

# VENDOR APPLICATION



# Houston Caribbean Festival

## JOIN THE **2024** HOUSTON CARIBBEAN FESTIVAL **VENDOR** LINE UP!

The Annual **Houston Caribbean Festival 2024** is quickly approaching. We are particularly excited this year about all the wonderful things both old and new that await us! Our Festival Explosion will be held **July 3 through July 7, 2024** and we are excited about your new or renewed interest in joining us!

Limited booth spaces are available on a **first come, first serve** basis for **J'ouvert on July 5th** and for the **festival on July 7th**. Booths selling similar items to that of your product will be limited. Payments are processed in the order that they are received. Submit your payments early in order to secure your vendor space.

**FESTIVAL MANAGEMENT RESERVES THE RIGHT TO NOT ALLOW THE SALE OF ANY ITEM CONSIDERED UNSAFE OR DETRIMENTAL TO THE IMAGE OF THE HOUSTON CARIBBEAN FESTIVAL**

Vendors are not allowed to sell the following items: Alcoholic Beverages, Bottled Water, Soft Drinks of any kind (Coke, Sprite, Solo, etc.), Bongos, Water Pipes, Drug Paraphernalia, any Houston Caribbean Festival merchandise, or anything with the Houston Caribbean Festival brand name.

**Make all Money Orders/ Cashier's Checks (no personal checks accepted) payable to: "HCF CARIBBEAN FESTIVAL" and return the completed application with payment in full to our drop off location at Tata's Afrikan Imports:**

### **HOUSTON CARIBBEAN FESTIVAL**

Attn: Food Vendor Applications

8324 West Bellfort St,

Houston, Texas 77071

**Applicants must have all necessary licenses, permits (if applicable) and insurance to participate as a vendor.** The vendor owner takes full legal responsibility for participation and is the party for whom all transactions will be conducted. Please be sure to complete the application form in its entirety. Failure to do so may result in additional fees and may hinder the processing of your application. Remember to keep a signed copy for your records.

Regards,

**Vendor Coordinator**  
**Houston Caribbean Festival**

**[Info@HoustonCaribbeanFest.com](mailto:Info@HoustonCaribbeanFest.com)**  
**[www.HoustonCaribbeanFest.com](http://www.HoustonCaribbeanFest.com)**



**PLEASE NOTE:** Vendors may not set up or bring vehicles or merchandise onto the festival vending grounds until all fees are paid. Vendors arriving on festival day without having paid and submitted a completed application will incur additional fees, but are NOT GUARANTEED a spot and subject to approval.

1. It is mandatory that all vendors set up at least **2 hours** prior to the start of all events by the designated time. Vendors will not be able to drive their vehicles onto the festival grounds after 11:00 AM on **July 7th**. It is not advised that vendors leave the site for additional supplies after the event has started. If a vendor must leave, then they will have to hand carry any additional items into the gate. Each vendor is allowed a "one vehicle" parking pass. All other vehicles must park outside the gate in the public parking area. All vendors must be set up and ready to do business by 11:00 AM on the day of the **festival**. The festival site opens at 8:00 AM on **Sunday, July 7, 2024**. Once each vendor arrives, you are required to go and see the Vendor Coordinator for your specific site location information. Each vendor will be issued (1) one parking pass. No more than a maximum of (2) two support vehicles are permitted on the festival grounds at one time. Once you find your site, please unload your supplies and equipment first, then park your vehicle and return to your vendor space for setup. Please do not leave your vehicle unattended at any time. At 11:00 AM, vehicles will no longer be permitted inside the gate. **ALL VEHICLES MUST BE OFF OF THE FESTIVAL GROUNDS NO LATER THAN 11:00 AM. NO VENDOR WILL BE ALLOWED TO SETUP AFTER 11:00 AM.**
2. **LATE FEES:** Booth spaces paid after **March 17th, 2024** will be charged a late fee of \$100.00 and must be paid by cash or money order.
3. **SPACE ASSIGNMENT:** Only after a full payment is received will a space be assigned. The exact space/site location map and layout will be provided in your vendor kit. We reserve the right to determine vendor location. Vendor Coordinator may move vendor location per her discretion.
4. **NO REFUNDS:** Vendors who violate City, State, Federal Laws, Festival Laws, Rules and/ or Regulations will be removed from the festival site without warning or refund.
5. Vendors that do not have ALL proper documents, permits or materials will not be allowed to set up on Sunday July 7, 2024. **NO EXCEPTIONS AND NO REFUNDS OF ANY KIND.**
6. Vendors not allowed to sell the following items: Alcoholic Beverages, Bottled Water, Soft Drinks of any kind (Coke, Sprite, Solo, etc.), Bongos, Water Pipes, Drug Paraphernalia, any Houston Caribbean Festival merchandise, or anything with the Houston Caribbean Festival brand name.
7. Health Department Permits are solely the responsibility and expense of the vendor. The **City of Houston Health Department** has **new updates and requirements for vendors operating within the Houston city limits**. Due to this, there are new rules and regulations that will affect permits and deadlines for everyone. Be sure to **contact the City of Houston Health Department and Permitting Center for the rules, regulations and required permits necessary to operate/ participate as a vendor within Houston city limits**. Based on the product or service being sold/ serviced, it is the sole responsibility of the vendor to obtain the required permit(s). If applicable, obtain a health permit from the proper entity. CONTACT the: "Houston Health Department" @ 832-393-5100 and the "Houston Permitting Center" @ (832) 394-9000. Your HEALTH PERMIT MUST BE DISPLAYED CONSPICUOUSLY



