



Dear Vendor:

This is to inform you of our planned **TALLAFESTA**: A Tallahassee International Caribbean Carnival event in Tallahassee, Florida to be held on September 14th-15th, 2007. If you were with us for any of our past events, we commend you. We are looking forward to seeing many old and new vendors this year in celebration of this year's Carnival. The new location will be held at the Adams Street Commons, Downtown Tallahassee.

Enclosed, you will find all the information needed for the application. All applications **MUST** be mailed to **Caribbean Carnival International, Inc., P.O. Box 14871 Tallahassee, Florida 32317-4871**; we therefore encourage you to insure/register any moneys enclosed. We ask that cashier's check OR money order make ALL payments. (NO checks, please).

If you have any questions or concerns about this application, requirements and procedures please do not hesitate to call. We may be able to make special arrangements for you. We look forward to your prompt response. Please call me for your vendor concerns at (850)-878-5148.

Sincerely,

Maria Henry,
Carnival Chairperson

Dear Vendor:

Thank you for your interest in TALLAFESTA 2007.

We have received preliminary information from you. However, we noticed that the item(s) checked below were not sent. Please bring them with you and present them to the vendor coordinator before you begin the setup process.

The following items are needed:

- Completed "Application For Vendor's Booth" form
- Completed and signed "CCI's Position" (Disclaimer) form
- Food vendor's application fee in the amount of 2 Day- \$385 1 Day-\$250
- Commercial vendor's application fee in the amount of \$500
- Food vendor's clean-up deposit in the amount of \$75
- Vendor's late fee in the amount of \$50
- Other: _____

If you have any questions, please do not hesitate to call me at (850) 878-5148. We look forward to seeing you at **TALLAFESTA '07**.

Sincerely,

Vendor Coordination Committee

Dear Vendor:

Thank you for participating in our 16th annual TALLAFESTA 2007.

It was a pleasure having you celebrate with us as always. We hope that you had a great and prosperous time. We hope that you can join us next year as we approach the next millennium. Again, thank you for participating.

Please fill this mini questionnaire and return to us as soon as possible. This information will help us plan for next year's event.

- Which hotel did you stay at? _____ Room rate: ____ How many people/rooms: ___/___
- How many days did you spend in Tallahassee? _____
- How were you treated at Caribbean Carnival: Excellent___ Good ___ Average ___ Fair___ Poor___
- Will you be back for another event? Yes___ No ___ Maybe___ Yes, but _____
- How were your sales? \$1-\$500___ \$501-\$1000___ \$1001-\$1500___ \$2005-\$2500___ Over \$2500___
- How do you rate event: Super___ Excellent___ Good___ Average___ Fair___ Poor___
- Comments: _____

Enclosed, you will find the following (if checked):

- Refund for deposit
- Excess application fee paid
- Other _____

Please let us know if you have any questions or concerns – call us at 850-878-5148 or e-mail at CaribCarnival777@hotmail.com. See you there next year.

