



PHILADELPHIA CARNIVAL 2024

VENDING PACKAGE

June 15, 2024
Fairmount Park
3952 Chamounix Drive
Philadelphia, PA 19131

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VENDING APPLICATION

Thank you for your interest in vending at the 2024 Philadelphia Carnival. We look forward to your support of this cultural festival which takes place on Saturday, June 17th from 10am-6pm. This highly anticipated Caribbean event is the perfect venue to sell, promote and advertise your products and services to thousands of festival goers. To be considered as a vendor for this year's event please see the information below and complete the vending application in its entirety.

1. FEES

All vendors' fees are due in full no later than April 26, 2024. Any payments after that date will carry an additional \$50 late fee charge.

The application fee may be paid in cash or money order. Money orders should be made payable to "United Caribbean Association of Philadelphia" or to "UCAP" (NO PERSONAL CHECKS). In addition, UCAP will also accept payments via Paypal and Zelle.

PLEASE NOTE THAT ACTUAL PAYMENT - AS OPPOSED TO A PROMISE TO PAY - MUST BE RECEIVED BY THE SPECIFIC FEE DEADLINE TO QUALIFY FOR THAT FEE.

2. VENDORS BOOTH SPACE

Vendor Concession	10 x 10'	10 x 20'	Truck/Food Truck Fees
Food Vendors (Includes \$50 Clean Up Fee) *Health license is required.	\$250 - Lower route \$350 - Mid route \$450 - Upper route	\$500 - Lower route \$600 - Mid route \$700 - Upper route	\$500 - Lower route \$700 - Upper route -2 Truck limit -Special rules apply *Health license fee is not included.
Art & Crafts Vendors (Includes \$50 Clean Up Fee)	\$200 - Lower - Upper route	N/A	N/A

Vendor Concession	10 x 10'	10 x 20'	Truck/Food Truck Fees
Corn/Fresh Coconut/Natural Juices/Ices/Lemonade (Includes \$50 Clean Up Fee) *Health license is required.	\$150 - Lower route \$200 - Mid route \$250 - Upper route *Health License fee is not included.	N/A	N/A
Organization Booths (Non-Profits)	\$250 - Lower - Upper route	N/A	N/A
Corporate Booths	\$300 - Lower - Upper route	N/A	N/A
TENT RENTALS: U.C.A.P will provide tents for rent for additional fee:	\$100	\$150	N/A

3. REQUIREMENTS FOR ALL VENDORS

- a. ALL VENDORS MUST HAVE CITY OF PHILADELPHIA LICENSE TO VEND, ABSOLUTELY NO EXCEPTIONS. All vendors must have a signed application on file in order to be considered as a vendor.
- b. All fees must be paid in full and a complete application received before any information on your location on the vendor's list and space number will be issued.
- c. All vendors should attend vendor meetings or have a representative attend.
- d. If possible provide a valid email address for correspondences between the vending chair and your business.
- e. Vendors are set up in their booth space assigned.
- f. All vendors must provide their own tables, tents and chairs.
- g. All Food Vendors are required to have a multipurpose fire extinguisher.
- h. All vendors requiring electricity must provide their own generator.
- i. All Food Vendors using propane tanks must store them in a crate.
- j. Food Vendors' gas cans or bottles must be stored in a proper and safe area.
- k. Food Vendors must have a trash can and garbage bags to keep trash and debris out of the food prep area.
- l. Food Vendors must have cardboard or vinyl flooring.
- m. All food vendors must have liability insurance (further info to be provided at vendor meetings).

4. FOOD VENDORS

- a. Please review the City of Philadelphia Department of Health and Temporary Special Event Food Vendor Checklist for rules regarding outdoor cooking at special events in Philadelphia Before selling; your booth will be inspected for compliance of the items listed on the Food Checklist. Upon approval, you will be given a certificate to open your booth for business once approved.
- b. Protective covering/floors are required to protect the grass

5. ICE

Food Vendors are responsible for supplying their individual ice needs. However, UCAP will try to arrange for an ice company to bring an ice truck site to sell ice to vendors.

6. ARTS & CRAFTS/MERCHANDISE VENDORS RESTRICTIONS

Music must be played at a minimum level from any booth during your presence. Should you violate this rule, you will be removed from any area and forfeit all fees or deposits. The sale of unauthorized CDs, tapes, videos, clothing, etc. is strictly prohibited. Any vendor found in violation will be removed from the carnival and have their merchandise confiscated by the Philadelphia License and Inspections (L&I).

7. GARBAGE AND GREASE/OIL/HARMFUL AGENT DISPOSAL

All vendors must bring their own garbage bags. All grease/oil/harmful agents must be disposed of in the proper containers.

8. CLEANUP AND CLEANUP FEE

All vendors are required to pay a non-refundable clean up fee. Vendors agree to leave their vending area in the same condition as received. All articles are to be disposed of and placed in the proper containers. Vending area are subject to periodic inspections by Festival officials and will be inspected at the close of the event to determine if additional cleaning fees are required. If additional cleaning fees are required, the vendor agrees to pay these fees at the time they are notified.

Failure to pay clean up fees will result in the vendor being banned from participating in future UCAP events.

