

CARIWEST

Edmonton's Caribbean Arts Festival



Merchant Vendor & Non-Profit Registration Package August 5-7th, 2022

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, 38th annual Cariwest Caribbean Arts Festival takes place on the streets of downtown Edmonton and Churchill Square August 5th – 7th.

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.



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Cariwest Caribbean Village Location and Logistics

Churchill Square in downtown Edmonton is the location for the 2022 Cariwest Festival. Merchant vendors will be located on the square.

Festival hours of operation

- Friday, August 5th: 11:00 am – 11:00 pm
- Saturday, August 6th: 11:00 am – 11:00 pm
- Sunday, August 7th: 11:00 am - 9:00 pm

Vendor Set up Schedule

- Vendors will have access to its site commencing the morning of **Thursday August 4th**. 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 5th** at 8:30am.
- An inspection of the booth by WCDA and Fire Department will be held on **August 5th at 9:30am** before opening sales at **11:00am**
- Tear down of booths begin at **9:00pm on Sunday, August 7th** Should Vendors be observed taking down prior to 9:00 pm on Sunday August 7th, the deposit will not be refunded.

Merchant & Not for Profit Vendor Fees & Due Dates

Vendor Type	Fee Type	Amount	Due Date
Merchant & Not For Profit Vendor Fees	Deposit	*150.00	May 15, 2022
	Vendor Fees	500.00	June 10, 2022
	Total	650.00	
	Additional Tables (each)	25.00	June 10, 2022
	Additional Chairs (each)	5.00	June 10, 2022
Payments 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"> • Email Money Transfer to ap.cariwest@gmail.com • • 		
	<ul style="list-style-type: none"> • Credit Card – Note a 2.75% service fee will be charged • 		



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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.

Orientation
Date: TBD
Time: TBD
Place: TBD

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 Merchant 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

- Vendors must have adequate staff to stay open during Caribbean Village hours of operations – failure to do so will result in a fine of \$150
- 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 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 confines of the tent space
- The Vendor is responsible for operating and maintaining its booth, including its contents, and the surrounding area in an impeccable manner
- All property of the Vendor or any part thereof, shall be at the risk of the Vendor
- The Vendor hereby accepts full responsibility for any claim, loss, damages, costs and all expenses (including solicitor expenses as applicable). Subsequently, The 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
- The Vendor shall ensure that all employees, agents, contractors, permitted invitees, directors, officers, and anyone whom the Vendor is responsible for, comply with all applicable statutes,



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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 or and the City of Edmonton shall have access at all times to the Vendor's Site and Booth
- No lotteries, gambling, or games of chance are allowed at the Festival. Free draw for prizes is permitted, providing no purchase is require
- WCDA reserves the right to use any photographs, video footage and audio recordings to market and promote the Festival without recourse or liability. Said images and/or recordings may also be used on the Festival website, internet or social media, television or radio spots, or in published literature in future years
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General Rules & Regulations *(continued)*

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.

All vendors are required to abide by the following rules and regulations as set forth by Western Caribbean

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



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- 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 Federal Plaza for the duration of the Cariwest Caribbean Arts Festival from August 5 - 7, 2022
 - No flyers, ticket sales, loudspeaker, distribution or promotion of any unassociated events will be permitted on Federal Plaza during this time

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 must submitted and all fees paid in full by June 10, 2022. Fees may be paid by cash, email transfer or by certified cheque payable to Western Carnival Development Association
Cancellation	Notice to cancel participation is required by June 1 st Deposits will not be refunded if a vendor cancels their participation after June 17, 2022
Application Review	WCDA reviews each application to determine suitability for the Cariwest Festival. Fees paid will be refunded if a merchant/vendor is not approved for the festival.
Merchandise	Merchandise must be relating to, or be representative of, the cultural objectives of the Cariwest Caribbean Arts Festival. Generic products (i.e. Tupperware, sunglasses, running shoes, cleaning products, Disney merchandise, etc.), products with commercial logos (i.e. Nike, Gucci or Louis Vuitton branded goods), are not permitted for sale.
Description /pictures	Include a description and pictures of the types of arts, crafts or merchandise you will be demonstrating, selling, and/or displaying to the public.
Not permitted	The Cariwest Festival is a family-oriented event and, as such, inappropriate merchandise, including but not limited to merchandise exhibiting crude and vulgar words or actions, are not allowed. Failure to remove such merchandise or material will result in the assessment of fines being levied and the closure of the offending



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	Merchants' operations and potential disqualification of the Merchant from future Festivals.
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 naming both Western Carnival Development Association and the City of Edmonton as additional insured. Booths are not insured by the City of Edmonton, WCDA, Cariwest Caribbean Arts Festival or any sponsoring agents.
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.

Application Checklist

Please include everything below with the submission of your registration form. Incomplete applications will not be accepted.

A completed and signed copy of the Application Form	
Paid deposit and the remaining fees must be paid no later than June 10, 2022	
Short Bio about your company	
links to website and/or social media sites	
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.	



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Cariwest Vendor 2022 Application Form

Concession Name	
Vendor Type (Art, clothing)	
Manager Name	
Mailing Address	
Phone	
Email	
Website and Social Media tags	
Electricity – do you require? Please specify amp required: 15 amp (4 circuits) or 30 amp (4 circuits)	

Fees	Amount Due	Date Paid	Form of Payment
Deposit	150.00		
Registration (tent vendor)	600.00		
Additional Tables (\$25ea)			
Additional Chairs (\$5ea)			
Total Amount Due			

Please sign to acknowledge that you have read all the information, rules and regulations and agree to be bound by this contract.

Sign: _____

Date: _____

Churchill Square, Downtown Edmonton 2022 Cariwest Caribbean Village

