

VENDOR



OPPORTUNITIES

JOIN THE 2022 HOUSTON CARIBBEAN FESTIVAL VENDOR LINEUP!!

The Annual Houston Caribbean Festival 2022 is quickly approaching, and we are particularly excited this year about all the wonderful things both old and new that await us. Our Festival Explosion will be held June 29 thru July 3, 2022 and we are excited about your new or renewed interest in joining us.

Limited booth spaces are available on a first come, first serve basis for J'ouvert on July 1st and for the festival on July 3rd. Booths selling similar items to that of your product will be limited. Payments are processed in the order that they are received so please submit your payment early to secure your space.

FESTIVAL MANAGEMENT RESERVE THE RIGHT TO NOT ALLOW THE SALE OF ANY ITEM CONSIDERED UNSAFE OR DETRIMENTAL TO THE IMAGE OF THE HOUSTON CARIBBEAN FESTIVAL.

Vendors are not allowed to sell the following items: Alcoholic beverages, Bottled water, Domestic soft drinks (Coke, Sprite, Pepsi, Dr. Pepper, etc.), bongs, water pipes, drug paraphernalia or Houston Caribbean Festival merchandise.

Make all Money Orders/Cashier's Checks (no personal checks accepted) payable to: "HCF CARIBBEAN FESTIVAL" and return the completed application with payment in full to our dropoff location at Tata's Afrikan Imports:

HOUSTON CARIBBEAN FESTIVAL
Attn: Food Vendor Applications
8324 West Bellfort St,
Houston, Texas 77071

Applicants must have all necessary licenses and insurance. The owner takes full legal responsibility for participation and is the party for whom all transactions will be conducted. Please be sure to complete the application form in its entirety. Failure to do so may result in additional fees and may hinder the processing of your application. Remember to keep a signed copy for your records.

I look forward to seeing YOU as a vendor, as you will be an integral part of this beautiful Caribbean experience. Please contact me via email or phone for detailed information should you have any further questions.

Best regards,

Felicia Rhymer, Vendor Coordinator
vendors@houstoncaribbeanfestival.com (email)
832-372-4943 (phone)



PLEASE NOTE: Vendors may not set up or bring vehicles or merchandise onto the festival vending grounds until all fees are paid. Vendors arriving on festival day without having paid and submitted a completed application will incur additional fees.

1. It is mandatory that all vendors set up prior to the start of all events. Vendors will not be able to drive their vehicles onto festival grounds after 11 AM. It is not advised that vendors leave the site for additional supplies after the event has started. If a vendor must leave, then they will have to hand carry items into the gate. Each vendor is allowed one vehicle parking pass. All other vehicles must park outside the gate in the public parking area. All vendors must be set up and ready to do business by 11:00 AM on the day of the festival. The festival site opens at 8:00 a.m. on Sunday, July 3, 2022. When you arrive, please see the Site Coordinator for your specific site location. You will be issued (1) one parking pass. No more than (2) two support vehicles are permitted on the festival grounds at one time. Once you have found your site, please unload your supplies and equipment first, park your vehicle, and then return to set up. Please do not leave your vehicle unattended at any time. **At 11:00 am, vehicles will no longer be permitted inside the gate.**

ALL VEHICLES MUST BE OFF OF THE FESTIVAL GROUNDS NO LATER THAN 11:00 AM. NO VENDOR WILL BE ALLOWED TO SETUP AFTER 11:00 AM. ALL VENDORS WILL HAVE THE OPPORTUNITY TO SET UP THEIR BOOTHS ON SATURDAY, JULY 2, 2022.

2. LATE FEES: Booth spaces paid after June 25, 2022 will be charged a late fee of \$50.00 and must be paid by cash or money order.
3. Only after a full payment is received, will a space be assigned. Exact map and layout will be provided in your vendor kit.
4. NO REFUNDS: Vendors who violate City, State, Federal or Festival Laws, Rules or Regulations will be removed from the Festival site without warning or refund.
5. Vendors not having ALL proper documents will not be allowed to set up on Sunday. NO REFUNDS
6. Vendors are not allowed to sell the following items: alcoholic beverages, bottled water, domestic soft drinks (Coke, Sprite, Pepsi, Dr. Pepper, etc.), water, bongos, water pipes, drug paraphernalia or Houston Caribbean Festival merchandise.
7. Health Department Permits are solely at the expense of the vendor. (Obtain Health Permit form on our website).
8. Receiving your payment after June 25, 2022 does not guarantee you a booth. If no space is available by the time your fee arrives at our office, your payment will be returned.
9. Booths selling similar items are limited; therefore, we accept the first complete applications plus payment received.