## VENDOR GUIDELINES

IN YOUR BOOTH DURING ALL FESTIVAL HOURS. All vendors must comply with the City of Houston permit requirements, rules and regulations. If you are using PROPANE or GAS, please contact the above entities to ensure the required permit(s) are obtained. **Vendor payments** are due **no later than March 17th, 2024**. There will be no exceptions. Space is limited and vendor spots are available on a **first come, first serve basis**. It is **mandatory** for each vendor to obtain and submit any and all required permits timely in order to legally operate as a vendor in Houston, Texas.

8. Receiving your payment after March 17th, 2024 does NOT GUARANTEE approval for a booth space and will incur a late fee of **\$100**. If no space is available by the time your fee is received by our office, then your payment will be returned.
9. Booths selling similar items are limited; therefore, we accept the first complete applications in addition to the vendor payment received in full.
10. **\*\*NO REFUNDS\*\*** There will be no refunds of any kind for last minute cancellations due to weather or anything else. Either the event will be rescheduled or you will be given an option to participate as a vendor at a future event no later than the following year. Please plan accordingly.
11. Vendors will be responsible for keeping their area clean and also cleaning up their space area at the end of the event. Vendors who do not comply with this requirement/ rule risk being removed from the festival site by the local authorities, and will be prohibited from participation in future events. **NO EXCEPTIONS!** All vendors must pay an additional **\$50** deposit for cleaning. All vendors are expected to clean their entire areas and this fee will be refunded once their area is properly cleaned and inspected by the Vendor Coordinator and festival management. Please collect all trash and place it in sealed trash bags at your expense (provided by the vendor). All cooking oils, grease, and/ or gray water **MUST** be taken with you. Any dumping of these materials in your area, on site or near the site will be reported to the authorities immediately. Each site will be inspected prior to your departure. Please provide ample assistance to clean your area in a timely manner prior to the vendor leaving the premises after each event to avoid being charged a late **\$50** Cleaning fee (no refund of deposit).
12. Vendors are solely responsible for the security and safety of their vendor cash, equipment, goods, inventory, supplies and/ or other property. HCF is in no way responsible for any loss or theft of any vendor's equipment or property at any time.
13. HCF will provide booth space no smaller than 10 ft. x 10 ft. Contact us if you have a trailer and we will try our best to work with you. There will be space behind booths for storage and/ or cooking, as well as space between booths to allow for selling or access to your booth from three sides.
14. Tents, Electricity and Water **WILL NOT** be provided. Tables, chairs, equipment, etc. **ARE NOT** provided by the festival and are solely the Responsibility of the vendor.



**INSPECTIONS:** Houston Caribbean Festival management has the right to inspect each vendor's areas including tables, tents, food trucks etc. at any point in time. Inspections will be conducted periodically by HCF staff as needed to ensure that each vendor is following its rules and regulations and are in total compliance.

**WEATHER:** Houston Caribbean Festival management will determine if it is unsafe to hold the event due to extreme conditions. No refunds will be made as a result of weather-related scheduling adjustments or cancellations.