Sincerely,

Vendor Coordination Committee

TALLAFESTA- September 14th-15th, 2007

1. The First annual TALLAFESTA Carnival will be held on **September 14th-15th, 2007** in Tallahassee, Florida. This event presents a unique opportunity for organizations to promote products or raise funds. Vendors' booths opening times: **Friday, September 14th from 6pm - 12pm Saturday, September 15th from 9am - 10pm**
[Setup will be available earlier in day. All material in this package is subject to change].
2. Application deadline: Postmarked by **August 24, 2007**
Commercial: **\$500** (additional fees may be charged by City/County/State)
Food Vendor fee: **2-Day fee: \$385 1-day fee: \$250** (additional fees may be charged by the City/County; please call us for more info)
Late fee: **\$50** after August 24, 2007
Cleanup fee: **\$75 Food Vendors only** (refundable after meeting satisfactory conditions). Cleanup fee is waived if you're Commercial and can show incorporation papers, occupational license, county license or other applicable license.
Payment Method: **Cashier's check, Money Order ONLY. Cash acceptable ONLY if you pay in person BEFORE the August 24, 2007 deadline.**
Refunds: Non-refundable after August 24, 2007
Other fees: CCI will pay for blanket permit (covering all vendors)
3. The total number of food booths may be limited to 50% of the total booths. Booth positions/locations will be given on first come, first served basis. Preference will also be given to organizations having Caribbean-oriented products, whether food or other.
4. Carnival Village booth sites will measure approximately 10 x 10 feet (no exceptions), or smaller. Due to space considerations, you must occupy only space officially assigned to you - No exceptions. All food booths must be covered, have flooring and vendors MUST supply ALL items needed for set-up, operation and maintenance of booths. Food vendors must have protective covering/floors to protect park vegetation/flooring.
5. All vendors will be responsible for their own trash clean-up and proper disposal. All spaces MUST be cleaned to their pre-Carnival condition. Also, food vendors must follow all Public Health guidelines, a copy of which is enclosed. Please review them carefully, especially concerning potentially hazardous foods.
7. It is therefore made clear that under NO circumstances should alcoholic beverages be sold, given away or otherwise distributed at the Village. Additionally, drug/alcohol and other offensive paraphernalia will not be allowed.
8. All vendors will be responsible for collecting and reporting all Florida Sales Tax, where applicable. Form DR1 from the Dept. of Revenue should be completed before the event. Please call (850)-488-9719 for more information (if one is not enclosed). All vendors are responsible for acquiring all necessary permits with the State of Florida and the City of Tallahassee required by law.
9. Vendors will not be allowed to stroll through the Carnival Village selling any food, drinks or other wares; you will be confined to your selling area. Special positions are not and will not be guaranteed before the dates of the Carnival, unless otherwise specified. Only vendors specifically equipped (and where possible, marked) with mobile selling accommodations (e.g. ice cream truck) will be allowed to sell from automobiles.
10. CCI may not be in a position to provide electricity, and therefore urges food vendors to use safe gas or charcoal grills. Individual generators are not being allowed. **REPORT BACK TO US THE FOLLOWING: Electrical Needs:** - Please give A COMPLETE LIST of all electrical equipment to be used and their voltage & wattage. ***We may have to provide extra electricity AT COST to you if needs exceed the average.*** Please let us know of your EVERY need so that we can plan in advance. Electrician services may be available, but at cost to you. We reserve the right to discontinue any illegal or hazardous electrical connections.
11. Vendors may not sell any items before or after the official opening times of the Carnival Village.
12. It will be the responsibility of all vendors to provide liability insurance or other coverage for themselves as CCI will not be responsible for such; therefore, we ask that you enclose a copy of such coverage, if you have one.
13. Vendors needing to construct booths should have them pre-fabricated and assembled at venue preceding opening times of Village.
14. **ONLY CCI will be able to sell, give away or otherwise distribute carbonated beverages (sodas, sparkling beverages, etc.), water and ice. You may sell juices and other natural beverages.**

GUIDELINES FOR FOOD VENDORS

1. There shall be no smoking by persons preparing, cooking or serving foods.
2. Food booths must always maintain a very neat and clean appearance. CCI officials will be periodically inspecting to ensure that these rules are adhered to.
3. All food booths will be required to have a roof.
4. Cooking equipment, such as BBQ grills, deep fryers, etc. that require outdoor use should stay out of the reach of children and away from pedestrian traffic areas.
5. If running water is not available, provide enough water for cleaning and hand-washing purposes, in booths. Refrigerators and freezers must have accurate thermometers. All perishable foods must be refrigerated.
6. Hair restraints must be worn and hands must be kept clean. Disposable gloves are also recommended. We strongly recommend that at least one person (who is not serving or preparing food) be designated to handle all moneys.
7. Condiments shall be in individual packets only.
8. Provide covered containers for garbage and trash. Cardboard boxes are not allowed, and plastic garbage bags are required.
9. Provide ice scoop(s) for handling ice. Provide disposable paper towels or napkins for customer use.
10. Provide fire extinguisher (properly tagged 2-A 10 B:C rating) in each booth that has cooking facilities or booths with a great potential for any fires.
11. Home-prepared foods are prohibited.
12. All items must be stored off the floor, and someone must be present at all times with food.
13. Enamel cookware may NOT be used for preparation, cooking or serving of any food item. CCI will be seeking to ensure these guidelines.
14. Please have all foods covered when not being accessed. Also, serving utensils (forks, spoons, etc.) shall be covered or properly stored when not in use. Vendors should guard against habits that seek to attract insects or other pests. Vendors will not be allowed to use pesticides/insecticides or pest strips; fly paper is satisfactory.
15. All booths must have a First aid kit and fire extinguisher in case of emergency.
16. All vendors must obtain all necessary permits required by the State of Florida or be subject to pay a fee to a health inspector on the day of the event.
17. All vendors are required to bring a fire extinguisher. One will not be provided.
18. **PLEASE POST THESE GUIDELINES IN A HIGHLY VISIBLE AREA ON ALL FOOD BOOTHS.**

