

CARIWEST

Edmonton's Caribbean Arts Festival



Food Vendor Registration Package

August 11th – 13th, 2023

Contact:

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What is Cariwest?

Cariwest is one of Edmonton's most colorful and vibrant festivals! Produced by The Western Carnival Development Association, Cariwest provides a platform to share popular Caribbean music, cuisine, and carnival culture with Western Canadians. This year, 39th annual Cariwest Caribbean Arts Festival takes place on the streets of downtown Edmonton and Churchill Square **August 11th – 13th**.

The 3-day event attracts approximately 60,000 Festival goers. It includes a Friday Night Costume Extravaganza, a Saturday Carnival Parade and Caribbean Village. Festival goers will enjoy live entertainment, delicious cuisine, and a Caribbean Marketplace. Cariwest presents an excellent opportunity for individual vendors and non-profit groups to connect with the Edmonton community.

We are accepting applications from vendors interested in participating in this year's Festival. The number of spots granted this year are limited. While we will give special consideration to those who participated last year, preference will be given to those who register and pay their fees early. Our policy is to choose those concessions which are visually appealing and also those that market merchandise that specifically represent Caribbean culture.

Please note all applications are vetted with the Board of Directors for approval. You will receive an email advising whether you were successful in your application to be a vendor. We thank you for your interest in being a part of the Cariwest Festival.

Cariwest Caribbean Village

Location and Logistics

The location for the 2023 festival is at **Churchill Square** in downtown Edmonton. Most vendors will be located on 99 Street between 102 and 102A Avenues. A small number will be located on the square.

Festival hours of operation (*subject to change*)

- Friday, August 11th: 11:00 am – 11:00 pm
- Saturday, August 12th: 11:00 am – 11:00 pm
- Sunday, August 13th: 11:00 am - 9:00 pm

Vendors must only sell within the specified hours according to the WCDA vending permits to avoid fines

Vendor Set up Schedule

Vendors will have access to its site commencing the morning of **Wednesday August 9th**. A specific Load Schedule will be provided to each Vendor at the final Vendor Meeting in July. Set-up must be completed by **Friday August 11th** at 8:30am.

An inspection of the booth by WCDA and Fire Department will be held on **August 11th at 9:30am** before opening sales at **11:00am**

Tear down of booths begin at **9:00pm on Sunday, August 13th**. Should Vendors be observed taking down prior to 9:00 pm on Sunday August 13th, the deposit will not be refunded.

Ticketing System

Cariwest has moved to a ticketing system in order to maintain consistency within the food service process. Each ticket will be worth \$2.00 to the vendor, therefore pricing for products should be based on that increment i.e., 1-3 tickets for drinks and 7-10 tickets for a full plate of food. Clear signage with pricing by ticket amounts will be required. Once the vendor application is received, an appointment for August 14 to 16th will be set up for the vendor to bring in their tickets for reconciliation. At this time the amount owing will be paid out by cheque or email transfer.

Food & Beverage Vendor Fee Schedule

There are 3 classifications of vendors of fall within this category:

Food Tents, Food Trucks & Beverage Vendors

Vendor Type	Fee Type	Amount	Due Date
Food Tent Vendor	Deposit	500.00	May 20th, 2023
	Vendor Fee	2000.00	June 10th, 2023
	Total	\$2500.00	
	*Includes 10x20 tent, 2 table, 2 chairs		
Food Truck Vendor	Deposit	500.00	May 20th, 2023
	Vendor Fees	1500.00	June 10th, 2023
	Total	\$2000.00	
Costs for Additions	Additional 10x10	650.00	June 10th, 2023
		25.00	June 10th, 2023
	Additional Tables (each)	5.00	June 10th, 2023
	Additional Chairs (each)		

*Please note a maximum size for food trucks allowed are 24 ft, anything larger there will be a surcharge added of \$500.00.

Payment to be made to:	Method of Payment:
Western Carnival Development Association	<ul style="list-style-type: none"> ● Certified Cheque
	<ul style="list-style-type: none"> ● Money Order
	<ul style="list-style-type: none"> ● Online Interact Transfers to: ap.cariwest@gmail.com
	<ul style="list-style-type: none"> ● Credit Card – Note a 2.75% service fee will be charged

Food Vendors Equipment Requirements

Listed below are Cariwest commitment to vendors, and vendor expectations.

