



5508 N. 50<sup>th</sup> St, Tampa FL, 33610  
(813) 325-5584 (917) 916-2094 (813) 445-9010

Dear Vendor,

We thank you for your interest to be a part of the 19<sup>th</sup> Annual Tampa Bay Caribbean Carnival, schedule for Saturday April 20, 2024, at the Perry Harvey Sr. Park, Tampa, FL, 33602.

This year's festival will feature an array of vendors, displaying their Arts and Crafts, Ethnic Cuisine, Products, Parade, Concert and lots more fun for the entire family.

Below, you will find all the information needed for the application. All applications MUST be mail to TAMPA CARIBBEAN FESTIVAL INC., P.O. Box 47525 New Tampa Station, Tampa FL, 33647, or email to [info@carnivaltampa.com](mailto:info@carnivaltampa.com). We therefore encourage you to insure/register any moneys enclosed. We are asking only cashier's check, money orders, and Business Check. **(NO personal checks,**

If you have any questions or concerns about this application, requirements, and procedures, please do not hesitate to call. We may be able to make special arrangements for you. We look forward to your prompt response. Please call any of the following numbers if you have any vending questions, (917) 916-2094, (813) 445-9010 or (813) 325-5584.

Sincerely,

*Jennifer Trent-George*

Event Coordinator/Director  
Tampa Caribbean Festival, Inc.  
(917) 916-2094 (813) 325-5584 (813) 445-9010  
[Luvjen12@yahoo.com](mailto:Luvjen12@yahoo.com)  
[info@carnivaltampa.com](mailto:info@carnivaltampa.com)  
[www.tampabaycaribbeancarnival.com](http://www.tampabaycaribbeancarnival.com)



To participate in the 19<sup>th</sup> Annual Tampa Bay Carnival, on Saturday April 20<sup>th</sup>, 2024 the following items are needed:

- Completed Application form for Vendor's Booth,
- Completed and signed T.C.F.I. Position" (Disclaimer) form
- Ethnic Food vendor's application fee
- Craft vendor's application fee
- Food Truck vendor application fee

#### **FOOD VENDOR LICENSE AND PERMITS**

**NOTE: A Deposit of half of the total vendor fee is required by December 15<sup>th</sup>, 2023. After February 15<sup>th</sup>, 2023, the vendor fee will increase by \$100.00 for Food Vendors, and \$75.00 for Arts & Craft. Application Deadline is March 31<sup>st</sup>, 2024. Vendor space will not be secure without the full payment of the vendor fee.**

This event presents a unique opportunity for organizations to promote products or raise funds.

Vendors set up time is on Saturday April 20<sup>th</sup>, from 6:30am to 10:00am. **NO SETTING UP AFTER 10:00am (NO EXCEPTION) Vendors arriving at 10:0am will not be allowed to set up, and the vendor fee will not be refunded.** All vehicles must be out of the venue by 10:30am. Event opening time: 12:00pm, Event Ends at 10:00pm.

RESERVE YOUR VENDOR SPACE (MARK YOUR CHOICE) FOOD, CULTURAL ARTS & CRAFT VENDORS

#### Vendor Fees are as follows

One Food 10 x 10	\$600.00 (No Tent, Table or Chair provided)
One Food 10 x 20	\$1000.00 (No Tent, Table or Chair provided)
One Craft 10 x 10	\$375.00 (No Tent, Table or Chair provided)
One Craft 10 x20	\$600.00 (No Tent, Table or Chair provided)
Food Truck	\$700.00 (only food truck space no added tent)
COMMERCIAL/BUSINESS VENDORS Call (917) 916-2094 (813) 325-5584 (813-445-9010)	

**VENDOR FEES ARE NOT REFUNDABLE**

Vendors are required to bring their own tent, chairs, generators, and items required by the City of Tampa. (See rules and regulations, below). **Only the space paid for will be provided.**



**\*\*\*\*TAMPA BAY CARIBBEAN CARNIVAL IS A RAIN OR SHINE EVENT\*\*\*\***

Payment Method: Cashier's check, Money Order, ZELLE, **(NO EXCEPTIONS!!!!)**.

The total number of food booths may be limited to 50% of the total booths. Booth positions/locations will be given on first come, first served basis. Preference will also be given to organizations having Caribbean-oriented products, whether food or other.

