

# 24th Annual Maple Ridge Caribbean Festival 2024

Saturday August 03 (1pm - 10pm) + Sunday August 04 (12pm-8pm)

Albion Fairgrounds: 23448 105<sup>th</sup> Ave, Maple Ridge

## Vendor Application / Registration Form

Use this document to apply as a vendor to the Maple Ridge Caribbean Festival. Including Food Concessions, Arts & Crafts, Non-Profit Organizations.



For any additional information :

**Deb Bradbury**  
Vendor & Concessions Director

604 353 1730

[mrcaribbeanfestdeb@gmail.com](mailto:mrcaribbeanfestdeb@gmail.com)

# About the Maple Ridge Caribbean Festival

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With this theme in mind the Maple Ridge Caribbean Festival is celebrating a milestone event this year! Due to its overwhelming popularity and continued growth, the festival has outgrown its current location in downtown Maple Ridge and is relocating! The 24th annual Maple Ridge Caribbean Festival will take place August 03 & 04 2024 at the Albion Fairgrounds.

The festival will feature 2 large stages with continuous music provided by 17 live bands from the Lower Mainland's Caribbean community, featuring Reggae, Calypso, Salsa and Soca music.

Over 100 entertainers will showcase the music and culture of their islands.

In addition to the music, make sure you enhance the experience by visiting:

Our wide variety of food vendors, offering authentic Caribbean foods from Jerk chicken to curried goat. 30-40 street vendors displaying their goods at the Caribbean open air market.

## VENDOR INFORMATION

- Please read, complete and sign all applicable documentation, pertaining to your application
- Return pages 5 – 7 of this package, along with the checklist items, listed on page 4 and keep a copy for your own records
- Food Concessions and Marketplace vendors **PLEASE NOTE:** select a booth size, which accommodates your logistical needs. We cannot allow a larger booth size, than applied for on the application.
- The Marketplace, placed on the “grassy area” in the Albion Fairgrounds in Maple Ridge, features arts, crafts, novelties, apparel, jewellery, sealed & bottled items, service industries, etc.
- Mobile concessions must be fully self-contained

## IMPORTANT DATES

Application Deadline for food vendors	July 07
Application Temporary Food Service(Fraser Health)	July 01
Application Deadline all other vendors	July 15.

## MR Caribbean Festival 2024

Set up Food vendors	Friday, August 02, after 3:00pm
Set up all other vendors	Saturday starting at 10:00 am (NO EXCEPTIONS)
Festival hours	Sat Aug 03, 1:00pm – 10:00pm and Sun Aug 04, 12:00pm-8:00pm

Security patrols on site, both Friday and Saturday overnight.

**LEAVING ANY VALUABLES ON SITE IS AT YOUR OWN RISK**

# Vendor Rates

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## FOOD

Food Vendor “Small” -	10’ x 10’	Rental Fee \$	750.00	Damage Deposit \$	150.00
Food Vendor “Regular” -	10’ x 20’	Rental Fee \$	1,150.00	Damage Deposit \$	250.00
Food Vendor “Large” -	20’ x 20’	Rental Fee \$	1,650.00	Damage Deposit \$	350.00
Self-contained mobile concession	less than 15’	Rental Fee \$	800.00	Damage Deposit \$	150.00
Self-contained mobile concession	more than 15’	Rental Fee \$	950.00	Damage Deposit \$	250.00

## ARTS, CRAFTS, CLOTHING, MERCHANDISE ETC.

Arts & Crafts Vendor	10’ x 10’	Rental Fee \$	275.00	No Damage Deposit Required
Arts & Crafts Vendor	10’ x 20’	Rental Fee \$	400.00	No Damage Deposit Required

## CORPORATE PROMOTIONS & PROMOTIONAL DISPLAYS

On-site display – prime	large tent or branded vehicle (max. 20’ x 20’)	\$	2,500.00
On-site display – secondary	small tent or branded vehicle (max. 10’ x 10’)	\$	1,000.00
Branding only	No tent – handing out materials	\$	500.00
Non Profit	max. 10’ x 10’ – apply for approval	\$	150.00