Cariwest Provides	
For Tent Vendors	For Food trucks/Trailers Food vendors
Two 15 amp 120-volt duplex outlets	Two 15 amp 120-volt duplex outlets
Potable water supply	Potable water supply
Drainage	Drainage
Sinks (per AHS requirements)	
Hot and Cold Water	
Two banquet tables and two chairs	
Flooring	
10X20 ft tent	
Vendors Provides	
Tent Vendors	Food trucks/Trailers Food vendors
Storage facilities including refrigeration equipment	Storage facilities including refrigeration equipment
All food and concession supplies	All food and concession supplies
Cooking units	Cooking units
Bio Degradable Single service eating utensils and napkin for consumption of their product	Bio Degradable Single service eating utensils and napkins for consumption of their product
Extension cords	Extension cords
One dry chemical fire extinguisher with 40 BC rating	Must have fire suppression system installed in truck or trailer
Grease Traps or Screens for Sinks	Grease Traps or Screens for Sinks
Propane	Propane
Tents will require barriers to shield patrons from hot cooking surfaces as well as covered wood flooring must be fire retardant	Must have own water pump & hot water

Equipment & General Housekeeping

Deep Fryers

- All deep fryers must be out of the reach of patrons and have drywall or other means approved by the Fire Inspector to ensure public safety

Barbeque

- Food vendors who require a barbeque will utilize the cooking/utility space provided.
- Any barbeque being set up by a Food Vendor shall be placed on top of adequate flooring (i.e. plywood).
- All barbeques shall be equipped with a divider of drywall or some other means approved by the Fire Inspector, to ensure public safety

Propane

- Due to permit requirements, any vendor requiring propane, will have to order from the Cariwest's supplier. No other propane provider will be permitted on the square.

Maintenance & general housekeeping of booth

- Vendors are responsible for maintaining acceptable standards of cleanliness within the booth including trash removable. Garbage disposal areas will be on site
- Any damages sustained to, or cleaning required of the tent or surrounding areas, shall be deducted from the Vendor's deposit
- Vendors are permitted to play music in their booths during the operating hours of the Festival, ensuring the music doesn't exceeded confines of the booth
- A final inspection of the site must be completed at the end of the festival, prior to leaving the designated site, with a WCDA staff member
- Distribution of promotional materials are prohibited
 - CARIWEST has exclusive rights to Churchill Square for the duration of the Cariwest Caribbean Arts Festival from August 11-13, 2023. No flyers, ticket sales, loudspeaker, distribution or promotion of any unassociated events will be permitted on Churchill Square during this time

General Rules & Regulations

All vendors are required to abide by the following rules and regulations as set forth by Western Caribbean Development Association (WCDA).

WCDA reserves the right to issue immediate fines, close or disqualify that vendor from future festivals if that Vendor does not abide by these rules and regulations. Future participation in the Cariwest Caribbean Arts Festival is dependent upon compliance with all rules and regulations.

General Rules & Regulations

- Food Vendors must have adequate food and staff to stay open during Caribbean Village hours of operations – failure to do so could result in a fine of \$250
- All vendors must be ready to go at time of inspection. Any vendor who is late for set up or is unprepared for the inspection, risk being removed from the festival and **losing their deposit**
- The Food Vendor must comply with all obligations owed to any sponsor of the Cariwest Festival
- Vendors may NOT extend the boundaries of their booth under any circumstance. Booth boundaries are restricted to the 10x10 foot confines of the tent or food truck space
- Food Trucks must remain on site once set up and operational, until time to take down on Sunday
- Food Vendors shall ensure that all staff conduct themselves in a professional manner, including, without limitation, ensuring all are wearing attire that is appropriate for food service, for example no open toed shoes and any long hair must be tied back. All Vendor personnel must comply with all Alberta Health Services hygienic standards for the handling of food
- The Food Vendor is responsible for operating and maintaining its booth, including its contents, and the surrounding area in an impeccable manner
- The Food Vendor shall regularly remove garbage from their Site, clean the surrounding areas, clean its Site's floors, sink, and any equipment situated within its Site. Failure to comply with this as determined by WCDA may result in additional charges being laid against the Food Vendor. WCDA may temporarily or permanently close the Food Vendor's Booth and/or WCDA deny the Food Vendor the right to participate in any subsequent Cariwest Festivals
- All property of the Food Vendor or any part thereof, shall be at the risk of the Food Vendor
- The Food Vendor hereby accepts full responsibility for any claim, loss, damages, costs and all expenses (including solicitor expenses as applicable). Subsequently, The Food Vendor hereby accepts full responsibility for expenses incurred by WCDA in defending such a claim – as **WCDA is not liable** for any **vendor expenses**, advanced by any person or entity