9. CANCELLATIONS

For cancellations received on or before May 17th, 2024, all sums paid, less a processing charge of \$100.00, will be returned to the vendor. No refunds will be given after May 17th, 2024 under any circumstances.

10. PHILADELPHIA LICENSES

Vendors must acquire all licenses for selling of goods in Philadelphia. Please refer to www.phila.gov/licenses.

11. VENDOR PACKAGE

All vendors or their designated representatives should attend the vendor meeting(s) and all pre-carnival meetings or contact a carnival representative for the information. You will be responsible for knowing, understanding and abiding by the information contained therein.

12. LIABILITIES

All vendors must have a special events license from the City of Philadelphia in order to vend on Saturday, June 15, 2024. Each vendor sells food, craft, etc. at his/own risk. UNITED CARIBBEAN ASSOCIATION OF PHILADELPHIA DOES NOT ASSUME ANY LIABILITY FOR LOSS, DAMAGE, OR THEFT OF WORK, DISPLAY MATERIALS, OR ITEMS FOR SALE OR DISTRIBUTION.

13. RESPONSIBILITY OF VENDORS

- a. Each vendor must be present with his/her items during the vendor pavilion hours.
- b. Each vendor is responsible for providing relief personnel to maintain their booth.
- c. NO VENDOR MAY SUBLET TO ANOTHER VENDOR

14. ITEMS NOT ALLOWED ON PREMISES

- a. Vendors ARE NOT permitted to sell ALCOHOLIC BEVERAGES.
- b. Violators will be removed from the premises and fined by the City of Philadelphia License & Inspections and/or Police Department and banned from vending at future carnivals.
- c. All items sold are restricted to those listed on the participant's application and approved by UCAP.
- d. **NO BEVERAGES SHALL BE SOLD IN GLASS BOTTLES - NO EXCEPTIONS!**

15. ADMISSION/PARKING

Vendors will be allowed to unload at the venue and park their cars on the adjoining streets from 6:00am-9:00pm breaking down starts at 6pm.

16. PENALTIES

UCAP reserves the right to bar any vendor from participating in Philly Carnival due to non-compliance of any rules or regulations listed herein or for the misrepresentation of their offerings. UCAP reserves the right to remove any objects, person(s), or product that is not in compliance with the rules pertaining to the “family atmosphere” of the carnival and parade. Such occurrences will result in forfeiture of all fees and deposits, in addition to removal from the carnival location.

17. RESTRICTIONS

UCAP STRICTLY PROHIBITS THE SALE OF ANY PHILLY CARNIVAL MERCHANDISE EXCEPT VIA AN OFFICIAL UCAP BOOTH

18. FORCE MAJEURE

In the event of sickness or disabling accident or if any engagement hereunder is prevented, rendered impossible or infeasible, or any act or regulations of any public authority or bureau, act of God, civil unrest, strike, epidemic, interruption in or delayed transportation service, war conditions or emergencies or an other cause beyond the control of either a party (a force majeure event) it is understood and agreed that there shall be no claim for damages by either party to this Agreement. UCAP has to such engagement shall be deemed waived. It is agreed that inclement weather shall be deemed a force majeure event.

VENDOR APPLICATION

Name of Business: _____

Names of Concession Staff: _____

Telephone Number(s):

Day: _____ Evening: _____

Cell Phone: _____

Email Address: _____

Mailing Address: _____

Emergency Contact Name/Phone: _____

Social Media:

Facebook _____

Instagram _____

Twitter _____

VENDOR SELECTIONS

PLEASE CIRCLE APPROPRIATE VENDOR SELECTIONS

Vendor Concessions	10 x 10'	10 x 20'	Truck/Food Truck Fees
Food Vendors (Includes \$50 Clean Up Fee) *Health license is required.	\$250 - Lower route \$350 - Mid route \$450 - Upper route	\$500 - Lower route \$600 - Mid route \$700 - Upper route	\$500 - Lower route \$700 - Upper route -2 Truck limit -Special rules apply *Health license fee is not included.
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TENT RENTALS: U.C.A.P will provide tents for rent for additional fee:	\$100	\$150	N/A

The above application, having been prepared in accordance with applicable instructions, and executed by the authorized representatives of UCAP and the Vendor constitutes a binding contract that shall remain binding on both parties absent their execution of a subsequent written agreement.

UCAP Authorized Representative
Date _____

Vendor Authorized Representative
Date _____

Money Order #: _____

Amount: _____

www.Paypal.com - Payable to UCAPhila@gmail.com
Other electronic payments (Zelle)

WAIVER & RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK:

We/I _____ hereby release, waive and discharge the United Caribbean Association of Philadelphia and the City of Philadelphia Pennsylvania and either of their officers, officials, employees, agents, volunteers and contractors (collectively, the releases) from any and all liability claims of any kind whether for personal injury, property damage relating to vending at Philly Carnival 2019. I am signing this agreement freely and volunteering, having read and understood it and with a full opportunity to consider its substance and with the intention of fully and unconditionally assuming the risks and releasing the liabilities as described above in this agreement.

Date Printed

Participant Name

Participant Signature

PLEASE COMPLETE AND RETURN