# Checklist

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In order for your application to be considered, it **MUST** be accompanied by ALL required forms and fees. Before mailing your application, please make sure to include the following:

## From this Document Package:

- Vendor Registration / Application (pages 5 and 6)
- Vendor Agreement, signed by authorized individual (page 7)
- Electrical & Fire Safety Worksheet (page 8)
- Event Guidelines (initial page 12 + 13, sign and date page 14)

## Applicable to Food Vendors:

- Temporary Food Service “Special Event” Application – Required when selling/sampling ANY type of food (Fraser Health: contact Brian Wojciechowski at 604 - 476 – 7060)
- Certificate of Insurance, naming the following as additionally insured:  
MR Caribbean Festival Society  
District of Maple Ridge  
City of Pitt Meadows  
School District #42  
MR Parks & Leisure Commission

## Payment:

- Applicable Rental Fee
- Damage Deposit (refunded within one week after festival dates by mail, provided your booth space was left clean and all trash was removed).
- After July 08 : add \$50 Late Fee

You are required to read and agree with the rules & regulations and event guidelines as laid out within this application.

# Vendor Registration / Application

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Applicant Name: .....

Company Name: .....

Company Address: .....

City: .....

Postal Code: .....

Work Phone: .....

Mobile Phone: .....

Fax Number: .....

E Mail: .....

Amount Enclosed: .....

Cheque     Money Order     Cash

Would you like same location as last year?

Yes     No

## Vendor Type

Refer to page 3. Enter applicable information below. (NO Damage deposit required for Art Vendors)

Category:     FOOD                       ARTS

PROMOTIONS

Dimensions: .....

Rental Fee: .....

Damage Deposit: .....

Total Enclosed: .....

.....

### We Accept Credit Cards:

Visa: # \_\_\_\_\_ Expiry: \_\_\_/\_\_\_ CVC # \_\_\_\_\_

Mastercard: # \_\_\_\_\_ Expiry: \_\_\_/\_\_\_ CVC # \_\_\_\_\_ American

Express: # \_\_\_\_\_ Expiry: \_\_\_/\_\_\_ CVC # \_\_\_\_\_

# Product List – ALL VENDORS:

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What will you be selling / presenting at the Maple Ridge Caribbean Festival?

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Please describe menu, products or sampling items:

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Damage Deposit Refunded

\$ .....

Date: .....

# Vendor Agreement

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Maple Ridge Caribbean Festival believes in equal opportunities for all vendors and we will actively seek fair evaluation of all applications. We do not allow personal beliefs to conflict with application consideration. When selecting participants, criteria may include menu items, past history, promptness of application arrival, event area accommodations. Maple Ridge Caribbean Festival reserves the right to deny acceptance of any applicant, on account of past experiences or other factors warranting exclusion.

As a participant of the 2024 Maple Ridge Caribbean Festival, I fully understand and agree to the following:

I recognize and acknowledge, that I assume full risk of any injury, property damage or loss, which I may sustain as a result of my participation in any and all activities connected with or associated with my participation in the Maple Ridge Caribbean Festival. Furthermore, I understand that I must carry my own insurance. I was advised, if I decide to store my products and equipment overnight, it will be at my own risk.

I agree to waive and relinquish all claims I may have against the Maple Ridge Caribbean Festival, the District of Maple Ridge, all associated sponsors, staff of the festival and agents thereof from any and all claims other parties may have resulting from injuries, damage, or loss caused by, arising from, connected with, or in any way associated with the activities of the Maple Ridge Caribbean Festival.

I agree to provide a specific list of all menu items, I intend to sell and I acknowledge that I may not be permitted to sell each of the items offered. I understand, that I must comply with Fraser Health regulations, pertaining to food sales at special events. I understand that failure to comply with those regulations may result in being asked to leave the festival immediately, forfeiting all fees.