CARIBBEAN CARNIVAL INTERNATIONAL (CCI)

TALLAFESTA: September 14th-15th, 2007

Food

APPLICATION FOR VENDOR'S BOOTH

NAME OF ORGANIZATION or INDIVIDUAL _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

CONTACT PERSON _____

BUS. PH. (_____-_____-_____) _____ HOME PHONE: (_____-_____-_____) _____

MAILING ADDRESS: _____

STATE: _____ ZIP: _____

SOC. SEC. # _____ - _____ - _____ SEX: _____

TYPE OF ORGANIZATION: Non-profit: _____ Commercial: _____ Individual: _____

TYPE OF BOOTH: Food _____ Crafts _____ Commercial: _____

FEDERAL TAX ID. # _____

NAME OF PRESIDENT/CHAIRPERSON: _____

DATE OF INCORPORATION: _____

TYPE OF PRODUCT/SERVICE OFFERED: _____

HOW DID YOU HEAR OF THIS EVENT: _____

ARE YOU BEING SPONSORED?: ____ YES ____ NO IF SO, BY WHOM: _____

FOR WHAT YEAR(S) WERE YOU A CCI VENDOR?: _____

ANTICIPATED SALES AMOUNT: \$ _____

CARIBBEAN CARNIVAL INTERNATIONAL
TALLAFESTA 2007

CCI'S POSITION

Caribbean Carnival International, Inc. (CCI) does not and will not provide liability insurance against the protection of persons, vendors, entertainers, merchants, organizations, spectators or others who participate in our event to be held at the Kleman Commons (Capitol Plaza, Downtown Tallahassee).

LIABILITY DISCLAIMER & RESPONSIBILITY CONTRACT

In consideration of participating in the Caribbean Carnival hosted by Caribbean Carnival International (CCI) at the Kleman Commons (Capitol Plaza, Downtown Tallahassee), I _____, a duly authorized representative of _____ do hereby release and forever hold harmless Caribbean Carnival International, Inc., the City of Tallahassee and the Downtown Improvement Committee, for any and all actions, causes of actions, claims and demands for, upon or by reason of any damage, loss or injury, which from hence may be experienced by me or my organization as a result of participating in the Carnival Village or J'ouvert or any events of CCI's Caribbean Carnivaltm Tallahassee.

CCI will not be liable for loss of property, limited or loss of sales and/or performance due to flood, fire, riots, strikes, shortages of material, orders of government, failure of transportation, acts of God/nature or other causes beyond our control. This release extends to, applies to, covers and includes all known, unpredictable, disclosed, unforeseen, unknown, unanticipated and unsuspected injuries, damages, losses and liabilities (including attorney fees and court costs) and the consequences thereof, notwithstanding the consequences of any federal, state, local or territorial law or statute to the contrary. Such provisions are hereby expressly waived. It is further understood and agreed, that my participation or involvement in CCI's Caribbean Carnivaltm Tallahassee is not to be construed as an admission of liability or the assumption of any responsibility by CCI for the personal acts or omissions by me or those of my organization. and shall not be a waiver of CCI's right to enforce any terms, power, right or option in the future.

I hereby agree, on behalf of my heirs, executor, administrators and assigns to indemnify and hold harmless Caribbean Carnival International, Inc. (CCI) and all members, officers, agents, workers or volunteers of Caribbean Carnival International, Inc.(CCI), the Downtown Improvement Committee or City of Tallahassee, jointly and severally and hold harmless from and against any and all actions, claims, demands and liabilities, loss damages and expense of whatever kind or nature, including attorney fees, which may at any time be incurred by reason of my participation in CCI's Caribbean Carnival Tallahassee.

Name of Organization

Date

Name and Title of Agent

Witness

Signature

Witness

