

***Food Vendor Guidelines for Participation
HaitianSpringFest 2010***

(Sunday May 30, 2010)

Nostrand Ave, Brooklyn

Purpose of the Festival ALL foods, products, services and entertainment should reflect the Haitian culture. Vendors are strongly encouraged to dress in the fashion of Haiti or wear a Festival tee-shirt or an identifying uniform of their business while conducting business at the Festival.

Hours of operation HaitianSpringFest hours are 10 a.m. to 8:00 p.m. Merchandise booths must be set up and ready to open at 9:30 a.m. and must be open until - and no later than 8 p.m.

Fees, Security deposits and deadlines All food vendor booths will be charged a fee of \$350.00 and a security deposit of \$50.00 which must be paid in advance and in full at the submission time of the application. The security deposit will be returned at the closing hour if all booth equipments are in place, all necessary clean-up performed upon checkout after 8:00 p.m. on Sunday, May 30, 2010, and all rules incorporated within the guidelines and application have been complied with.

Incomplete applications will be returned and, if resubmitted, the new postmark will apply. First review will only include those postmarked by April 1, 2010. Applications received after that date will be reviewed only if space is available after the completion of the first review.

All checks will be deposited upon receipt of the application and must be clear before the application is reviewed . **Depositing the checks do not guarantee a space in the Festival!** Checks are to be made out to: Haitian-American Carnival Association, Inc. Payments and applications must be sent to the return address listed on the application.

Permits and Licenses All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed.

Booth information Space booth is (10 x 10) feet. Space assignments will be made by the Food Vendor Coordinator along with the Festival Chair. If the 10X10 ft. space is insufficient to contain your merchandise and storage stock, order more than one space. Violators will be warned and requested to move the displays and items. **If you ignore this warning, you will be charged for the extra space used! Repeat violators will not be allowed to participate in future Festivals.** If you have a particular request, such as being near another vendor, please state this in your participation application. We will take all requests into consideration, but no requests are guaranteed!

Please note: you are responsible for covering the entire 10x10ft. floor space of your area;" boots cannot be placed directly over dirt or grass unless mats, removable platforms, duckboards, or other suitable approved materials are used as floor covering."

Subletting Subletting is expressly prohibited. Only vendors named on the application form are permitted. If subletting is discovered, all involved vendors will be barred from participation in the Festival and no refunds will be provided. Only items listed on the application and approved may be sold at the Festival.

Food Waste Keep food waste and grease away from the trees and plants.

Garbage and other trash Trash and recycling bags are provided. Cardboard must be broken down and recycled. Please check with the Food Vendor Coordinator for specific instructions at the start of the Festival.

Clean-up Vendors must keep the inside and outside of their booth space neat and tidy and are responsible for the clean-up of their assigned space and breakdown of their own items at the close of the Festival. **Vendors are responsible for piling up garbage and trash at the corner of Foster and Nostrand Aves starting 7:00 PM.** Please don't tie anything to trees or damage any plants. **Tree or plant damage will be deducted from your security deposit.**

Security There is no overnight security at the facility . Any items left overnight at the facility are at your own risk. Overnight sleeping in booths is not permitted under any circumstances.

Security personnel will be on site the day of the Festival to ensure a safe and enjoyable event. However, the City of New York or H.A.C.A or any other sponsoring organizations are not responsible for theft, loss or damage items.

Liability Neither Haitian-American Carnival Association (H.A.C.A), the City of New York, nor any other sponsoring organizations carry accident insurance to cover participants. **Involvement in the 2010 HaitianSpringfest is at your own risk!**

Parking One parking permit per vendor will be provided free of charge for a location to be determined by the HaitianSpringFest Committee. There is no overnight sleeping allowed in any vehicle parked on Festival ground.

Cancellation Policy No rain date is available. **No refunds if you cancel after May 10, 2010.** Cancellations must be made in writing and postmarked by May 10, 2010. Telephone, fax, or e-mail cancellations will not be accepted as official. There will be a \$35.00 processing fee for cancellations made after vendor acceptance before May 10, 2010. There is no fee for cancellations made prior to acceptance as a vendor.

Confirmation Policy Applicants will be notified of their acceptance for participation once they are selected and the required payment has cleared. Notification of acceptance or rejection will be handled by mail. The first confirmations will not be sent until April 10, 2010. Read your confirmation letter carefully. It will list any items from your application that have not been approved.