



The Caribbean American Foundation of Texas  
P.O. 420745  
Houston, Texas 77242  
[www.caribbeanheritagetx.org](http://www.caribbeanheritagetx.org)

*“Our Culture, Our Heritage, Our Caribbean”*

## 2017 CAHFT Annual Caribbean American Heritage Month Festival Vendor Application & Guidelines



<b>Festival Date:</b>	<b>Saturday June 3, 2017</b>
<b>Application Deadline:</b>	<b>Monday April 15, 2017</b>
<b>Festival Hours:</b>	<b>2:00pm – 10:00pm</b>
<b>Festival Location:</b>	<b>Jones Plaza – 601 Louisiana St. - Downtown</b>

Dear Vendor:

Thank you for contacting us. We are delighted in your interest in participating in our Annual Caribbean American Heritage Month Festival in Houston, Texas. Please fill out the attached application. Please read the application process in its entirety. Applicants are responsible for the information contained herein. **Booth space is limited. Please return application with fee before Monday April 15, 2017. The fee for a Food Vendor is \$400.00; the fee for a Non-Food Vendor is \$250.00**

## Vendor – Festival Rules and 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 application and full payment. Booths selling similar items will be limited.
- 2. BOOTH SPACE:** Spaces are 10'x10'. Vendors must provide their own equipment: **tents, tables and chairs, etc.**
- 3. ELECTRICITY PROVIDED:** Electricity is provided for the vendor at no additional cost. If additional electric capacity is needed, the vendor must communicate this information to CAHFT, which may incur additional cost depending on the need
- 4. PARKING NOT INCLUDED:** Parking is not included as parking spots are purchased by CAHFT for our exclusive purposes. However vendors may purchase parking spots along Jones Plaza for an additional fee of \$30.00
- 5. LATE FEES:** After April 16, 2017 vendors pay a \$50 late fee. Booths can be purchased up to **May 4, 2017**. If you cancel 30 days before the Festival (**May 6, 2017**), your vendor fee will not be returned.
- 6. WHAT A VENDOR CANNOT SELL:** Vendors are not allowed to sell alcoholic beverages, water, soft drinks (Coke, Sprite, Dr. Pepper, etc.) or drug paraphernalia.
- 7. FOOD VENDORS: Temporary Health Permit** - City of Houston Health Department, 8000 N. Stadium Dr., Houston, Texas 77054; 832-393-5100, Mon. – Fri., 7 AM – 5 PM. Health code requires plywood flooring or pavement under your booth
- 8. WASTE DISPOSAL:** It is the vendor's responsibility to keep the booth and the surrounding area clean. Vendors must provide their own garbage receptacles and garbage bags. **The vendor must take all oils and cooking grease with them following the event. All trash must be picked up and sealed in garbage bags. Please clean your area in a prompt fashion at the conclusion of the festival. Your area will be inspected prior to your departure from the festival grounds.**
- 9. EVENT DAY SETUP:** Vendors will not be allowed to set up until fees are paid. Booth location is determined by date of payment. **Vendor Check-in** begins at 10:00 AM Saturday. Confirmed vendors will be given first priority. **Vehicles & Parking:** No vehicles will be allowed on festival grounds. Vendors requiring restocking of supplies may re-enter the festival area with dolly. **Tear Down** may not begin until 11:00 PM Saturday. All exhibits must be removed by Midnight. Anything left on premises will be discarded.
- 10. 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. **CAHFT is not responsible for thefts of vendors property and or equipment**
- 11. 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.
- 12. RAIN OUT POLICY:** The Festival will go on come rain or shine.
- 13. PAYMENT:** Payment can be made online at <https://goo.gl/ly6azk> or sent to:

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**RELEASE:** Vendor releases and forever discharges The Caribbean American Heritage Foundation of Texas, and all sponsoring organizations, plus the employees, contractors, officers, directors and volunteers of any such organizations from any responsibility, personal liability or claims of loss or damage arising out of, or in conjunction with participation in the Caribbean Heritage Month Festival. Vendor agrees that the storing and exhibit of applicant's goods will be at Vendor's own risk. Vendor has read and agrees to abide by all festival regulations stated in the entire application packet, and Vendor understands that violating any of such regulations shall authorize the removal of Vendor and Vendor's property from the Festival site, without any refund of any sums paid by Vendor.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_, 2017  
                    **Month**                    **Day**