

Vendor Application

Soul Rebel Productions.com

P.O. Box 109, Sugar Land, TX 77487 * 713-498-0955 Phone

www.tasteofthecaribbeanfestival.com

vendors@tasteofthecaribbeanfestival.com

Saturday, October 15th, 2016 Noon – Midnight

BH Ranch, 14149 Buxley | Player St, Houston, TX 77045

Celebrating the food, the music, the history, and the rich cultural traditions of the Caribbean, we present to you the Taste of the Caribbean Festival. This one of a kind festival features live musical performances representing all the musical styles of the Caribbean, food representing the wide and diverse culinary flavors of the Caribbean, and various other cultural performances inviting festivalgoers to “taste” the food, music, and overall culture of the Caribbean.

Admission prices for 13 and up are \$20 pre-sale and \$25 at the gate, under 12 free. For pre-sale tickets, go www.tasteofthecaribbeanfestival.com

To become a part of the Taste of the Caribbean Festival, a vendor application is available: www.tasteofthecaribbeanfestival.com/vendors/

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Taste of the Caribbean Vendor Application

Saturday, October 15th, 2016
 BH Ranch, 14149 Buxley | Player St, Houston, TX 77045
Contact: Dwayne Davis * 713-498-0955 or
www.tasteofthecaribbeanfestival.com

Company: _____ Contact Name: _____

Business Phone: _____ Home Phone: _____ Alternate Phone: _____

Fax: _____ Email: _____ Website: _____

Address: _____ City: _____ State: _____ Zip: _____

Texas Sales Tax #: _____

Types of Items Sold: _____

Are your items handmade? Yes No

BOOTH SPACE RENTAL FEES

Application fees can be paid online at www.tasteofthecaribbeanfestival.com/vendors/

Your Fees	10x10	10x20	Type of Booth/Service
	\$400	\$600	CORPORATE SPACE (NON-FOOD SALES)
	\$150	\$250	COMMERCIAL (FOOD) SPACE
	\$100	\$200	ARTS & CRAFTS, GAMES & ACTIVITIES SPACE (NON-FOOD SALES)
	\$50	\$100	NON-PROFIT ORGANIZATIONS**EXEMPTION CERTIFICATE REQUIRED**
	Additional Charges		ELECTRICITY- additional see items #23 - 25
\$100	\$100	\$100	SECURITY DEPOSIT (NON-FOOD VENDORS) – RETURNED DAY OF EVENT UPON CHECK-OUT
\$200	\$200	\$200	SECURITY DEPOSIT (FOOD VENDORS) – RETURNED DAY OF EVENT UPON CHECK-OUT
			*** Booth Fees can be waived with 30 tickets sales for the event
	Additional Charges		* LARGER SPACE RENTAL - see item #2
TOTAL FEES	\$		

PAYMENT: Make cashiers checks AND money orders payable to: Soul Rebel Productions. A 50% deposit is required to hold space. Balance is due by 5pm Friday, October 1st, 2016. After October 1st, only cash, cashier’s checks, or money orders will be accepted with applicable late fee, no exceptions. Credit Card payments can be made at: www.tasteofthecaribbeanfestival.com/vendors/

MAIL APPLICATION & PAYMENT TO (IF NOT APPLYING ONLINE): Soul Rebel Productions P.O. Box 109, Sugar Land, TX 77487

Taste of the Caribbean Vendor Application

Include With Payment:	Return By
A. Application & Payment – sign all pages (make a copy for your records)	Due 10/01/16
B. List of items you sell, personnel & vehicle information	Due 10/01/16
C. Electrical Needs Worksheet	Due 10/01/16
D. Food Vendors – Insurance Binder (Listing Soul Rebel Productions LLC, & BH Ranch)	Due 10/01/16
E. Food Vendors – Submit Fire Marshal Permit if applicable	Due 10/01/16

RELEASE: Applicant's signature on this application releases and forever discharges Soul Rebel Productions and Kalpana Promotions, and all sponsoring organizations, their elected officials, directors, employees, and volunteers from any responsibility, personal liability, or claims of loss or damage arising out of or in conjunction with participation in the Taste of the Caribbean Festival. Soul Rebel Productions, Kalpana Promotions and all sponsoring organizations, their elected officials, directors, employees, and volunteers are not responsible for any injury sustained by exhibitors, patrons or guests. Applicant stores and exhibits their goods at their own risk. In addition, I/we have read and agree to abide by all festival regulations stated in this packet or risk removal from Festival site without refund.

