



CARIBBEAN AND FLORIDIAN ASSOCIATION, INC.

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info@cafainc.org

www.cafainc.org

The Caribbean and Floridian Association, Inc., (hereinafter referred to as CAFA).

“Caribbean Fusion” – Sunday April 22, 2018

(A) Vendor Rules:

Please keep a copy for your records and return a copy with your initials next to each “x” identifying that you have read/understood the corresponding information.

Application Process:

X ___ Vendor Space: CAFA will assign vendor spaces based on booth requirements and park layout; keeping the best interest of the event in mind at all times. Vendors will be directed to their respective assigned space upon completion of check in on the day of the event.

Deadlines: - Applications must be fully **completed, signed** by vendor and include all appropriate fees. Applications received that are incomplete, unsigned or without the appropriate fees will be immediately returned to the Vendor. Applications must be received no later than **15 days** (April 8th) prior to the event to receive an email acceptance letter.

X ___ Approval: Applications will be approved /denied based on event needs, space availability and/or amount of duplicated products. The submittal of an application does not guarantee a vendor acceptance into this event. All decisions are at CAFA’s discretion. CAFA has the right to deny or cancel any vendor that does not follow the professional expectations and guidelines of CAFA and the City of Kissimmee. **CAFA DOES NOT GUARANTEE EXCLUSIVITY** for vendors on particular items.

Notification: - Upon approval of the application, CAFA will send email notification to the vendor prior to the event. Vendors requiring an immediate response may contact Donna Cadogan at 407-856-4612 to check on the status. You may also email entertainment@cafainc.org to receive a general response.

Denial: Upon denial of an application, CAFA will attempt to contact the vendor via phone/e-mail prior to mailing the monies back.

X ___ Refunds/Cancellation: There are no **refunds available** for approved vendors. Approved vendors that cancel or are a “no show” will forfeit their application fee(s) for this event. **CAFA has no control over weather and is not obligated to refund if this event is affected.**

Application: - **Vendor fees and spaces are non-transferable. Vendors who sign the application are responsible for the booth and contents. No one will be permitted to sign up or pay for anyone other than themselves. Double booths must be assigned side by side.**

(B) General Rules:

Booth Space: - All food/craft/merchandise spaces must have a canopy. Food vendors may have self-contained trailers instead. Each individual craft and merchandise space is 10'x10'. Vendors requiring more than 10'x10' space must purchase additional spaces. **(Any tent over a 10x10 must obtain approval from CAFA and requires permit approval from the City of Kissimmee).** Each individual food location is 20'x20' and is allocated for one vendor. Vendors can request and pay in advance for their tent as follows: **10x10 \$100.00 and 20x20 \$200.00. We can also pre-order weights for \$8 each (based on availability.)**

X ___ Booth Requirements: All vendors must operate under a **Flame-Retardant canopy or from a self-contained trailer for food vendors.** **Push carts, umbrella stands, display tables and strolling vendors are not permitted, unless approved by CAFA. All vendors must provide their own tent, tables, chairs, dollies, non-electrical lighting and other operational equipment. Vendors must obtain an official tent permit from the City of Kissimmee's Building department for any tents/shade canopies that are larger than 10x10 and must submit fire retardant certificate 30 days prior to the event. ALL TENTS / SHADE CANOPIES MUST BE ANCHORED ABOVE GROUND AND AT NO TIME SHALL STAKES BE DRIVEN INTO THE GROUND WITHOUT PRIOR CITY APPROVAL, TENT WEIGHTS SHOULD BE AT LEAST 24 POUNDS PER LEG. (SEE ATTACHED SPECIFICATION)**

Booth Relocation: - All vendors must utilize their assigned spaces. Trading/relocating assigned booth spaces is not permitted.

Set up Directions: - Prior to the event vendors will receive a letter detailing set-up instructions. On event day, vendors must check in with **event staff** prior to entering the event area. All vendors must be set up & all vehicles removed from the event area no later than (1) hour prior to the event starting.

Present your notification letter to the staff upon arrival.

Take-Down Directions: - Early take down: Vendors who leave before the official end of the event must dolly their equipment out of the park to their vehicles. Vendors will be allowed to bring their vehicles into the park after the official end of the event is deemed by event staff. This may be as long as (1) hour after the event.

Parking: - Vendors are directed to drop off their booth equipment/supplies in the event area during specified set up time and park their vehicles in specified parking areas. Vehicles parked in unauthorized areas are subject to be towed.

Sales Tax: - All vendors will comply with Department of Revenue tax collection rules. Contact the Division of Collection and Enforcement at 800-352-3671 for tax information and appropriate forms. CAFA is not responsible for tax collection.

Alcoholic Beverages: - No alcohol may be sold or consumed by any vendor on the property without prior approval.

Inventory List: - All vendors are limited to sell only those **approved** items listed on their application. CAFA reserves the right to deny the sales of any items it deems unacceptable or inappropriate. No selling of replicated licensed merchandise like as CD's or DVD's are permitted.

X ___ Liability Waiver: - All vendors agree to discharge CAFA and the City of Kissimmee, its employees and sponsors from any suits or claims based on property/possession loss or damage. All vendors agree to comply with the rules set forth and implemented on the day of the event. CAFA reserves the right to revise any rule for the betterment of the event and their customers.