I agree, that I am responsible for the transportation, insurance and sale of my products. I agree to pay all necessary fees, set forth in this application. I understand, that submitted payment will be deposited upon my application arrival, although I may not be selected to be a 2024 MR Caribbean Festival vendor. I further understand, that if I am not selected, I will receive a full refund of my fee + damage deposit, as soon as possible after selection date, which may not be until after the festival completion.

I understand that Food vendor cancellations must be made in writing and must be postmarked, emailed no later than July 7, 2024; absolutely no refunds will be considered after July 7, 2024. No refunds for any reason for Arts' & Crafts, any type of commercial, or display vendors.

I agree to be present for both days of the festival: Saturday August 03, noon-9:00pm and Sunday August 04, 2024 noon-8:00pm

I have read the application and agree to abide by all rules set forth in this agreement.

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

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**By signing you acknowledge, that you have read all information including the following pages.**

# Electrical & Fire Safety Worksheet

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In order to ensure that everyone has access to the electricity they need, PLEASE complete the following information. If you bring equipment that is not listed, we may not be able to accommodate your requirements.

**Power provided to Food Vendors and Ride Operators only, at the discretion of the festival committee.**

- Do you need electricity in your booth space?  Yes  No
  - Do you need electricity overnight?  Yes  No
  - Are you bringing own generator?  Yes  No  
If yes, please describe:
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- Are you planning to cook with charcoal at the event?  Yes  No
- How much electricity & how much circuits will you need?
- 110 volts up to 2000 watts & .....circuits
- 220 volts up to 2000watts & .....circuits

PLEASE list all the equipments & required amps you need?

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To expedite fire inspection, please complete the following information:

How many tanks of compressed gas are you bringing? .....

Where are you storing the full tanks?

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How will you secure the full tanks?

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# Rules & Regulations

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## Health Department

IMPORTANT: You MUST file “The Temporary Food Service for Special Events” Application with Fraser Health along with your vendor application on/before July 01, 2024. PLEASE be advised that Fraser Health will NOT accept any “Special Event” Food Service applications after this date. Fraser Health will conduct inspections Saturday August 03, 2024 on site.

## Fire Department

All food vendors need to supply their own fire extinguisher, with a rating no less than 40B. Portable gas containers, piping, hoses, valves and fittings shall be protected to prevent tampering or damage.

## Food Vendor’s Insurance

IMPORTANT: see Food Vendor’s Insurance, page 11, for requirements

## Event Services

Maple Ridge Caribbean Festival will provide access to water, garbage dumpster, cardboard recycling container and access to grey water disposal.

## Electricity

Power will be available only to those food vendors, who have provided us with power requirements on their application NOTE: we have experienced problems with vendors, using more power than requested on their application; resulting in tripping breakers and causing many problems and delays for ALL food vendors. PLEASE provide a detailed list of everything you require power supply for, in the space provided on the application

Each vendor is responsible to cover all cables and wires in his/her booth (using wire mats, covers; any cables/wires running into your booth must be covered at all times). 12 gage power cords with 50ft min length. Provide your own wire splitters, extension cords, etc. they will not be provided! Please prepare to bring a minimum of 100’ in extension cords to the event and be prepared with power bars, or any additional equipment you may require.

## Compostable Suppliers

We are proud to be one of the most sustainable community events in downtown Maple Ridge and are moving towards a “zero waste event” policy.

Maple Ridge is known for its “Green Practices” to preserve our environment; therefore the Maple Ridge Caribbean Festival has been working towards a Zero Waste Event for the last 4 years.

Our goal is to greatly reduce the amount of non recyclable, non compostable supplies, used by all our vendors at the festival.

We hereby strongly encourage you to do your part, plan ahead and only distribute materials that are locally compostable and/or reusable.

The following suppliers can provide you with such supplies at a reasonable cost; we thank you!

# Menus

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On your application, include list of all food items you are planning to serve. All menu items are subject to review by Fraser Health and MR Caribbean Festival.

