



Charlotte Caribbean Festival Association (CCFA)

P.O. Box 43135 / Charlotte, NC 28215

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

Email: ccfamail@carolina.rr.com

Website: www.charlottecaribbeanfestival.com



Charlotte Caribbean Festival

FOOD VENDOR INFORMATION PACKAGE



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Dear Vendor:

Thank you for your interest in the 11th 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 20.

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

CCFA will obtain all TFE permits from the Mecklenburg Health Department provided the appropriate application and fees are submitted.

FEES

VENDING SPACE	CLEAN UP DEPOSIT	TOTAL DUE for CCFA	MECKLEN BURG COUNTY HEALTH DEPARTMENT FEE
\$450	\$50	\$500	\$75 (This must be a separate check)

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 of **\$500** made payable to **Charlotte Caribbean Festival Association**.
3. A **Temporary Food Establishment (TFE) Food Vendor Application** must be completed and submitted with a check in the amount of **\$75** made payable to the **Mecklenburg Health Department**

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

June 30, 2011 NO EXCEPTIONS.

Vendor fees are non-refundable. **This also applies to Vendors not passing health inspection.** Any questions, please call us at 704-369-3449 or 704-756-2738

Sincerely,

Vendor Relations Committee



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FOOD VENDOR GUIDELINES:

All Food Vendors must obtain a Permit from Mecklenburg County Health Department no later than 2 weeks prior to the date of the Charlotte Caribbean Festival.

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 food vendors are required to provide their own tent. Food Vendors are allowed a maximum tent size of 10 x 20. All other vendors are allowed a maximum of 10 x 10.
- ❖ There must be a person staffing the booth at all times.
- ❖ Food Vendors are allowed FREE entry for 3 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. Designated Vendor Parking spaces will be provided.
- ❖ 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.
- ❖ All Food Vendors are to have a SINK at their booth as required by the Mecklenburg Health Department.



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- ❖ Vendors with any apparatus that generates large amount of smoke must inform the Festival Committee in advance.
- ❖ 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 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 food/menu items:

ACCEPTANCE OF TERMS AND FEES:

Enclosed is my payment of \$500, which includes a deposit of \$50 clean up fee.
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