



Food Vendor Application Form – 2019 NY

Thank you for your interest in vending at the 9th Annual Grace Jamaican Jerk Festival scheduled to take place on Sunday, 21st July 2019 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: -

Read this application form in its entirety on completion of form please include copies of the following documents before submitting your application

- (i) a copy of your Food Handlers Permit
- (ii) a copy of your unexpired New York Temporary Food Service Establishment Permit, (Restaurant Owners can send a copy of their Food Service Establishment Permit (please note that these permits MUST BE for operation in NEW YORK STATE)
- (iii) a copy of Certificate of Liability Insurance listing yourself, Jamaican Jerk Festival NY LLC , The City of New York & NYC Parks & Recreation and Southern Queens Parks Association. (SQPA) as certificate holders
- (iv) Payment in full and/or a deposit to secure booth

**Send to Jamaican Jerk Festival NY, LLC.
c/o VP Music Group Inc
89-05 138th Street, Jamaica, NY 11435**

Forms of acceptable payments are Credit Card, Certified Checks, Money Orders, Wire Transfer & Cash (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 _____

Email Address _____

BOOTH TYPES

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

Booth Type	Size of Booth/Space		Quantity	Total Cost
FOOD VENDOR SINGLE BOOTH	10 X 10	\$1700.00		
FOOD VENDOR DOUBLE BOOTH	10 X 20	\$2800.00		

If a cancellation should occur prior to July 10th your payment will be returned minus a \$50.00 non-refundable administration fee.

Please list items that you intend to sell on your booth



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To: ALL POTENTIAL VENDORS

Thanks for your interest in vending at the 2019 Grace Jamaican Jerk Festival in Queens, NY. Please take note of the policy

1. You should have:

- a. Unexpired Food Handlers Permit (acceptable ServSafe Certificate)
- b. Unexpired NY Temporary Food Service Establishment Permit and/or Food Establishment Permit. (Obtained from the NYC Department of Health (DOHMH))
- c. Certificate of Liability Insurance
- d. Quality merchandise.
- e. A well-maintained, safe area.
- f. Courteous, friendly, staff
- g. An attractive and professional looking booth and display. 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.

2. Booth Selection/Placement:

- a. Selection of Vendors and space assignment are at the discretion of Jamaican Jerk Festival. The Festival reserves the right to limit the number of vendors selling similar items or serves.
- b. We reserve the right to refuse anyone for whatever reason and return fees.

3. For each individual space purchased, you will receive:

- A tent (based on size of booth purchased)
- Power: 110 Volts will be provided
- Water will be supplied
- The following Vendor Passes: -
 - Food Vendor 10'x10' tent 6 NON- TRANSFERABLE VENDOR PASSES
 - Food Vendor 10' x 20' tent 10 NON- TRANSFERABLE VENDOR PASSES

VENDORS ARE REQUIRED TO STAY WITHIN THE SPACE THEY ARE ASSIGNED

OTHER REQUIREMENTS/INFORMATION:

- ❖ Food Vendors are prohibited from selling alcoholic beverages
- ❖ All Vendors cooking or using a generator must have one fire extinguisher per booth. No propane lanterns allowed.
- ❖ 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, 100 ft extension cords, lights power strips, 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.



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VENUE PROCEDURES

Load In/Set Up

Site access/set up: Vendor will be assigned credentials (vendor tickets), site access, arrival and set up time prior to the date of the event.

All vendors must unload between 5:00am to 10:00 am. Access to the venue starts at 5:30 a.m. on the event day. All vehicles must be off premises by 10:00 a.m. after this time RE-ENTRY will be RESTRICTED. There is no parking available in the park for vendors. Please show up on time for load in as late arrival effect the start of the Festival, Vendors arriving after the set-up closure off time may not be permitted into the Venue to set up. Booth must be completely set up, open, and ready for business for inspections to take place by the Fire Dept/Dept of Health; Vendor must comply by fire safety and fire marshal's/Department of Health guidelines; once all Vendors have been inspected and approve the gates will open at 11:00 am

Breakdown/Out Info

Vendor are to 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!!! All Vendor/Exhibitor booths must not close its booth or tear down prior to specified venue closing times outlined in the show days/load in/contact information grid attached.

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, please note that random checks to ensure that rules and regulations are adhered to and that the highest level of customer service is being provided to customers.

Signature _____

Print Name:Date:

*By signing this agreement, you expressly release Jamaican Jerk Festival NY, LLC, The Event Sponsor, 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 NY LLC**, 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 this attachment. You acknowledge that 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.



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RULES AND REGULATIONS

The following rules must be adhered to Breach of these rules will result in vendor's booth being shut down and all future application to participate in the grace Jamaican jerk festival will be rejected.

PERMITS AND INSURANCE REQUIREMENTS

All Vendors must have the following on display and/or in his/her possession at all time during the Festival:

- ❖ An Unexpired NY Temporary Food Service Establishment Permit or Food Service Establishment Permit (restaurant owners) which can be obtained from the NYC Department of Health (DOHMH). Please note that if you are operating 2 (two) vendor booths 2 (two) separate permits are required for both booths.
- ❖ All Food Handlers are required to have a Food Handlers Permits (acceptable SERV Safe Certificate).
- ❖ Grace Foods, the Jamaican Jerk Festival NY Inc., and/ or their associates are in no way responsible for 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. Therefore, it is required that all Festival Vendors are required to carry a valid General Liability Insurance Certificate listing yourself, Jamaican Jerk Festival NY LLC and The City of New York & NYC Parks & Recreation as additional certificate holders. (General liability insurance with combined bodily harm, personal injury and property damage limits of not less than \$1,000,000 each occurrence and \$2M Aggregate)

REGULATIONS

- ❖ As of January 1st, 2019, certain foam products were banned from possession, sale, or use in NYC. This includes foam takeout containers, cups, plates, bowls and trays. Therefore, Vendors must refrain from using Styrofoam product and use an alternative eco-friendly product.
- ❖ Vendors are not permitted to sell any form of alcoholic beverages, CDs, to supply and/or sell any form of drugs. Vendors will be inspected at the gate by the Jamaican Jerk Festival NY Inc's staff/appointed security. any weapons, fire arms, alcohol, drinks containing any form of alcohol, counterfeit cd /DVDs. found in the vendor and/or vendor's staff's possession may face criminal charges, and item(s) will be confiscated – the vendor and staff may face their application being terminated and face rejection from the festival grounds therefore, it is required that all items that the vendor is selling be listed on this application form. Unauthorized goods, unlisted items will be confiscated. please note that Jamaican Jerk Festival NY Inc's personnel/the fire department and the department of health will do random checks to ensure that rules are being adhered to and that the highest level of customer service is being provided.



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BOOTH & VENDOR PLACEMENT

The festival assigns space solely for the promotion and sale of produce and services expressly approved by Jamaican jerk festival NY LLC and specified in your vendor application/agreement form.

All vendors are not permitted to exhibit or promote their products or service outside the boundaries of their assigned space. This is a policy of the festival and the Fire Marshall, vendor compliance will be strictly enforced by staff and onsite security

I, **VENDOR/OWNER NAME** (*print name*)..... agree to abide by the rules and regulations of the Jamaican Jerk Festival NY Inc.,

I understand that if I do not abide by these rules, regulations and deadlines, my business will not be allowed to vend during the Grace Jamaican Jerk Festival NY to be held on Sunday July 21st, 2019

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

Signed

Printed Name: Date:

*By signing this agreement, you expressly release Jamaican Jerk Festival NY, LLC, The Event Sponsor, 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 NY LLC**, 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.*

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