General Rules & Regulations... *(continued)*

- The Food Vendor shall ensure that all employees, agents, contractors, permitted invitees, directors, officers, and anyone whom the Food Vendor is responsible for, comply with all applicable statutes, regulations, rules, by-laws, policies and directives of Western Carnival Development Association, the Federal, Provincial, Municipal governments or any other governing body whatsoever.
- Western Carnival Development Association and or the City of Edmonton shall have access at all times to the Food Vendor's Site and Booth.
- The Food Vendor is responsible for operating and maintaining their entire Site, including its contents, and the surrounding area in an impeccable manner
 - The Vendor shall regularly remove garbage from their Site, clean the areas surrounding its Site, as well as clean its Site's floor, sink, and any equipment situated within their Site. Failure to comply with this as determined by WCDA may result in loss of deposit
 - WCDA may temporarily or permanently close the Food Vendor's Booth and/or WCDA may deny the Food Vendor the right to participate in any subsequent Cariwest Festivals
- All vendors must have at least two staff working during the festival hours that are **certified in Sec. 31, Food Safety Training** or the online home study course.
- No lotteries, gambling, or games of chance are allowed at the Festival. Free draws for prizes are permitted, providing no purchase is require
- WCDA reserves the right to use any photographs, video footage and audio recordings to market and promote the Cariwest Festival without recourse or liability. Said images and/or recordings may also be used on the Cariwest website, internet or social media, television or radio spots, or in published literature in future years
- **As the Festival has moved to a ticketing system for payment, vendors are prohibited from accepting cash or any other form of payment for food or beverage purchases.**

WCDA, City of Edmonton, Emergency Services, or any other regulatory body reserves the right to exercise control to protect the safety of the public as needed, should a situation occur where this becomes necessary.

The applicant shall indemnify and save harmless **Western Carnival Development Association** from any and all claims, actions, costs or damages which may arise as a result of any closure of a vendor, or of all or part of the festival, including without in any way limiting the generality of the foregoing, solicitor and client costs which WCDA may incur.

Notwithstanding any other Section in this Agreement, W.C.D.A, in its sole and unfettered discretion, reserves the right to refuse any application it receives from any vendor that wishes to participate in the Cariwest Festival. Late submissions will NOT be accepted.

Application Guidelines & Requirements

Please see more detail information and requirements in the Festival Rules and Regulations section below

Application	Application to participate in the Cariwest Festival including all AHS required documents, must be submitted and all fees paid in full by June 10th, 2023 . Fees may be paid by cash, email transfer or by certified cheque payable to Western Carnival Development Association
Cancellation	Deposits will not be refunded if a merchant/food vendor cancels their participation after July 1, 2023
Application Review	WCDA reviews each application to determine suitability for the Cariwest Festival. Fees paid will be refunded if a vendor is not approved for the festival.
Insurance	Vendors are responsible for safeguarding their goods and must carry a Comprehensive General Liability Policy with limits of not less than \$2,000,000, A photocopy of the Certificate of Insurance must be submitted with the application. Booths are not insured by the City of Edmonton, WCDA, Cariwest Caribbean Arts Festival or any sponsoring agents. Insurance certificates must name the City of Edmonton and Western Carnival Development Association as "Additional Insured".
Disclaimer	The Vendor shall defend, save, and hold harmless the City of Edmonton, Western Carnival Development Association, Cariwest Caribbean Arts Festival, their respective officers, agents, board members, staff, volunteers, sponsors, and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss of damage due to fire, accident, theft, weather, acts of god, vandalism, or any other loss or injury whatsoever or not specially described herein, whether past, present or future.

Vendor Meetings – Mandatory Attendance

All Prospective Vendors are required to attend an information session and an Orientation meeting. Co-hosted by AHS and Edmonton Civic Events in **July**, all participating vendors are required to attend. Any vendor who is not in attendance or does not have a representative attend, will lose their deposit.

Information Session	Orientation
Date: Sunday, April 2, 2023	Date: July 30th, 2023
Time: 7:00pm	Time: 1:00PM
Place: Online Google Meets	Place: City Hall Heritage Room

Cariwest Food Vendor 2023 Application Form

We have moved to an online application. Please ensure to have the following ready before you begin the application.