Booth sites will measure approximately 10 x 10 or 10 x 20 feet. Due to space considerations, you must occupy only space officially assigned to you. **No exceptions.** All food booths must be covered, have flooring and vendors **MUST** supply **ALL** items needed for set-up, operation and maintenance of booths. Food vendors must have protective covering/floors to protect park vegetation/flooring.

All vendors will be responsible for their own trash clean-up and proper disposal. All spaces **MUST** be cleaned to their pre-Carnival condition.

[Setup will be at 6:00AM to 10:00AM. All material in this package is subject to change].

Application deadline: Postmarked by March 31<sup>st</sup>, 2024

**Follow all Public Health guidelines. Please review them carefully, especially concerning potentially hazardous foods.**

1. It is therefore made clear that under **NO** circumstances should alcoholic or Water, be sold, given away or otherwise distributed at the Carnival. Additionally, drug/alcohol and other offensive paraphernalia, will not be allowed by the Vendors.
2. All vendors will be responsible for collecting and reporting all Florida Sales Tax, where applicable. Form DR1 from the Dept. of Revenue should be completed before the event. All vendors are responsible for acquiring all necessary permits with the State of Florida and the City of Tampa required by law.



3. Vendors will not be allow to stroll through the Carnival Village selling any food, drinks or other wares; you will be confined to your selling area. Special positions are not and will not be guaranteed before the dates of the Carnival, unless otherwise specified. Only vendors specifically equipped (and where possible, marked) with mobile selling accommodations (e.g. ice cream truck) will be allowed to sell from automobiles.
4. T.C.F.I. may not be in a position to provide electricity, and therefore urges food vendors to use safe gas or charcoal grills. Individual generators are allowed. **REPORT BACK TO US THE FOLLOWING:** Electrical Needs: - Please gives A COMPLETE LIST of all electrical equipment to be used and their voltage & wattage. *We may have to provide extra electricity AT COST to you if needs exceed the average.* Please let us know of your needs so that we can plan in advance. Electrician services may be available, but at cost to you. We reserve the right to discontinue any illegal or hazardous electrical connections.
5. Vendors may not sell any items before or after the official opening times of the Carnival Village
6. **ONLY TAMPA CARIBBEAN FESTIVAL, INC., WILL BE AUTHORIZE TO SELL ALCOHOL NO EXCEPTION.**



**GUIDELINES FOR FOOD VENDORS**  
**Saturday April 20, 2024**

- 1. There shall be no smoking by persons preparing, cooking or serving foods.**
- 2. Food booths must always maintain a very neat and clean appearance. T.C.F.I. officials will be periodically inspecting to ensure that these rules are adhere to.**
- 3. All food booths will be required to have a roof.**
- 4. Cooking equipment, such as BBQ grills, deep fryers, etc. that requires outdoor use should stay out of the reach of children and away from pedestrian traffic areas.**
- 5. If running water is not available, provide enough water for cleaning and hand-washing purposes, in booths. Refrigerators and freezers must have accurate thermometers. All perishable foods must be refrigerated.**
- 6. Hair restraints must be worn and hands must be kept clean. Disposable gloves are also recommended. We strongly recommend that at least one person (who is not serving or preparing food) be designated to handle all moneys.**
- 7. Condiments shall be in individual packets only.**
- 8. Provide covered containers for garbage and trash. Cardboard boxes are not allowed, and plastic garbage bags are required.**
- 9. Provide ice scoop(s) for handling ice. Provide disposable paper towels or napkins for customer use.**
- 10. Provide fire extinguisher must be properly tagged in each booth that has cooking facilities or booths with a great potential for any fires.**
- 11. All vendors must obtain all necessary permits required by the State of Florida or be subject to pay a fee to a health inspector on the day of the event.**



1. **No staking of tents or any other equipment in the park.**
2. **Everything must be weighed down by sandbags or water ballasts. Weights for tent legs must be at least 40 lbs. each. Weights must be securely attached to canopy roof and canopy leg separately. Ropes and straps should be high quality. Bungee or rubber straps are prohibited. Weights must be on the ground and not dangling. Weights and lines must not pose a hazard and be clearly visible. Items that make acceptable weights: 5-gallon bucket full of water, sand, or concrete; 4" PVC pipe at least 36" long filled with concrete; large commercially available tent weights; sandbags or salt bags 40lbs or heavier**
3. **For maximum safety, tents should be secured as soon as they are put up, and brought down as soon as weight are removed. Do not leave unsecured tents at any time.**
4. **Tents must be set 3 feet from sidewalk on the lawn.**
5. **Plywood must be placed under any vehicle tires and engine parked on non-load bearing areas in the park.**
6. **All vehicles will need to be out of the park at least one hour prior to event start time**
7. **Class K Fire extinguishers are required for any cooking that causes grease laden vapor.**