**10. **NO RAIN DATE / NO REFUNDS****

11. Vendors will be responsible for keeping their area clean and cleaning up at the end of the event. Vendors who do not comply with this rule risk being removed from festival site by local authorities and prohibited from participation in future events. **NO EXCEPTIONS!**
All vendors are expected to clean their areas. Please collect all trash and place it in sealed trash bags (provided by vendor). All cooking oils, grease, and/or gray water **MUST** be taken with you. Any dumping of these materials in your area will be reported to the authorities immediately. Each site will be inspected prior to your departure. Please provide ample assistance to clean your area in a timely manner after each event.
12. Vendors are solely responsible for the security and safety of vendor's cash, equipment, goods, inventory, supplies or other property. HCF is in no way responsible for loss or theft of vendor's equipment or property.
13. HCF will provide booth space no smaller than 10 ft. x 10 ft. Contact us if you have a trailer and we will try to work with you. There will be space behind booths for storage and/or cooking, as well as space between booths to allow for selling or access to your booth from three sides.
14. **Tents, Electricity & Water** will not be provided. **Tables, chairs, etc.** are NOT provided and are solely the responsibility of the Vendor.

INSPECTIONS: Houston Caribbean Festival management has the right to inspect your areas to ensure each vendor is following its rules and regulations.

WEATHER: Festival Management will determine if it is unsafe to hold the event due to extreme conditions. No refunds will be made as a result of weather-related scheduling adjustments or cancellations.

INDEMNIFICATION AGREEMENT: I/we hereby agree to indemnify and hold harmless Houston Caribbean Festival and any other entity involved in the production and staging of the Festival for any injuries, loss, or damage to individuals or property resulting from my selling of products, or as a result of my/our participation in the Festival. In addition, I/we have read and agree to abide by all festival rules and regulations stated herein and included with this application, or risk being removed from festival site by local authorities and prohibited from participation in future events. Your signature on the Vendor Application and/or your acceptance of a booth, indicates that you have read the above information and that you agree to adhere to all the Rules and Regulations set forth herein. Any and all disputes or claims arising out of or relating to this contract shall be brought in the courts of Harris County, Texas. If you have any questions or need further information regarding any of the items covered in this contract, please contact the Vendor Coordinator at vendors@houstoncaribbeanfestival.com



COMPANY NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____ WEBSITE: _____

PHONE CONTACT: (CELL) _____ (ALT.) _____

MERCHANT AREA OF INTEREST: Arts & Crafts Food Items Marketing Items

All Food and Marketing Merchants must list merchandise: _____

BOOTH INFORMATION

Regular registration ends June 11, 2022 | Late registration begins after June 12, 2022

Deadline for Vendor Registration is June 25, 2022

!! Houston Caribbean Festival must receive all monies by the date specified !!

**** ALL FEES ARE NON-REFUNDABLE ****

**BOOTH SPACE RENTAL PRICES DOES NOT INCLUDE TENT AND ELECTRICITY!!
VENDOR MUST PROVIDE...CALL FOR PRICING AND AVAILABILITY ON LARGER SPACES**

<i>All Rentals are 1-Day Events</i>	ARTS & CRAFTS [10 x 10 SPACE]		FOOD [10 x 10 SPACE]		MARKETING [10 x 10 SPACE]	
	<i>Early Registration</i>	<i>Late Registration</i>	<i>Early Registration</i>	<i>Late Registration</i>	<i>Early Registration</i>	<i>Late Registration</i>
Ultra Glow	\$ 150	\$ 200	\$ 300 (if available)	\$ 350	---	---
J'ouvert	\$ 250	\$ 300	\$ 400	\$ 450	\$ 300	\$ 350
Cooler Fete	\$ 250 (if available)	\$ 300	\$ 400 (if available)	\$ 450	---	---
Tom Bass Park	\$ 250	\$ 300	\$ 650	\$ 700	\$ 700	\$ 750

Health Permit (food vendors only): All food vendors MUST obtain a Special Event HEALTH PERMIT by contacting the Harris County Public Health and Environmental Services Department (HCPHES) @ 713-274-6300 or visit their website @ www.hcphes.org/eph for permit information. YOUR HEALTH PERMIT MUST BE DISPLAYED CONSPICUOUSLY IN YOUR BOOTH DURING FESTIVAL HOURS.

I/we _____, hereby agree to participate in the 2022 Houston Caribbean Festival Explosion and will be responsible for all booth fees and related expenses incurred due to my participation in the Festival. I have read the attached Rules & Regulations and understand that upon signing (script or print) this contract, I accept all the conditions and terms set forth herein.

Vendor Signature

Date