Print Name: _____ Signature _____ Date: _____, 2016

Taste of the Caribbean Vendor Application

VENDOR AGREEMENT – RULES/GUIDELINES

1. **CONFIRMATION AND BOOTH ASSIGNMENT:** Booth space is limited and vendors are selected on first-come/first-serve basis. Acceptance and booth location are determined by the date that application and full payment are postmarked. You will receive receipt and load-in information the week prior to the Festival.
2. **BOOTH SPACE:** We provide booth space only. We do not provide tents, tables, chairs, etc. If you want more space than a 10X20 provides, you can buy it in 10X10 increments at the price listed for a 10X10 space. Special considerations can be made by event organizers for extra space in increments of 5 feet at a 50% discount of a 10X10 space. Contact the coordinator regarding requests for special accommodations. For safety reasons, tents must have weights on each leg or stakes to anchor them into the ground.
3. **SALES/SUBLEASING:** Sales must take place within your booth space. You may promote your company with coupons, promotional materials, and signage. No subleasing of booths is allowed. The festival only provides the space. Vendors must provide their own tents, tables, chairs, etc.
4. **INSURANCE:** The festival is not providing insurance. You will need to secure your own insurance.
5. **EQUIPMENT RENTAL:** No equipment rental is available through the festival.
6. **EXCLUSIVITY:** Types of merchandise sold must be included in application and approved by the festival. To request exclusivity on a product, call 713-498-0955 www.tasteofthecaribbeanfestival.com
7. **DEPOSITS, LATE FEES, CANCELLATION, NSF:** Applications paid after October 1st, 2016 will incur a \$50 late fee. Deposits will be applied to final payment. If you cancel within 10 days of Festival, your deposit will not be returned. A \$35 fee applies to returned payments of any kind.
8. **MERCHANDISE VENDORS:** Required permits will be included in a future version of this application.
9. **FOOD VENDORS:**
 - (a) Beverages: Absolutely no beverages may be sold by vendors, unless pre-approved by Festival.
 - (b) Food Sales: All food sales will be for cash, not coupons.
 - (c) Required Temporary Health Permit: A City of Houston permit is required.
 - (d) Required Houston Fire Marshal Permit: The Festival will provide the Fire Marshal Permit; Propane is allowed.
 - (e) Required Fire Extinguisher: Must meet City of Houston requirements with current inspection sticker. Fire Marshal may inspect booths.
10. **WASTE DISPOSAL:** It is responsibility of each vendor to keep the booth and the surrounding area clean. Vendors must provide their own garbage receptacles and garbage bags. Vendors should double-bag all food waste. No dumping of oil or oil-based water is allowed; vendors failing to abide by waste disposal guidelines may lose their deposit.

Print Name: _____ Signature: _____ Date: _____, 2016

Taste of the Caribbean Vendor Application

11. **EVENT DAY SETUP:** Vendors will not be allowed to set up until all fees are paid. Vendor check-in and set-up information will be provided by October 8th, 2016. You will receive a Day-of-Event Information Packet the week of the Festival that will give you specific instructions. Most vendors will not be able to pull up to their booths, so we advise that you bring a dolly for easier unloading. To enter the event area, you must bring your paid receipt. Security will only allow paid vendors to enter the unloading area. Vendors who have not pre-applied and paid are not guaranteed space. If set-up is allowed the day prior to the event, overnight security will be provided.
12. **VEHICLES/PARKING:** Vendors will be assigned parking space on festival grounds. Each vendor will be given a vendor parking pass. No vendor will be allowed entry without a parking permit. Vendors requiring restocking of supplies will need a dolly to enter the festival site. More information will be provided in the Day-of-Event Info Packet.
13. **BUSINESS HOURS:** Vendors must be ready for business by noon (12:00 PM) on Festival Day; setup will start as early as 9am on Festival Day.
14. **BEVERAGE SALES:** The Festival will be selling **ALL** beverages at the event. Vendors may **NOT** sell any type of beverage. Each vendor will be allowed up to a case of water at their tent. Any vendor caught selling beverage will be asked to leave with **NO REFUND**.
15. **PROHIBITED:** Vendors may not sell drug paraphernalia, guns, fireworks, weapons, and/or apparel displaying profanity or sexually explicit items. No music may be played in the vendor booths – **NO EXCEPTIONS**.
16. **SALES TAX:** It is the vendor's responsibility to adhere to city and state tax guidelines in the collection and payment of sales tax. The Texas Sales Tax Info Line is 800-252-5555.
17. **SECURITY:** The site is fenced and the festival has security. Vendors are solely responsible for the security of their cash, coupons, equipment, goods, inventory, supplies or any other property.
18. **VENDOR ITEMS:** Only items listed in your vendor application and approved by the festival may be sold.
19. **VIOLATIONS:** Festival Guidelines will be strictly monitored. If violations occur, two warnings will be issued. Additional violations will result in removal from the Festival site by Police without refund.
20. **SOUND LEVELS:** Vendors may not play their own music at this event. Violators will be removed.
21. **ACTS OF GOD:** The festival producers, promoters, sponsors, staff/employees, volunteers, etc. are in no way responsible or liable for personal adversity or acts of God.
22. **RAIN OUT POLICY:** If a date is cancelled due to rain, technical problems, or any other act of God beyond the control of the festival, the following shall apply: If a rain date for the Festival is scheduled, Vendor may set up and the basic booth fee only will be waived. Other fees will still apply.

