in the amount listed above made payable to **Charlotte Caribbean Festival Association.**

**Deadline to submit the above items to the Festival Committee is:**

**June 30, 2011 NO EXCEPTIONS.**

Vendor fees are non-refundable.

Any questions, please call Audrey Adams at 704-756-2738 or Veronica Todd at 704-369-3449

Sincerely,

**Vendor Relations Committee**



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### **CRAFTS & NON-FOOD VENDOR GUIDELINES:**

#### **Set Up & Break Down Guidelines**

- ❖ Set up begins on the day of the festival at 7:30 a.m. and must be completed by 9:00 am.
- ❖ Breakdown is to begin no earlier than 8:00 PM and completed no later than 9:00 PM
- ❖ After closing, Vendor booths must be clean and ready for inspection at 9:00 p.m. To be eligible for refund of the clean up deposit, all trash must be placed in the appropriate receptacles. Your deposit of \$50 will be returned to you by mail.
- ❖ All vendors are required to provide their own tent. Vendors are allowed a maximum tent size of 10 x 10.
- ❖ There must be a person staffing the booth at all times.
- ❖ Vendors are allowed FREE entry for 2 helpers. All others must pay the entry fee of \$10 each.
- ❖ Vendor agrees to maintain a clean and neat appearance of their area

#### **Operation Guidelines**

- ❖ Vendors are not permitted to leave personal vehicles in the Festival Village after unloading. Vendors will be responsible for the cost of parking personal vehicles in adjacent parking lots.
- ❖ Vendors are not permitted to erect ANYTHING on fences, trees or wall.
- ❖ **NO VENDOR IS TO SELL WATER, SODAS OR ALCOHOL. Ethnic Sodas and drinks are allowed. Please specify the brand of ethnic sodas or drinks on your application.**
- ❖ Vendors are responsible for providing their own power supply.
- ❖ Vendors are responsible for bringing their water supply.
- ❖ Vendors with any apparatus that generates large amount of smoke must inform the Festival Committee in advance.
- ❖



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- ❖ All Vendors using any form of flammable products (PROPANE GAS) must obtain and have at all times at their booth site a FIRE EXTINGUISHER.
- ❖ Vendors using propane tanks must complete a RESTRICTED CHEMICAL DISCLOSURE form.

### **Administrative Guidelines**

- ❖ All corporate signs or logos with banners MUST be approved by the Caribbean Festival Committee. NO EXCEPTION.
- ❖ Any violation of Mecklenburg County, City of Charlotte or North Carolina State laws is subject to Permit revocation and or fines.
- ❖ All Vendors must have a Photo ID available (Drivers, Non-Drivers License, US Passport, Green Card, City or State ID) for verification purposes.
- ❖ The Charlotte Caribbean Festival Association shall be HELD HARMLESS from vendors claiming to have lost money or not satisfied with revenue obtained from sales.



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## CCFA CRAFTS & NON-FOOD VENDOR APPLICATION

**A separate application must be completed for each booth being requested**  
**Please Note: A Clean Up deposit fee of \$50.00 will be required with each submission**

1. Vendor Name: \_\_\_\_\_
2. Vendor Business Name: \_\_\_\_\_
3. Vendor Address: \_\_\_\_\_  

Street Number and Name
State
Zip
4. Vendor Telephone: (Daytime): \_\_\_\_\_ (Evening): \_\_\_\_\_
5. Email: \_\_\_\_\_
6. Provide a complete list of all items being sold:


### ACCEPTANCE OF TERMS AND FEES:

Enclosed is my payment, which includes a deposit of \$50 clean up fee as applicable.  
I have read and understood the Guidelines set forth in this package and agree to comply.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Payment must be made in the form of Check or Money Order made payable to **Charlotte Caribbean Festival Association**

Mail your payment to:  
**Charlotte Caribbean Festival Association**  
P.O. Box 43135, Charlotte, NC 28215