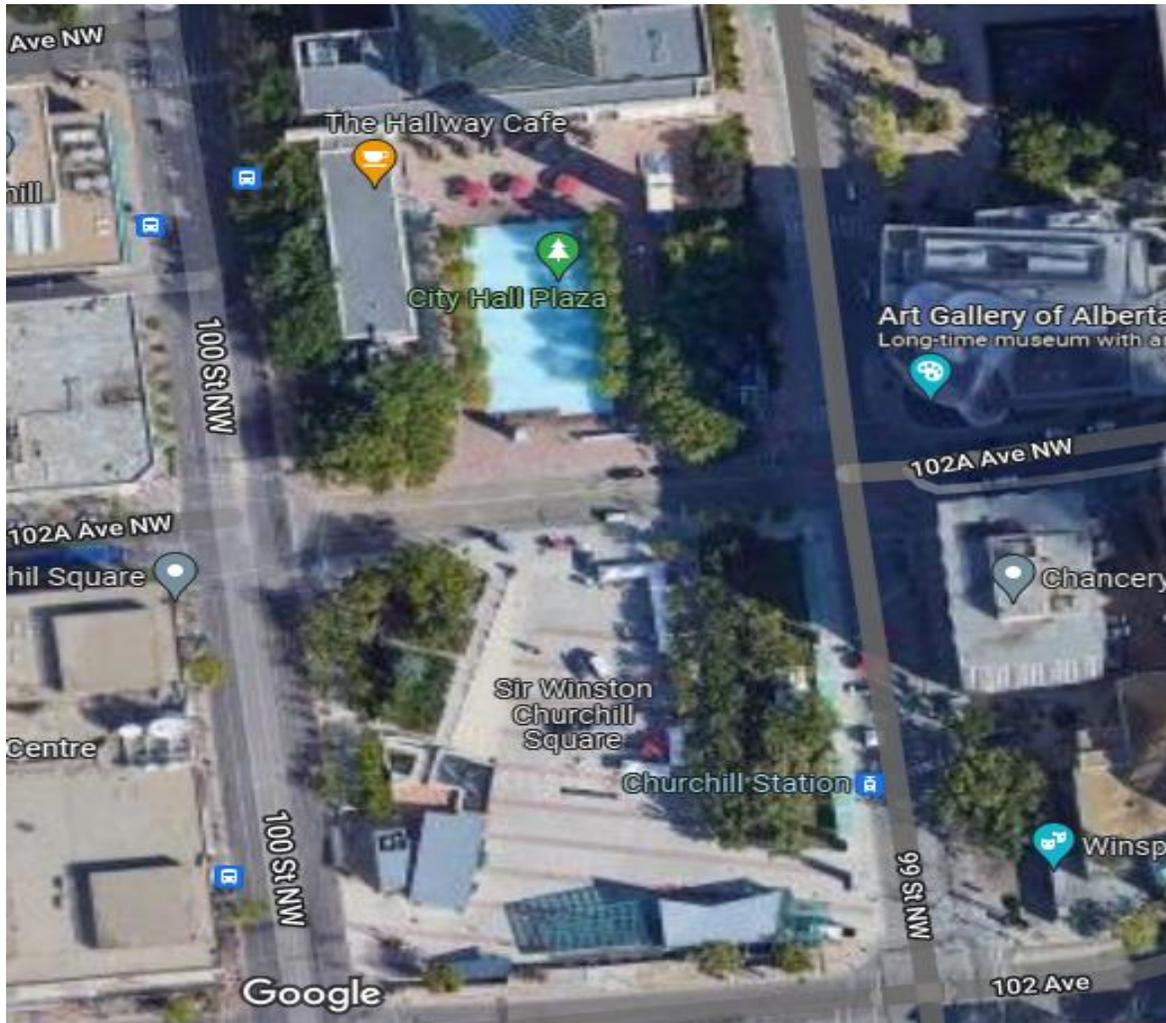
Paid deposit and the remaining fees must be paid no later than June 10th, 2023	
A menu with no more than 5 meal options	
Information about meal items (ex: is it gluten free, vegetarian, does it contain allergens such as nuts)	
Short Bio about your company	
links to website and/or social media sites	
A copy of Alberta Health Services (AHS) Special Event Vendor Form must be completed and submitted with the Cariwest application by June 10th, 2023 which will be submitted to AHS on your behalf with our application. http://www.albertahealthservices.ca/8302.asp	
All food vendors are to provide confirmation that their staff has successfully completed Sec. 31 Food Safety Training or the online home study course in advance of the event. Training can be found on the AHS website. Required by June 10, 2023. http://www.albertahealthservices.ca/3151.asp	
A Comprehensive General Liability Policy with limits of not less than \$2,000,000, which names Western Carnival Development Association and the City of Edmonton as additional insured Parties. A photocopy of the Certificate of Insurance must be submitted with the application Required by June 10, 2023.	
Business License (Food Trucks Only) Required by June 10, 2023.	
Vehicle Inspection (Food Trucks Only) Required by June 10, 2023. *Approved vendors can apply for vending permits by contacting streetvending@edmonton.ca .	

Click the link below to fill out the online application. Once reviewed, you will receive an email notification with an application form for fees.

[CLICK HERE TO FILL IN ONLINE APPLICATION](#)

*A completed form indicates that you have fully read and accepted the terms in this package.

Churchill Square – 2023 Cariwest Caribbean Village



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