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20 N. Kossuth Street
Baltimore, MD 21229
Telephone: 410-362-2957
Elainesimon1@yahoo.com
www.baltimorecarnival.com

2018

Baltimore Carnival Celebrates 37 years

Dear Vendors and Patrons:

Baltimore/Washington One Caribbean Carnival 2017 was very successful due to your overwhelming response and support. July 14th and 15th 2018 will celebrate 37 years Caribbean Expatriates' showcasing their customs and culture. The festival will be held at Lake Clifton Park 2801 Harford Road Baltimore, Maryland 21218. Festival hours are Saturday 12pm-10pm and Sunday 12pm-9pm. The festival is sponsored in part by the Mayor of Baltimore City, the Honorable Catherine Pugh and the Office of Promotions and the Arts.

With growth comes many challenges, one such challenge is a mandate from Baltimore City to submit all vendors' application and request for tents and city services by a specific deadline. Please read carefully.

Implemented Change; limited amount of vendors selling the same food products will be enforced. Therefore, your early response will insure participation in this year's festival.

Due to the overwhelming increase of participants at 2017 event, the organization is compelled to obtain additional security for the increased volume of participant expected in 2018. As a result, an additional cost will be added to vending.

The Caribbean festival has proven to be the perfect vehicle to sell, promote, and advertise your products and services to thousands of festivalgoers. The park **opens for vendor set-up on Friday, July 13th from 1:00 p.m. – 7:00 p.m.** and close at 8 p.m. No access after 8 pm. The park will re-open on Saturday, July 14 from 7:00 a.m. – 10:00 p.m. and Sunday, July 15, 2018 from 7:00 a.m. – 9:00 p.m.

Special Note: Out of town vendors, please pay special attention to set up time: Late vendors, who arrive after the festival gate is open to the public, will not be allowed to drive a vehicle in the park. Large containers can be brought in by hand carts only. NO PROPANE TANKS ARE ALLOWED AFTER THE GATES ARE OPENED. This is a safety requirement issued by the Baltimore City Police Safety Department.

Applications are available at www.Baltimorecarnival.com as well as <http://www.dccaribbeancarnival.org/2k14/>. Should you have any questions, please call us at 410-362-2957 or 301-346-9635 or by email to elainesimon1@yahoo.com. I look forward to seeing you Carnival!

Sincerely,
Elaine Simon
Elaine Simon





Caribbean American Carnival Association of Baltimore
 20 North Kossuth Street
 Baltimore, Maryland 21229
 410-362-2957
www.BaltitmoreCarnival.com

DC Caribbean Carnival, Inc.
 202-726-2204
www.dccarnival.org

**Baltimore/Washington One Caribbean Carnival
 July 14th -15th, 2018**

Application for Vendors must be completely filled out – Print Only

Name of Company: _____

Address/Zip code: _____

Name of Responsible Person/Office and Title: _____

Telephone: Business: _____ Home: _____

Email: _____ Cell: _____

Use of Space (Check One):

Food Novelties Arts & Crafts

Displaying not Selling Literatures

Advertising Company/ Electronic Products (Circle one)

10 x 10 Tents \$1200.00

10 x 15 Space \$1000.00

Circle Your Choice of Tent and/or Space Size

(Food Vendors- Add an additional \$50.00 for your Food Permit – or secure it yourself)

10x10 Craft Tent (no food) \$650.00 package
 10x15 Craft Space (no food) \$600.00 package
 Craft Tent 10x10- 1 day only \$400.00
 Craft Space 10x15- 1 day only \$350.00
 Literature Table Space 8 foot \$175.00 per day

10x10 Food Tent \$850.00 package
 10x15 Food Space \$750.00 package
 Food Tent 10x10- 1 day only \$500.00
 Food Space 10x15- 1 day only \$450.00

(Must bring own table & chairs.)

**Note: Water and ice is available on site.
No chairs or tables are provided.

- ❖ 1. Alcohol beverages are prohibited by all vendors.
- ❖ 2. Vendors cannot sell any ALCOHOL BEVERAGES.
- ❖ 3. Please add an additional \$50.00 for your Food Permit – or secure it yourself.
- ❖ 4. A 50% deposit is required to process all applications. NO EXCEPTIONS!!!!
- ❖ 5. Spaces are allocated on a FIRST COME, FIRST SERVE BASIS.
- ❖ 6. Vehicle pass is limited to two passes per vendor. Please be prepared to comply with these requirements. Food vendors will receive 4 wristbands; Arts & Crafts vendors will receive 3 wristbands.
- ❖ 7. Vendors **MUST** display wristbands and vehicle passes at **ALL** time. There will be an additional fee charged for vendors without wristbands and/or vehicle passes.
- ❖ **8. Food vendors must list ALL food and beverage items on the attached food permit application in order to receive a food permit.**