**PLEASE POST THESE GUIDELINES IN A HIGHLY VISIBLE AREA ON ALL FOOD BOOTHS**



## FOOD VENDOR LICENSE AND PERMITS

Temporary public food service establishments and vendors are required to have the proper licensing to be a vendor at the event. If a vendor does not have a permit to sell food, the vendor will be inspected on the day of the event, by the City of Tampa Fire Marshall, if the vendor is in good standard, a fee will be charged by the City of Tampa to the organization, and must be paid by the vendor to the organization. **(THE ORGANIZATION IS NOT RESPONSIBLE TO PAY TEMPORARY PERMITS FEES FOR VENDORS).**

Proof of food vendor license is required with completion of this Vendor Application Form and Agreement. Vendor Application Form and Agreements will not be accepted until proof of complete food vendor licensing is provided with it.

**FOOD VENDOR INSPECTION AND VIOLATION:** Please note that if the Health Department inspects any vendor and finds vendor to be in violation of any of the vendor rules and regulations stated herein, that vendor may be asked to shut down and/or imposed to pay a fine. If a vendor is found to be in violation of any of the vendor rules and regulations stated herein, and is asked to shut down, vendor understands and acknowledges that the event promoters will not be held responsible.

**HEALTH DEPARTMENT INSPECTIONS:** The Health Department will be present at the event and will inspect Food Vendors for compliance. Food Vendors are required to email or a copy of their Business License and/or permit to:

[Luvjen12@yahoo.com](mailto:Luvjen12@yahoo.com) or [info@carnivaltampa.com](mailto:info@carnivaltampa.com) no later than 30 days prior to event.

**ITEMS PROHIBITED AT FESTIVAL:** No person shall bring in to the Festival or possess, set off, or otherwise cause to explode, discharge, or any firecrackers, torpedoes, rockets, cannons, or other fireworks or explosives of or containing flammable material or any substance, compound, mixture, or article which, in conjunction with any other substance or compound, may explode, discharge, or burn. **NO GLASS BOTTLES, BEER, WINE OR ALCOHOL AND ABSOLUTELY NO FIREARMS ARE PERMITTED AT** "Tampa Caribbean Festival, Inc. No pets and/or animals will be permitted access to "TAMPA CARIBBEAN FESTIVAL, INC. No skateboards, roller-skates/ inline skates or scooters.



**TAMPA CARIBBEAN Festival**  
**Saturday April 20, 2024**  
**APPLICATION FOR VENDOR'S BOOTH**

<b>NAME OF ORGANIZATION or INDIVIDUAL</b>		
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>EMAIL:</b>		
<b>CONTACT PERSON:</b>		
<b>BUSINESS Tel #:</b>	<b>HOME Tel #:</b>	
<b>MAILING ADDRESS:</b>		
<b>STATE:</b>	<b>ZIP:</b>	
<b>TAX ID #:</b>		
<b>TYPE OF ORGANIZATION:</b>		
<b>Non-profit { }</b> <b>Commercial/Business: { }</b> <b>Individual: { }</b>		
<b>TYPE OF BOOTH:</b>		
<b>Food: { }</b> <b>Arts &amp; Crafts: { }</b> <b>Commercial/Business { }</b>		





<b>FEDERAL TAX ID #:</b>
<b>NAME OF PRESIDENT/CHAIRPERSON:</b>
<b>DATE OF INCORPORATION:</b>
<b>TYPE OF PRODUCT/SERVICE OFFERED:</b>
<b>HOW DID YOU HEAR OF THIS EVENT:</b>
<b>ARE YOU BEING SPONSORED?:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>IF SO, BY WHOM:</b>
<b>ANTICIPATED SALES AMOUNT:\$</b>

**Please list you items/menu below for food vendors:**

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### **T.C.F.I. – DISCLOSURE / LIABILITY POLICY**

**TAMPA CARIBBEAN FESTIVAL INC does not and will not provide liability insurance against the protection of persons, vendors, entertainers, merchants, organizations, spectators or others who participate in our event to be held on Saturday April 20th, 2024 at the Perry Harvey Sr. Park, 1000 E Harrison St. Tampa FL 36602**

