



Worcester Caribbean American Carnival Association  
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**Dear Worcester Returning, New, or Prospective Worcester Caribbean American Carnival Vendor:**

**Please note the date of  
Worcester Carnival -  
Sunday, August 27, 2017 in  
Institute Park (140 Salisbury St.) Worcester, MA**

Thank you for your interest in joining us for the 5<sup>th</sup> Annual Worcester Caribbean American Carnival! Worcester Carnival takes place annually on the last Sunday of August. With this date, we are able to maximize the opportunities for our vendors in reaching a large market, inclusive of the college students and travelers in the area for late summer events. Last year we welcomed our largest crowd with more than 30,000 attendees.

### **Applications Deadline**

The **final deadline** to submit applications is August 12<sup>th</sup>, 2017. Applications received after **July 1<sup>st</sup>** will incur a \$25.00 late fee. Please review the vendor application as it pertains to your responsibility as a Vendor for our event. Applications received after July 1<sup>st</sup> will be considered only if space is still available. Apply early for your best chance of getting accepted and a good spot.

***We will not cash your check unless your application is accepted.*** Applications will be accepted on a rolling and first come first served basis. You will receive a response from us within a week of receipt of your application with an approval code and vendor number. If we decline your application, your check will be returned. Incomplete applications, **including those without payment or the Food Inspectional Services form**, will be returned. Please utilize the attached checklist to ensure that your vendor application is complete.

## Refunds

**Vendor Fees are non-refundable.** Refunds will not be given to those who fail any Worcester Fire Department or Health inspections on site, or to those in violation of the rules who are asked not to operate. ***This is a Rain or Shine event -- refunds will not be made due to weather. An ID or a business address in Worcester is required for a Worcester residency rate.***

## Vendor Booth Fees

Please see application below for detailed information on booth fees.

## Non-Profit Rates

Non-profit vendors who are not selling will get a 6' x 6' space. Limited space available. You must submit your 501(c)3 documentation with your application to qualify for the non-profit rate.

## Rules and Regulations

It is important for all vendors to strictly adhere to the vendor rules that are imposed by the City of Worcester and the Carnival Association. Vendors are responsible for adhering to the rules and regulations of the WCACA or vendors will not be allowed to participate in future festivals. ***Failure to comply with these rules will result in removal from the site and your fee will be forfeited. The specific violations listed below will result in immediate closure of your vendor booth and removal from the park premises:***

- Selling food and goods past event end time (5:00 last call; 6:00 last sale must be completed and breakdown must be in process by 6:30 PM).
- Not setting up on time before 11:00am.
- Sale or distribution of alcohol in the park
- Driving on the grass in the park
- Uncooperative with Committee Members and City personnel
- Improper disposal of charcoal, grease, and/or trash.



### Removal of Waste

All vendors are reminded that they are responsible for the removal of their own trash. Please bring ample trash bags. We are striving for a clean environment throughout the event. A designated area will be provided for disposal of your trash and **your staff** will be required to remove it from your booth to the area. We also have several barrels available for your use. We will closely monitor these barrels this year and vendors will be fined if they are removed and risk being banned from future events. Your area must be inspected prior to departure. You are expected to check out with WCACA designated staff prior to departure.

- All vendors will be assessed a \$25 trash deposit. The \$25 will be reimbursed within 30 days following the event **ONLY** if area is clean when inspected by WCACA staff upon checkout.

Applications can also be downloaded at [www.worcestercarib.com](http://www.worcestercarib.com).

Sincerely,  
WCACA Park and Vendors Committee

**ALL applications due with full payment.  
\$25 late fee will be assessed to Applications postmarked after July 1, 2017.**

**Vendors MUST attend at least ONE Informational Meeting in order to be approved for participation. Informational Meetings will be held in both Boston and Worcester during April/May, June and July.**

**Each Vendor MUST complete an application. We do not allow “booth sharing”. Only the registered entity and listed staff will be allowed in to the park.**

### Event Set-up

- An accepted vendor application is required to enter the park. WCACA staff will turn you away if there is not acknowledgement of your application.
- Worcester Carnival will provide **ONE** table for each vendor. This table will indicate your placement in the park. It will be labeled with your vendor number and name. If you require more than one table you must provide it.
- Tents must not exceed 10x10. You **CANNOT place stakes** in the ground. You must anchor your tent using weighted items.
- Vendor acknowledgements will be sent out at least one week prior to the event. It will include your vendor number and designated area in the park.
- **Vendor should access to the park will be at Humboldt Street. NO VEHICLES WILL BE ALLOWED IN THE PARK. Do not ask the Park or Carnival staff to do so. Plan accordingly.**
- Worcester Carnival does not supply tables, water, chairs or electricity. Generators and propane will be allowed in the park if it is clearly stated on your application and fee is paid.