**Baltimore/Washington One Caribbean Carnival
July 14-15, 2018**

PARTICIPATION CONTRACT

I, _____, (hereinafter Exhibitor), enter into this Agreement with the Committee of Baltimore (hereinafter Baltimore/Washington One Caribbean Carnival) and the parties covenant and agree as follows:

A. **Exhibitor** hereby agrees to participate as a vendor in the Festival 2018.

B. Baltimore/Washington One Caribbean Carnival hereby agrees to provide Exhibitor space for vending per exhibition area on the Festival date of the exhibition or vending. Describe in detail all items to be sold in your tent or space i.e. types of food, novelty, arts ‘n crafts – ANY ITEM NOT LISTED CANNOT BE SOLD BY YOU!!!!

C. **Exhibitor** agrees to pay the amount of _____ for exhibition space payable by check or money order to Caribbean American Carnival Association of Baltimore or by PayPal to elainesimon1@yahoo.com on or before **FRIDAY, JUNE 8, 2018.**

D. **Exhibitor** set-up hours at Baltimore/Washington One Caribbean Carnival begins **Friday, July 13, 2018 at 1 P.M.**, Saturday, July 14th and Sunday, July 15th at 7 A.M. **Exhibitor agrees to install Exhibitor’s equipment in tents no later than 8 P.M. on Friday, July 13, 2018** and no later than 11 A.M. on Saturday, July 14th and Sunday, July 15th. Exhibitor agrees to dismantle its display and move its property from the exhibition area no later than 12 midnight on Sunday, July 15, 2018.

E. **Exhibitor** understands and agrees that Baltimore/Washington One Caribbean Carnival and its sponsors are not responsible for loss of or damage to good or property of Exhibitor, or personal injury to Exhibitor and/or it’s employees, and Exhibitor upon

signing the Agreement, expressly releases Baltimore/Washington One Caribbean Carnival and its' sponsors from all such claims.

F. Exhibitor agrees to indemnify and save harmless the Baltimore/Washington One Caribbean Carnival and its members and employees from any and all property damages, personal injuries, and related losses resulting from vendor's acts and/or omissions and agrees that claims are not limited to insurance coverage. Vendors will not be allowed on the ground **UNLESS PAID IN FULL. Security is available 24 hours however; vendors are required to secure their goods.**

G. Exhibitor agrees to abide by all instructions given by designated identified Committee members and vend only in the same area assigned. Exhibitor warrants that it will obey all rules, regulations, and laws of the State of Maryland.

H. Exhibitor agrees not to assign, sublet, or share the whole or any part of it's assigned space with anyone including any individuals, organizations, or group but will maintain and operate said tent in his/her name as a sole vendor per Agreement.

I. Exhibitor agrees to utilize only electrical receptacles provided. **Vendors providing their own tents must also bring a generator for electricity.** Baltimore/Washington One Caribbean Carnival will not assume responsibility for any special electrical requirements that have not been received in writing by Wednesday, June 20, 2018.

J. Exhibitor agrees that any violations or regulations which are hereby incorporated into this Agreement as Attachment A, or provisions of this agreement occurring during Baltimore/Washington One Caribbean Carnival, will result in immediate termination of said Agreement and Exhibitor removal from the exhibition area. In case of vendor removal, all fees are forfeited. **Music vendors will be placed in assigned areas.** Also, please be aware of the new pirating laws. Directions to the park can be obtained by visiting the website @ www.baltimorecarnival.com.

K. Baltimore/Washington One Caribbean Carnival reserves the right and discretion to make location assignments of all exhibition space. Exhibitor understands and agrees that should they cancel space reserved under the Agreement, they are not entitled to a refund and that all fees are non-refundable. Exhibitor agrees to the terms of this Agreement and is consistent with the laws and the courts of Maryland. Out of state vendors plan to arrive on time – Park regulations will be enforced.

L. Please take note – During the Festival hours, no vehicles will be allowed on the grounds. All vendors must set up before opening time. After the gates are opened, large goods can be brought in by hand cart only to the Festival site. Please, NO pets will be allowed in the Festival, except see and eye dogs will be admitted. Violators will be escorted off the premises.

****On Saturday and Sunday, vendor vehicles MUST clear the grounds by 11:00 A.M and will be directed to the parking area.**

THIS POLICY WILL BE STRICTLY ENFORCED BY SECURITY. TO INSURE FASTER SERVICE, YOUR VENDORS PACKAGE WITH BOOTH ASSIGNMENT SHOULD BE PICKED UP AT THE FESTIVAL SITE UPON ARRIVAL.