### **LIABILITY DISCLAIMER & RESPONSIBILITY CONTRACT**

**In consideration of participating in the TAMPA BAY CARNIVAL hosted by Tampa Caribbean Festival, Inc., on April 20th, 2024, at the Perry Harvey Sr. Park, Tampa, Florida \_\_\_\_\_, a duly Authorized representative of \_\_\_\_\_, do hereby**

**Release and forever hold harmless Tampa Caribbean festival Inc. and all action, causes of actions, claims and demands for, upon or by reason of any damage, loss or injury, which from hence may be experienced by me or my organization as a result of participating in the Carnival or any events of T.C.F.I. Tampa Caribbean Festival Inc.**

**T.C.F.I. will not be liable for loss of property, limited or loss of sales and/or performance due to flood, fire, riots, and strikes, shortages of material, order of government, failure of transportation, acts of God/nature or other causes beyond our control. This release extends to, applies to, covers and includes all known, unpredictable, disclosed, unforeseen, unknown, unanticipated and unsuspected injuries, damages, losses and liabilities (including attorney fees and court costs) and the consequences thereof, notwithstanding the consequences of any federal, state, local or territorial law or statute to the contrary. Such provisions are hereby expressly waived. It is further understood and agreed, that my participation or involvement in T.C.F.I. Tampa Caribbean Festival Inc is not to be construed as an admission of liability or the assumption of any responsibility by T.C.F.I. for the personal acts or omissions by me or those of my organization and shall not be a waiver of T.C.F.I. right to enforce any terms, power, right or option in the future.**



**ACKNOWLEDGEMENT BY SIGNING**  
BELOW, I \_\_\_\_\_ (print name) **ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD AND AGREE TO ALL OF THE TERMS AND CONDITIONS OF THE VENDOR APPLICATION FORM AND AGREEMENT, VENDOR RULES AND REGULATIONS, AND TAMPA BAY PARK RULES AND REGULATIONS, AND THAT FAILURE TO ABIDE BY ANY OF THESE TERMS, CONDITIONS, RULES, AND/OR REGULATIONS SHALL PROHIBIT MY PARTICIPATING IN EVENT. BY SIGNING BELOW, I \_\_\_\_\_ (print name) FURTHER ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD AND AGREE TO ALL OF THE TERMS OF THE RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, AND THAT BY SIGNING BELOW, I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE COMPANY.**

**Signed:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Entity (Company):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

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



**You agree to sell only the products pre-approved by “TAMPA CARIBBEAN FESTIVAL, INC.**

**By signing below, I acknowledge, and agree, and understand that there is no refund on payments or deposit for my vendor space, without exception. My vendor space is as is, where is, and is without any implied warranties or guarantees or exclusivity, whatsoever, and I have read and understood all the terms and conditions of this vendor application form and agreement, and that I am agreeing to these terms and condition freely and voluntarily. On behalf of my heirs, executor, administrators and assigns to indemnify and hold harmless Tampa Caribbean Festival In., and all members, officers, agents, workers or volunteers of Tampa Caribbean Festival Inc., hold harmless from and against all actions, claims, demands and liabilities, loss damages and expense of whatever kind or nature, including attorney fees, which may at any time be incurred by reason of my participation in Tampa Caribbean Festival, Inc.**

_____	_____
<b>Name of Organization</b>	<b>Date</b>
_____	_____
<b>Name and Title of Agent</b>	<b>Witness</b>
_____	_____
<b>Signature</b>	<b>Witness</b>



### **TIPS FOR EXHIBITORS AND VENDORS**

**Get the most out of this year's TAMPA BAY CARIBBEAN CARNIVAL 2024**

- 1. Bring out your supporters. Before the Festival, why not send an e-mail blast to your mailing list letting your supporters know that you'll be there and encourage them to drop by ? Like us on Facebook & SHARE!**
- 2. Arrive on time! Arriving within your assigned time frame will ensure that all vendors are given adequate time for set up.**
- 3. Respect the instructions from the Festival Staff and Volunteers – These individuals will be clearly distinguishable from the crowd. They are there to help maintain a safe, informative and exciting day!**
- 4. Pace yourself and staff accordingly! Make sure you have the appropriate amount of staffed employees for your booth in advance.**

**This will ensure that you and your staff may have bathroom and food breaks throughout the day without disrupting your booth flow.**