**INDEMNIFICATION AGREEMENT:** I/ We hereby agree to indemnify and hold harmless the Houston Caribbean Festival (HCF) and any other entity involved in the production and staging of the HCF and/ or any injuries, loss and/ or damage to individuals and/ or property resulting from my selling of products and/ or as a result of my/ our participation in the HCF. In addition, I/ We have read and agree to abide by all HCF rules and regulations stated herein and included with this application, or risk being removed from the HCF site by the local authorities and prohibited from participation in future events. Your signature on this Vendor Application and/ or your acceptance of a booth with the HCF, indicates that you have read the above information and that you also agree to adhere to all the rules, regulations and guidelines set forth herein. Any and all disputes and/ or claims arising out of or relating to this contract shall be brought in the courts of Harris County, Texas. If you have any questions or need further information regarding any of the items covered in this contract, please contact the Vendor Coordinator at [info@HoustonCaribbeanFest.com](mailto:info@HoustonCaribbeanFest.com)

# VENDOR APPLICATION



# Houston Caribbean Festival

OFFICIAL FORM

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COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

PHONE CONTACT: (CELL#) \_\_\_\_\_ ALT#) \_\_\_\_\_

**MERCHANT AREA OF INTEREST & FEES**  Arts & Crafts  Food Items  Marketing Items  
 Dessert (\$250)  Sno Cone (\$250)  Dispensary (\$300)

\* Food Truck sizes are determined by organizer \* **No liquid beverage sales allowed of any kind from any vendor.** \*  
 All food and marketing merchants must itemize and list all merchandise to be sold: \_\_\_\_\_

\*Submit additional items in writing if more space is needed

## BOOTH INFORMATION

**Regular registration ends March 17th, 2024 \* Late registration begins after March 17th, 2024 DEADLINE for Vendor Registration is March 17th, 2024.**

**\*\* Houston Caribbean Festival must receive all monies by the date specified \*\***  
**\*\* ALL FEES ARE NON-REFUNDABLE \*\***

**BOOTH SPACE RENTAL PRICES DOES NOT INCLUDE TENT AND ELECTRICITY!! VENDOR IS RESPONSIBLE & MUST PROVIDE. CALL FOR PRICING & AVAILABILITY ON LARGER SPACES.**

	ARTS & CRAFTS (10 X 10 SPACE)		FOOD (10 X 10 SPACE)		MARKETING (10 X 10 SPACE)	
	ARTS & CRAFTS VENDOR	ARTS & CRAFTS VENDOR	FOOD VENDOR	FOOD VENDOR	MARKETING VENDOR	MARKETING VENDOR
<i>All Rentals are 1-Day Event Fees</i>	<i>Early Registration</i>	<b>Late</b> <i>Registration</i>	<i>Early Registration</i>	<b>Late</b> <i>Registration</i>	<i>Early Registration</i>	<b>Late</b> <i>Registration</i>
<b>Ultra Glo</b>	\$ 150	\$ 200	\$ 300 ;if Available	\$ 350	***	***
<b>J'ouvert</b>	\$ 150	\$ 200	\$ 300	\$ 450	\$ 300	\$ 350
<b>Festival</b>	\$ 150	\$ 300	\$ 350	\$ 500	\$ 700	\$ 750

**Health Department Permits** (Food Vendors Only): All Food Vendors MUST obtain the proper Event HEALTH PERMIT by contacting the Houston Health Department @ 832-393-5100 or visit [www.houstonhealth.org](http://www.houstonhealth.org) for permit information and also the Houston Permitting Center @ 832-394-9000 or [www.houstonpermittingcenter.org](http://www.houstonpermittingcenter.org) . Your **HEALTH PERMIT** MUST BE DISPLAYED CONSPICUOUSLY IN YOUR BOOTH DURING ALL FESTIVAL HOURS. All vendors must comply with all the City of Houston permit requirements, rules and regulations. Permit needed: PROPANE or GAS,

I/ We \_\_\_\_\_ hereby agree to participate in the 2024 Houston Caribbean Festival Explosion and will be responsible for all booth fees and related expenses incurred due to my participation in the Houston Caribbean Festival. I have read the attached Rules, Regulations and Guidelines and fully understand that upon signing (script or print) this contract, I ACCEPT ALL the conditions and terms set forth herein.

\_\_\_\_\_  
**Vendor Signature (First & Last Name)**

\_\_\_\_\_  
**Vendor Print (First & Last Name)**

\_\_\_\_\_  
**Date**