



# Vendor Application Form - NY

Thank you for your interest in vending at the 7<sup>th</sup> Annual Grace Jamaican Jerk Festival scheduled to take place on Sunday, 23<sup>rd</sup> July, 2017 from 10am to 8.30 pm at Roy Wilkins Park located at 177th St & Baisley Blvd, Jamaica, NY 11434. Please print out this application and do the following: -

1. Read and complete each section
2. Sign the bottom of the printed application
3. Make a copy for your records.
4. Send your completed application with payment and if applicable a copy of your Food Handlers Permit to:

**Jamaican Jerk Festival NY, LLC.**  
**c/o VP Record Distributors Inc.,**  
**89-05 138<sup>th</sup> Street, Jamaica, NY 11435**  
 (All Certified Checks/MO should be made payable to Jamaican Jerk Festival NY, LLC)

Please complete the following pages. Failure to do so will result in your application being rejected!

Name of Vendor Booth/Business: .....

Contact Name(s) .....

Address.....

Contact Tel No (s) /Cell Phone .....

Contact Email Address.....

### BOOTH TYPES

Please indicate the type of Vendor Booth you require below: -

Booth Type	Size of Booth/Space		Quantity	Total Cost
ART & CRAFT – Single	10 X 10	\$600.00		
ART & CRAFT – Double Booth	10 X 20	\$1100.00		

To: ALL POTENTIAL VENDORS

*Thanks for your interest in Vending at the 2017 Grace Jamaican Jerk Festival in Queens, NY. Please take note of the policy*

**1. You should have:**

- a. Food Handlers Permit
- b. Quality merchandise.
- c. A well-maintained, safe area.
- d. Courteous, friendly, staff
- e. An attractive and professional looking booth and display.
- f. The appearance of your booth is critical to the overall atmosphere of the audience's perception of the event. We highly encourage imaginative booth designs, flags, banners, etc.



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## 2. Booth Selection:

- a. Booths are selected based on the type and quality of the products you sell.
- b. We reserve the right to refuse anyone for whatever reason, and return fees.

## 3. Booth Placement:

- a. Is based on when your application is received and the type of product(s) you are selling

## 4. For each individual space purchased, you will receive:

- a. The vending space requested
- b. A tent (based on size of booth purchased)
- c. Power: 110 Volts will be provided
- d. Water Supply
- e. The following Vendor Passes: -

Art & Craft Vendor	10'x10' tent 3 NON- TRANSFERABLE VENDOR PASSES
Art & Craft Vendor	10' x 20' tent 6 NON- TRANSFERABLE VENDOR PASSES

**VENDORS ARE REQUIRED TO STAY WITHIN THE SPACE THEY ARE ASSIGNED**

## OTHER REQUIREMENTS/INFORMATION:

- a. Art and Craft Vendors are prohibited from selling any type of beverages, water, counterfeit CDs/DVDs, any type of edible products
- b. Food Vendors are prohibited from bringing glass bottles and selling alcoholic beverages
- c. All Vendors cooking or using a generator must have one fire extinguisher per booth. No propane lanterns allowed.
- d. All equipment used in operating a booth during the event will be the responsibility of the vendor. Vendors are required to bring their own tables, chairs, 100ft extension cords, lights power strips, generators if applicable; as these will not be provided by the organizers of festival. Vendors are also responsible for maintaining and removing booth materials, leftovers and trash. Please leave your area as clean as it was when you arrived.
- e.

## SET-UP/BREAK DOWN

Please show up on time for load in or you will not be able to setup. You WILL NOT be able to set up before the time listed below! Booth must be completely set up, open, & ready for business when the gates open at 11:00 am, remain set up and open until the last band finishes and the crowd leaves. No early breakdown or late setup will be allowed. NO EXCEPTIONS!!!

## LOAD IN:

All vendors must unload between 5:00am to 10:00 am. Access to the venue starts at 5:00 a.m. on the event day. All vehicles must be off premises by 10:00 a.m. and RE-ENTRY will be RESTRICTED. There is no parking available in the park for vendors.



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**During festival hours:**

All paid and accepted vendors agree to operate and adequately staff a booth during the festival hours of: 11:00 am until 8:30pm.

**Rules:**

- a. Absolutely NO open fire is allowed on the grass or close to flammable objects.
- b. Positively No weapons of any kind will be allowed on the premises.
- c. No sharing of booths will be permitted.
- d. No selling of alcohol or drugs is permitted (if found these items will be confiscated and could result in your removal from the park.
- e. There will be no cancellations or refunds after July 10th. If a cancellation should occur prior to July 10th your payment will be returned minus a \$50.00 non-refundable administration fee.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

*By signing this agreement, you expressly release Jamaican Jerk Festival NY, LLC, Event Sponsors, The City of New York, as well as the owners of the festival sites of and from all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of vendor space by the applicant(s) You agree to hold Jamaican Jerk Festival, and the owner of the festival sites harmless of any loss or damage by reason thereof. You also agree to comply with all state and local regulations in the operation of your booth.*

*You agree that you have read and agree with the BOOTH POLICIES outlined in the attachment. Jamaican Jerk Festival NY, LLC., may choose to terminate this agreement at any time if you choose not to abide by our BOOTH POLICIES. The Jamaican Jerk Festival NY, LLC. reserves the right to make changes to this agreement as needed. You understand your entry fee shall not be refunded if you do not attend or if all or part of the show is canceled due to fire, calamity, weather or any other act of God, public enemy, strikes, statutes or ordinances or any legal authority or any other cause beyond our control*