Exclusivity: - Food vendors will be notified of any exclusivity agreements pertaining to food sales (beverage, ice, etc.). Vendors must abide by these agreements.

Inspection: - CAFA reserves the right to inspect any vendor's booth space at any time to enforce all rules & regulations.

Merchandising: - CAFA must approve all relevant merchandising vendors to confirm/approve their items for sale. **Merchandise is only accepted based on the theme of the event and is highly selective.** CAFA will not allow solicitation, strolling sales or anything of the like without approval.

(C.) Food Vendor Rules Only:

X ___ Insurance: All approved food vendors must provide a \$1,000,000 liability insurance certificate identifying CAFA and the City of Kissimmee (Lakefront Park) **as co-insured or additional insured** for the event date. Certificates that do not identify CAFA and the City of Kissimmee as 'certificate holder' will not be accepted. CAFA and the City of Kissimmee must receive an appropriate insurance certificate from the vendor no later than (21) calendar days prior to the event. Failure to provide the certificate will result in the vendor's loss of booth space and fee.

Electricity: - Vendors can bring their own small (silent) generators as CAFA will not guarantee electricity. **Generators need to be coned off and extension cords must be rated for outdoor use and UL approved. Cords in areas where pedestrians are present must be appropriately covered or flagged.**

Environmental Requirements: - Food vendors may not sell/dispense any products in glass containers. **All food waste including cooking oil must be disposed of properly in the pre-designated Waste Disposal Dumpster. ALL VENDOR TRASH MUST BE PLACED IN A TRASH CAN POST EVENT OR TAKEN TO THE DUMPSTER.** Any trash left on the ground may result in cancellation of future participation.

Fire Department Requirements: - **Food Vendors operating from a canopy may not utilize gas grills, griddles or other flame/grease apparatus directly under the canopy. (It is against regulations to "utilize gas grills, griddles or other flame/grease apparatus directly under the canopy"). There shall be no cooking under a tent. All canopies or tents must have fire retardant certificate and all cooking apparatuses must be in close and secured area within the vendor's assigned space up to 20x20 feet. Food vendors must have a **2A 40 BC fire extinguisher available in the cooking area. This requirement is strictly enforced by the fire department. Vendors who do not comply will not be allowed to participate in the event and will lose any deposits/payments as well.**

X ___ State Requirements: Food vendors must follow all of the rules set forth in the Guidelines for Temporary Events produced by the Florida Department of Business and Professional Regulations Division of Hotels and Restaurants. The inspectors will come out to the event to license and inspect all food vendors and charge a licensing fee. All food vendors must have in their possession a money order in the amount of \$91.00 and the requisite liability insurance as referenced previously to present to the Inspector on the day of the event. **ALL FOOD MUST BE PREPARED AND COOKED ON-SITE TO MEET STATE GUIDELINES. Non-Profit organizations are exempt from the fee but must meet all requirements and present their 501-C-3 form. The responsibility to meet all of these requirements is the sole discretion of the food vendors. Failure to meet these guidelines will lead to removal from the event with no refund. Businesses and consumers can perform functions such as search for information on a licensee, apply for a license or file a complaint at www.MyFloridaLicense.com, phone #850-487-1395.**

Contact Ms. Sandra Beltran (State of Florida Food Inspector) in advance at 407-721- 9433 for additional information.

You must retain a copy of this application for important rules and set-up information.

Kissimmee Lakefront Park: - 201 Lakeview Drive, Kissimmee, FL 34741.

For more information on any rule, please contact Donna Cadogan at 407-856-4612 or CAFA at 407-429-5304.

For an application packet, vendors must send a **Self-addressed stamped envelope** (SASE) to CAFA, PO Box 450786, Kissimmee, Florida 34743 or visit our website www.cafainc.org/fusion to download the application. You may also obtain an application package by sending an email to: entertainment@cafainc.org or info@cafainc.org.

Payment Information:

- #1 Make check payable to C.A.F.A., Inc.
- #2 **No personal checks accepted two weeks prior to the event**, late fee assessed after deadline.
- #3 No applications accepted after the **Monday** prior to the event, based on space availability.

2018 Caribbean Fusion: Sunday, April 22nd, 2018
Event Time: 12:00 AM – 8:00 PM
Application Deadline: Sunday, April 08th, 2018 (based on availability)

VENDOR FEES

- Food 20' x 20' location \$450/location
- Non-Profit Food 20' x 20' location \$400/location
- Merchandise 10' x10' spaces \$250/space
- Business Org. 10' x 10' spaces \$250
- Craft 10'x 10' spaces \$100/space
- Non-profit display (no sales) \$100/space

Total Vendor fees from above \$ _____

\$20 Late fee(s) \$ _____ *(Applicable after April 8th, 2018 Deadline)*

TOTAL FEES ENCLOSED: \$ _____

Payment by: Check Money Order or Cashier's Check

Check #: _____ Driver's License # (Reqd. for Checks) _____

Return Application and Payment: -

C.A.F.A., Inc. PO Box 450786, Kissimmee, FL 34743.

VENDOR INFORMATION

Contact Name: _____

Business/Company Name: _____

Address: _____

City: _____ St.: _____ Zip: _____

Phone: Business () _____ Home () _____ Cell () _____

E-mail address: _____