## **Discounts / Late Fees / Cancellations**

Your application and fees (rental and damage deposit fee) are due by July 07, or July 15 (depending on what you're selling). The required refundable damage deposit fee is also with your application fee. All fees will be deposited upon receipt of your application.

The cleaning/damage deposit will be returned to you after the event, provided your booth space was left clean, all trash was removed, grease spots are gone, etc.

**Late Fee** (application received after July 08 (food) or July 16 (other)) \$50.00

**Cancellation** NO REFUND for Arts & Crafts or Commercial vendors. Food vendors only: must be made in writing - NO REFUNDS after July 07 - cancellation fee \$100

**NSF Charge** returned cheques, dis-honoured by the bank, are subject to \$25 NSF charge.

## **Payments**

Only Cheques, Bank Drafts, Money Orders, or Cash will be accepted.

All payments payable to Maple Ridge Caribbean Festival Society

**NSF Cheques are subject to a \$25.00 service fee and invalidate your application, if funds are not immediately replaced by Bank Draft or Cash.**

## **Mailing Address**

MR Caribbean Festival Society  
Vendor Applications  
Attn. Deb Bradbury  
PO Box 469  
Maple Ridge B.C.  
V2X 2R3

## **Office address (for drop off - Mon/Fri 10-4)**

Hagen's Travel & Cruises  
11958 224th St.  
Maple Ridge B.C.  
V2X 6B3  
Phone 604-467-5535

# Food Vendors' Insurance

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Food vendors are required to submit an insurance certificate with coverage of five (5) million dollars in commercial general liability, listing the following as additional insured:

- Maple Ridge Caribbean Festival Society
- City of Maple Ridge
- School District # 42

The insurance document should indicate the dates and times of coverage, including aspects of preparing and actual participation in the event; period of coverage to include set-up and take-down. As well as event hours, as follows:

- Friday Aug 02 - Sunday Aug 04, 2024

Following receipt of the Insurance documentation (in addition of application and payment), a notice of acceptance will be issued to you.

The earlier you finalize this process, the better it will be for your and our planning process.

If you have insurance already in place, please ensure that the organizations listed above are listed as additional insured; you may wish to consult your Insurance agent.

## Event Guidelines

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1. Food booths must be set up in a “ready to serve” condition to be inspected by 11:30 sharp each day of the festival and ready for inspection by Fraser Health.
2. Booth layout should be planned to prevent contamination of food. Food, utensils and containers **MUST BE** stored at least 6” above the floor surface and prohibited from contamination
3. Unauthorized vehicles must be off the festival site by 11am each festival day
4. Sharing or subletting of space is absolutely prohibited
5. Setting up may start as early as Saturday, August 03 at 7am. However, no sales allowed outside the authorized hours of 12 noon-9pm both festival days.
6. Maple Ridge Caribbean Festival is not responsible for any equipment left on the site by the vendor. While there will be general security patrols from Friday night until Sunday night, vendors are personally responsible for the security of all personal property
7. Any goods left in trailer, tent, or other area on the festival grounds will be the responsibility of the vendor. Maple Ridge Caribbean Festival will not be responsible for any stolen, lost, damage, or safeguarding of valuables – **VENDOR RELEASES MAPLE RIDGE CARIBBEAN FESTIVAL FROM ANY LOSS OR DAMAGE TO YOUR PROPERTY**
8. No drugs or alcohol is permitted in any vendor’s booth. Violator’s right to participate in the Maple Ridge Caribbean Festival will be immediately revoked.