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## RULES AND REGULATIONS

THE FOLLOWING RULES MUST BE ADHERED TO. BREACH OF THESE RULES WILL RESULT IN **IMMEDIATE REJECTION FROM THE VENUE.**

1. VENDORS ARE NOT ALLOWED TO SELL ANY ALCOHOLIC BEVERAGE, CDS, SUPPLY AND/OR SELLING OF ANY FORM OF DRUGS.
2. FOOD/DRINK VENDORS MUST BRING WITH THEM THEY FOOD HANDLERS PERMIT FOR INSPECTION/DISPLAY
3. NO WEAPONS OR FIREARMS ARE ALLOWED.
4. EACH VENDOR IS REQUIRED TO BRING A FIRE EXTINGUISHER.
5. ALL VENDORS AND STAFF MUST BE AT THE PARK BETWEEN 5.30 A.M AND 10 A.M. SHARP, THE CUT OFF TIME FOR VENDOR ENTRY IN THE PARK IS 9 A . M . NO ENTRY AFTER 9 A.M.
6. ALL ITEMS TO BE SOLD MUST BE LISTED ON THIS VENDOR AGREEMENT.
7. EACH FOOD VENDOR IS ALLOWED THE NUMBER OF VENDOR PASSES STATED ABOVE . EACH ADDITIONAL VENDOR PASS REQUIRED WILL BE SOLD AT A DISCOUNT PRICE (A MAXIMUM OF 4 (FOUR) VENDOR PASSES ARE NON-TRANSFERABLE.
8. EACH VENDOR IS RESPONSIBLE FOR CLEANING THEIR AREA OF ALL GARBAGE DURING AND AFTER THE EVENT.
9. POWER WILL BE PROVIDED. HOWEVER, VENDORS SHOULD PROVIDE THEIR OWN GENERATOR.
10. GRACE FOODS, THE JAMAICAN JERK FESTIVAL NY INC., OR THEIR ASSOCIATES ARE IN NO WAY RESPONSIBLE OR WILL BE HELD LIABLE FOR PERSONAL INJURY, LOSS OR ADVERSITY BECAUSE OF ANY INCIDENT OR ACT OF GOD ON THE DAY OF THE FESTIVAL.
11. VENDORS WILL BE INSPECTED AT THE GATE BY THE JAMAICAN JERK FESTIVAL NY INC'S STAFF/APPOINTED SECURITY
12. UNAUTHORIZED GOODS WILL BE CONFISCATED. VENDOR FEE IS NON-REFUNDABLE. FOR FURTHER INFORMATION, PLEASE CONTACT JAMAICAN JERK FESTIVAL NY BY TELEPHONE AT 718 425 1177
13. JAMAICAN JERK FESTIVAL NY INC'S PERSONNEL WILL DO RANDOM CHECKS TO ENSURE THAT RULES ARE BEING ADHERED TO AND THAT THE HIGHEST LEVEL OF CUSTOMER SERVICE IS BEING PROVIDED.
14. VENDORS M U S T SECURE F O O D PERMITS FROM THE DEPARTMENT OF HEALTH TO PARTICIPATE AT THE JERK FESTIVAL. COPIES OF PERMITS MUST BE SUBMITTED WITH THE APPLICATION AND BROUGHT TO THE PARK ON THE DAY OF THE EVENT FOR INSPECTION AND DISPLAY



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## VENDOR ACCEPTANCE AGREEMENT

I, VENDOR/OWNER NAME ..... Agree to abide by the rules and deadlines of the Jamaican Jerk Festival NY Inc.,

I understand that if I do not abide by these rules and deadlines, my business will not be allowed to vend during the Grace Jamaican Jerk Festival NY to be held on Sunday July 23<sup>rd</sup> 2017.

I hereby declare that all information herein provided is true, correct and complete.

**I UNDERSTAND THAT VENDORS MUST PROVIDE COPIES OF THEIR FOOD HANDLERS PERMIT AND ARE NOT ALLOWED TO SELL ANY WATER, ALCOHOLIC BEVERAGE, COUNTERFEIT CDS/VIDEOS. THIS INCLUDES HOME-MADE FRUIT JUICES OR DRINKS. VENDORS WHO VIOLATE THIS RULE WILL BE SHUT DOWN IMMEDIATELY AND WILL NOT BE ALLOWED TO PARTICIPATE IN FUTURE JERK FESTIVALS.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

*By signing this agreement, you expressly release Jamaican Jerk Festival NY, LLC, event Sponsors, The City of New York, as well as the owners of the festival sites of and from all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of vendor space by the applicant(s) You agree to hold **Jamaican Jerk Festival**, and the owner of the festival sites harmless of any loss or damage by reason thereof. You also agree to comply with all state and local regulations in the operation of your booth.*

*You agree that you have read and agree with the **BOOTH POLICIES** outlined in the attachment. Jamaican Jerk Festival NY, LLC. May choose to terminate this agreement at any time if you choose not to abide by our **BOOTH POLICIES**. The Jamaican Jerk Festival NY, LLC. reserves the right to make changes to this agreement as needed. You understand your entry fee shall not be refunded if you do not attend or if all or part of the show is canceled due to fire, calamity or any other act of God, public enemy, strikes, statutes or ordinances or any legal authority or any other cause beyond our control.*