

# CARIWEST

Edmonton's Caribbean Arts Festival



## Merchant Vendor & Non-Profit Registration Package August 11-13th, 2023

Contact:

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Edmonton's Caribbean Arts Festival

## 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, the 39th Annual Cariwest Caribbean Arts Festival takes place on the streets of downtown Edmonton and Churchill Square August 11th – 13th, 2023.

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 2023 Cariwest Festival. Merchant vendors will be located on the square.

### Festival hours of operation

Friday, August 11<sup>th</sup>: 11:00 am – 11:00 pm

Saturday, August 12<sup>th</sup>: 11:00 am – 11:00 pm

Sunday, August 13<sup>th</sup>: 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 **Thursday, August 10th**. 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.

## Merchant & Non- Profit Vendor Fees & Due Dates

Vendor	Fee	Amount	Due Date
<b>Merchant &amp; Non- Profit Vendor Fees</b> *INCLUDES 1- 10x10 Tent, 1 table, 2 chairs	Deposit	*150.00	May 20th, 2023
	Vendor Fees	650.0	June 10th, 2023
	<b>Total</b>	<b>800.00</b>	
	Additional Tables (each)	25.00	June 10th, 2023
	Additional Chairs (each)	5.00	June 10th, 2023
<b>Payment to be made to:</b>	<b>Method of Payment</b>		
Western Carnival Development Association	<ul style="list-style-type: none"> <li>• Certified Cheque</li> </ul>		
	<ul style="list-style-type: none"> <li>• Money Order</li> </ul>		
	<ul style="list-style-type: none"> <li>• Email Money Transfer to <a href="mailto:ap.cariwest@gmail.com">ap.cariwest@gmail.com</a></li> </ul>		
	<ul style="list-style-type: none"> <li>• Credit Card – Note a 2.75% service fee will be charged</li> </ul>		



Edmonton's Caribbean Arts Festival

## **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



Edmonton's Caribbean Arts Festival

## 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 the 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, 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



Edmonton's Caribbean Arts Festival

## 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 damage 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 exceed the 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 is 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 Federal Plaza during this time.



Edmonton's Caribbean Arts Festival

## 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 be submitted and all fees paid in full by <b>June 10, 2023</b> . Fees may be paid by cash, email transfer or by certified cheque payable to <b>Western Carnival Development Association</b>
Cancellation	Notice to cancel participation is required by June 1 <sup>st</sup> Deposits will not be refunded if a vendor cancels their participation after <b>July 1st, 2023</b>
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 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, <b>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.</b> 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.





Edmonton's Caribbean Arts Festival

## Cariwest Merchant & Non-Profit 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 10, 2023	
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 <b>Western Carnival Development Association</b> and the <b>City of Edmonton as additional insured Parties</b> . A photocopy of the Certificate of Insurance must be submitted with the application.	

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