I UNDERSTAND AND AGREE TO ALL TERMS CONTAINED HEREIN.

_____	_____
Exhibitor	Date
_____	_____
Address	Telephone Number

Please print all information clearly.

**Baltimore/Washington One Caribbean Carnival
Vendor Booth
Electrical Specifications**

In order to ensure proper electrical set up for vendor’s tent, we are requiring each vendor to fill out the following information:

- A. Tents are set up in advance by the City of Baltimore and are inspected. No alterations can be made. Please specify all equipment used for the tent. Please name the type of equipment. Please detail the voltage, the amps/wattage, and the phase for each time used. Be exact! If you do not request an outlet, you will not receive one.
- B. The requested information is a requirement and is very crucial to proper set up. Electrical wiring will be provided according to the vendor’s specifications. Any additional equipment brought to the event to be used and any further request for additional power and/or outlets at time of event will NOT be honored. Maximum – 120 voltage outlet for each tent. **If vendor provides own tent, vendor MUST also provide their own generator.**

NOTE: The Baltimore/Washington One Caribbean Carnival assumes no responsibility for electrical requirements that have not been received with this agreement.

Vendor Name: _____ Booth Size: _____

Signature: _____ Date: _____

<u>Equipment</u>	<u>Voltage</u>	<u>Phase</u>	<u>AMPS/Wattage</u>

- C. Will you use propane? ___No ___Yes (If yes, you must bring a Fire Extinguisher! - 2A-10BC)
- D. NO CHARCOAL GRILLS CAN BE USED (PROPANE ONLY!!!!).
- E. Deep Fat fryers or any appliances using animal or vegetable oil or fat shall require a Class K extinguisher. Grease must be poured in a closed container. Grease cannot be poured on the ground. Violators will be fined \$500.00.

Mail To: Caribbean American Carnival Association of Baltimore, Inc.
20 N. Kossuth Street
Baltimore, Maryland 21229
(410) 362-2957 or email: elainesimon1@yahoo.com
Website: www.baltimorecarnival.com

Baltimore/Washington One Caribbean Carnival
Attachment A – Vendor Regulations
(Please read carefully)

1. A deposit of fifty percent (50%) payment for each booth requested must be deposited by April 13, 2018. Payment must be made by Money Order or Check. Make checks payable to the Caribbean American Carnival Association of Baltimore, Inc. Final payment MUST be made by Friday, June 8, 2018.
2. **Applications received after June 8, 2018 will be charged an additional fee of \$100.00 (one hundred dollars). Payment in full for approved applications is due no later than June 8, 2018. No checks will be acceptable after MONDAY June 25, 2018.**
3. The vendor applications, electrical specifications, vendor booth specification, and food permit (where applicable) forms must be completed in order for your application to be processed. Booth assignments will be on a FIRST COME, FIRST SERVE BASIS WITH FULL PAYMENT.
4. Festival hours are: Saturday 12 noon – 10:00 p.m.; Sunday 12:00 noon – 9:00 p.m. Vendors must clear the grounds with all vehicles by 11 a.m. Saturday and Sunday. Festival dates: July 14 & 15, 2018. Saturday and Sunday, **security will not allow any vehicles in the park after 12 noon.**
5. Vendors must vend in their assigned areas only. Vendors may not roam the grounds and sell from portable areas.
6. Vendors may not spread out from their assigned areas, blocking aisles or imposing on the space assigned another vendor.
7. Vendors MUST NOT sublet assigned spaces.
8. Music vendors will not be assigned to the stage area. **Music vendors will be in a designated area. Music vendors are prohibited from playing loud music that offends other vendors.**
9. Alcohol beverages are prohibited.
10. All beverages must be served in plastic, foam, or paper cups, cans and glass bottles are not permitted to be served. Our organization reserves the right to terminate the license or permit of anyone in violation.
11. Vendors are prohibited from performing their own electrical work and any extension cords are in violations of city laws.
12. Vendors are prohibited from plugging extension cords into electrical outlets of other booths.
13. Vendors must strictly adhere to their electrical specifications and equipment requested on the Electrical Requirement form.
14. Vendors who violate codes, rules, regulations, or mandates specified by Baltimore/Washington One Caribbean Carnival Executive Committee will be subject to penalties ranging from warnings to eviction from the Festival grounds.

MERCHANT VENDORS

****THERE ARE NO REFUNDS OR RAIN DATES FOR THIS FESTIVAL!**