- Set-up must take place between **9:00 a.m.** and **11:00am.** All items must be unloaded at the curb and vehicles must be parked **PRIOR** to booth set up. **Please plan accordingly.**
- Vehicles not removed on time will be subjected to ticketing and/or towing.
- ***You will be turned away if you are late.*** If you arrive after 11:00am, you will not be allowed in the park.

### **Application**

Return signed completed application with FULL payment to:

**WCACA**

**P.O. Box 70301**

**Worcester, MA 01607**

**Or In Person at:**

**340 Main St. suite 713**

**Worcester, MA 01608 (by appointment only)**

Payment can also be made via Paypal ([worcestercarib@gmail.com](mailto:worcestercarib@gmail.com)). Please ensure that you indicate your business name in the comments. Credit Card payments can be accepted over the phone. There will be a \$2.50 charge for Credit Card payments over the phone.

### **Right to Refuse Vendors**

- We reserve the right of final acceptance of vendors to the event. If you show up late for set-up, we have the right to relocate your booth or not allow you in to the park.
- **Vendors who do not follow these rules will not be allowed in future events.**



**Worcester  
Caribbean American  
Carnival Association**

**WORCESTER CARIBBEAN AMERICAN CARNIVAL ASSOCIATION, INC. 2017 VENDOR APPLICATION**

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

**BUSINESS/ORGANIZATION:**  
\_\_\_\_\_

<b>FOOD SPACE (Including Non-Profit)</b>	<b>12' X 10'</b>	\$360.00 – non-WOR resident ^\$250.00 – WOR resident <b>ID required</b>	
<b>Sno-Cone &amp; Beverages Only **</b>	<b>6' X 6' ONLY</b>	\$175.00	
<b>Propane and/or Generator Use Fee</b>	<b>Per Booth Space</b>	\$30.00	*must be paid in full with vendor payment. PER BOOTH COST
<b>NONFOOD SPACE—novelties, specialty items, or small business</b>	<b>10' X 10'</b>	\$150.00 – non-WOR resident \$75.00 – WOR resident	
<b>Corporate And Promotional Products</b>	<b>10' X 10'</b>	\$300.00	
<b>Non-Profit Info Non-Selling Space ONLY Mass. Certificate of exemption or IRS 501(c)3 letter</b>	<b>6' X 6' Limited Available</b>	\$75.00	
<b>Sub-Total</b>			
<b>Plus</b> Late Fee per application (if postmarked after July 1st, 2017)			+25.00
<b>Plus</b> Trash Deposit (will be reimbursed 30 days after event ONLY if area passes inspection, vendor will be notified at check out)			+25.00
<b>Total Due</b> ^WOR residency requires ID with Worcester address			

**Office Use Only**

Date Recv'd:

Payment Recv'd:

Approval Code:

Vendor #



\*\* Food vendors MUST submit a completed temporary food permit application to WCACA. The Worcester Dept. of Health (Meade Street) will not accept applications directly from vendors. Food vendor fee includes temporary permit fee.

**Name of Business:** \_\_\_\_\_  
(Mailing address for Vendor Permit & Booth Assignment.)

**Contact Name:** \_\_\_\_\_

**Street:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Tel.:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **Fax:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**E-mail:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**How did you find out about the Worcester Carnival?**  
\_\_\_\_\_

**List of products to be sold at Carnival** (all items must be included; if we deem that you have misrepresented your business, you could be asked to leave the park – no refunds)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please List any people who will be working at your vendor booth (use a separate sheet if necessary):



**Vendor Check List (Check all that apply)**

- Vendor Application Fee**
- Temporary Food Service form (Food Vendors Only)**
- Propane/Generator Fee** (if applicable for Food Vendors)
- Complete listing of products.**
- Signed Application**
- \$25 Late fee (Postmarked after July 1, 2017)**

I, **(Print your name)** \_\_\_\_\_ have read and agree to comply with the all vendor rules and my staff will act in a respectful manner at the event. My certified check or money order is enclosed. I understand that if my application is not complete, it will not be processed but will be returned. I am responsible for my own liability insurance and have added Worcester Caribbean American Carnival Association, Inc. as an additional insured on my certificate of insurance. **If I am a FOOD VENDOR, the "Temporary Food Vendor Application"** is attached and filled out completely and I have reviewed the requirements. **My intention to use or not use propane or a generator is clearly stated and the fee for the use of propane is included.** I understand that if I fail any City of Worcester inspections, I may not be able to participate as a vendor and will not qualify for a refund. I hold Worcester Caribbean American Carnival Association, Inc., and the City of Worcester harmless from all liabilities incurred on the festival premises. My signature confirms my agreement to all the terms of this application and the supplemental contract. I understand that I must attend a scheduled informational meeting in order to participate as a vendor. If I fail to attend an informational meeting I will not be allowed to participate in the event as a vendor and will forfeit my registration fees.

**Vendor Signature:** \_\_\_\_\_

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