9. All food vendors must hold a current health permit for mobile food vendors or a temporary food permit for “Special Event” in order to operate.
10. All foods must be obtained from an approved food source, prepared in approved food premises and follow rules of food safety plan.
11. All produce items must be washed at an approved food prep sink, or be received pre-washed
12. All food utensils and paper goods must be transported in clean, covered containers to protect them from contamination.
13. Display and cooking areas such as grills, deep fryers, cookers, or any other cooking and serving equipment shall be protected from the public at all times. This may be achieved by equipment/booth layout, use of sneeze guard, display cases, use of packaging, etc.
14. Food containers should be smooth, non absorbent, easily cleanable(stainless steel, rigid plastic)
15. All foods shall be protected from potential contamination: dust, flies, handling by public, etc.
16. Only approved smooth easily cleanable, non absorbent ice coolers, or approved food-grade containers may be used for storage of food, ice , or drinks
17. STYROFOAM IS NOT APPROVED FOR USE.
18. Storage of packaged food/beverage in un-drained ice, is prohibited
19. Potentially hazardous foods such as meats, poultry, fish, eggs, dairy, sauces, cooked rice, pasta, potatoes and beans, must be maintained below 41F or above 140F at all times during the event.
20. Foods cannot sit out at room temperature, even if frozen
21. Accurate stem thermometers must be available to check the internal food temperatures. Food thermometers must be provided for monitoring food temperatures. Cold foods must be transported and held in approved units, capable of maintaining food at less than 41F
22. Service of food items will not be allowed, if foods are not at proper temperatures.
23. Serving utensils must be used whenever possible and must be stored in the product, with handle extended out of the food. Direct hand contact of foods must be minimized. Use of clean food handlers gloves recommended; does not replace need of frequent hand washing!
24. Hand washing station required at each food booth. Service of food without hand washing station not allowed. Hand soap and paper towels required.
25. Eating, drinking, smoking prohibited within any food booth; staff must leave booth for these activities and wash hands upon return.
26. Each food vendor to supply own clean trash receptacle in food booth.

**Applicable to Craft, Commercial and Display vendors in addition to guidelines above:**

1. Vendor Fee + damage deposit is due with your application(postdated cheque does not constitute a valid application) Both vendor fee and damage deposit will be deposited; damage deposit refunded following festival dates (mailed to you before Aug 31, 2024), provided your booth space was left clean and all trash was removed.
2. Any cheque dishonored by the bank, will be subject to \$25.00 NSF charge + will invalidate your application. Only cash or money-order acceptable after NSF cheque.
3. No electricity or water available to any craft, commercial or display vendors; using any park receptacles is strictly prohibited.
4. Generators are not permitted, unless approved BEFOREHAND.
5. Vendors providing edible items, must contact Fraser Health and receive permission to sell any such items.
6. Booth spaces are clearly identified on application in 2 sizes: 10 X 10 or 10 X 20, if your tent does not fit within the size applied for, you will not be allowed to use your tent (many canopy tents are larger than 10 X 10 and will have to apply for the 10 X 20 size)
7. Vendors' location assigned upon arrival, please register at the **Registration/Volunteer Tent**. If you'd like to be placed near someone, please indicate that on your application form prior to July 7, 2024. No changes to the site plan on day of the festival.
8. Setup time starting at 10 am, both days. Your setup must be completed by 11:30 am both days and your vehicle has to be removed by 11:30 from the festival area. NOT permitted to setup after 12 noon. Cars not removed by 11:30 am will be towed at owner's expense.
9. No vehicles permitted in festival area while festival in progress. Parked unattended vehicles in festival area will be towed at owner's expense! If you wish to leave early (we strongly discourage anyone leaving before 6 pm!), you must carry merchandise to vehicle, NO VEHICLES ALLOWED IN FESTIVAL AREA.
10. THIS IS A "GREEN FESTIVAL"! Vendors required to supply own garbage disposal, pick up and take care of garbage around your area, please recycle if possible; this is an "environmentally friendly" Festival. PLEASE bring your own cups and NO Styrofoam Cups allowed on site. Please dispose of bottles/cans in recycling bins.
11. If you requested booth in Memorial Peace Park, you are NOT permitted to use spikes (or any other device pinning into the ground) for your tent. Security will be enforcing this. **No cars are to be driven on the grass.**
12. The Maple Ridge Caribbean Festival is not responsible for any loss or damage that may occur.
13. While we hope for nice weather, we cannot guarantee it. No refunds will be issued because of less than perfect weather conditions.
14. Vendors supply own tables/chairs.

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Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date