Print Name: _____ Signature: _____ Date: _____, 2016

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23. ELECTRICITY: Electricity should be purchased as needed. Electricity is provided via single 15-amp, 110-volt circuits for \$70 or a 20-amp, 110-volt circuit for \$100. Vendors must provide their own lighting fixtures and enough grounded heavy-duty outdoor cable to reach service. No light-duty cords will be allowed. Only Whisper-Quiet type generators are allowed; all generators must be pre-approved by vendor coordinator.

24. ELECTRICAL NEEDS APPLICATION: Vendors whose electrical needs exceed 15-amp or 20-amp, 110-volt circuits must submit the information in the following section for each piece of equipment by April 29th, 2016. If you do not complete this form, we will not incorporate your needs into the electrical design plot of the Festival and you will not be supplied with electricity. An electrician will be available (at your expense) on-site during the Festival if you have a problem. A vendor coordinator must be notified in advance of your needs.

Type of Equipment: *List each piece of equipment. The amps, watts, and volts are stamped on the name plate on each piece of electrical equipment. Each major appliance, cooler, grill, deep fat fryer, etc. must have its own circuit. Use an additional sheet if necessary.*

Total pieces of electrical equipment you will use. *Fill out the information for each electrical item you will use. Examples include fryers, warmers, heat lamps, trailer size, grill, oven type, etc.*

1. Type of Equipment: _____ Voltage: _____

Amps: _____ Watts: _____ Phase: _____

2. Type of Equipment: _____ Voltage: _____

Amps: _____ Watts: _____ Phase: _____

3. Type of Equipment: _____ Voltage: _____

Amps: _____ Watts: _____ Phase: _____

4. Type of Equipment: _____ Voltage: _____

Amps: _____ Watts: _____ Phase: _____

Additional electrical equipment is listed on another sheet that is attached to this application.

25. Electrical Pricing: \$70 - 15-amp, 110-volt circuit – Vendor must have cable to reach power supply.

\$100 - 20-amp, 110-volt circuit – Vendor must have cable to reach power supply.

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STAFFING & VEHICLE INFORMATION

VENDOR STAFFING: Each vendor staff must be working in the booth and will be distributed based on booth type and size. **10 x 10 space – 4 wristbands; 10 x 20 space – 6 wristbands. Additional wristbands can be purchased. Contact Festival Coordinator for pricing.**

Number of staff wristbands _____

VENDOR VEHICLE INFORMATION: Each vendor is allowed 2 vehicles of which only one may be a truck. For restrictions on vehicles, contact the festival coordinator.

NUMBER OF VEHICLES _____

MAKE _____ MODEL _____ LICENSE PLATE _____

MAKE _____ MODEL _____ LICENSE PLATE _____

DEPT. USE ONLY

WRISTBANDS DISTRIBUTED: _____

PARKING PASSED DISTRIBUTED: _____

PARKING PASS # _____ PARKING PASS# _____

PARKING PASSES WILL BE COLLECTED AT THE END OF THE EVENT

Print Name: _____ Signature: _____ Date: _____, 2016