



Caribbean American Phoenix Carnival Cultural Organization of AZ
P O Box 1594 Avondale, AZ 85323
phoenixcaribbeancarnival.org phoenixcarnivalaz@gmail.com
Meta:<https://www.facebook.com/With.pleasuAZMas>
IG: Capazsocialmediaconnect X: PHXCarnivalAZ
TikTok: www.tiktok.com/@capazsocial
(602) 50-CAPAZ (502-2729)

Phoenix Caribbean Carnival Vendor Packet 2024

Greetings Prospective Vendor,

We would like to invite you to become a vendor for our Phoenix Caribbean Carnival, “Sharing Our Caribbean Cultures”, on Sunday, November 10, 2024 at Heritage Square, 113 N 6th Street, Phoenix, AZ 85004.

The Phoenix Caribbean Carnival is a free event, open to the public with donations accepted. This is a great opportunity to showcase your products and services to a large captive audience. This Vendor Packet contains information on the types of booths offered, price, application, contract, what we require from you and FAQ’s. We look forward to your participation.

Regards,

Caribbean American Phoenix Carnival Cultural Organization of AZ (CAPAZ)

Vendor Information

2024 Phoenix Caribbean Carnival, “Sharing Our Caribbean Cultures”

Sunday, November 10, 2024

From Noon to 6:00PM

Heritage Square, 113 N 6th Street, Phoenix, AZ 85004.

Booth Pricing:

Info Only/Nonprofit - No Sales - \$100; Non-Food Vendor - \$200; Food Vendor - \$300

The vending area is outdoors. You must provide your own tent to delineate your 10’x10’ booth space.

Vendor Application Form

This application, all fees for vendor, contract, and copies of all required licenses, permits, and Certificate of insurance must be submitted by Wednesday, October 23, 2024 Send to: CAPAZ, P. O. Box 1594, Avondale, AZ 85323 or email paperwork to phoenixcarnivalaz@gmail.com. Personal checks WILL NOT BE ACCEPTED. Acceptable forms of payment include: Zelle at CapazHQ@gmail.com, PayPal at phoenixcarnivalaz@gmail.com, Certified or Bank check to CAPAZ. Certificate of Insurance must list CAPAZ as an additional Insured as follows: CAPAZ P. O. Box 1594, Avondale, AZ 85323

Contact Person Name(s): _____

Organization/Business/Group Name: _____

Address: _____
 Number Street City State Zip

Phones: _____
 Business Cell Home FAX

E-mails: _____
 Business Personal

URL: _____

Type of Booth Desired: _____ Food Vendor
 _____ Art/Craft/Clothing/Product Vendor
 _____ Information only, no sales

What you are vending: _____

If food, type of food to be served: _____

Business Description other than food: _____

_____ I have attached a copy of my _____ Arizona Food Handling and Preparing License and _____ Health Permit (for Food Vendors only) and a _____ Certificate of Insurance listing CAPAZ, P. O. Box 1594, Avondale, AZ 85323, as an additional insured or

_____ Other items not checked above will be forthcoming by the deadline of October 23, 2024.

This application for vending space must be submitted with 100% payment.

Application is not considered complete and Booths are not considered reserved until these items have been received.

Vendor Conditions

Booth Application Agreement

Exhibitors will be required to have all business licenses, insurance and other permits that are needed for their operation. This application for exhibit space must be submitted to CAPAZ with 100% payment and a copy of all licenses, insurance and permits needed for operation. Applications are not considered complete and Booths are not considered reserved until these items have been received.

Vendor shall not vend any goods or services other than those described herein at and during the Event without the Host's written consent.

Vendor's vending station shall be no larger than **10x10** feet; shall be clean and orderly; and shall comply with all applicable laws and regulations.

Vendor's staff may announce the availability of the goods to be vended only while they are within the confines of the vendor's location. Vendor's staff shall be clothed and groomed in a clean, neat fashion and shall conduct themselves in an orderly fashion.

No sound systems are permissible at the booth.

Vendor shall have access to the location agreed upon by the parties no less than **3** hours before and after the event for the purpose of setting up and dismantling vending station, goods, and other things necessary and reasonable to vending at the location. No vehicles will be allowed in the vending area. Vendor shall leave the location clean of trash and substantially in the condition it was before Vendor occupied it.

Booth Staffing

Vendor must staff the booth at all times. CAPAZ will not be held responsible for any exhibits or products left unattended during Village hours.

Booth Space Assignment

CAPAZ will attempt to assign locations which provide distance from direct competitors, but cannot guarantee exclusivity of a product or that similar products will not be exhibited in nearby or adjoining spaces.

Booth Sales of Alcohol and water

The Distribution of Alcohol and water will be handled solely by CAPAZ. No booth may engage in the sale of alcohol or water.

Safety and Accessibility

No combustible oils, gases, or materials can be used as a part of the exhibit. No other materials may be used or stored in the exhibition area which, in the sole opinion of the CAPAZ staff, could be potentially dangerous. The exhibitor assumes all liability for compliance with local, city and state ordinances and regulations covering fire, safety, and health. Exhibitors will be responsible for making exhibits accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold CAPAZ harmless from any failure in this regard.

Vendor hereby agrees to indemnify and hold harmless the Host against any damages or claims that may arise in connection with Vendor's presence, the Event, and Vendor's activities of any kind.

I have read the Vendor Conditions and agree by signing below:

Vendor, signature & date

For more information please contact: CAPAZ phoenixcarnivalaz@gmail.com or (602) 50-CAPAZ (502-2729)

Thank you and Happy Phoenix Caribbean Carnival 2024!

FAQ's

Q: Where is the 2024 Phoenix Caribbean Carnival, "Sharing Our Caribbean Cultures" located?

A: Heritage Square, 113 N 6th Street, Phoenix, AZ 85004.

Q: When is the 2024 Phoenix Caribbean Carnival, "Sharing Our Caribbean Cultures" and what day(s) will I be vending?

A: The Phoenix Caribbean Carnival, "Sharing Our Caribbean Cultures", takes place Sunday, November 10, 2024. You will be vending 12 noon – 6 PM. We expect all vendors to remain on the premises during Carnival hours.

Q: I am vending food. Do I need a license?

A: All food vendors need a Food Handling and Preparing License issued by the state of Arizona as well as your Health Permit.

Q: Where can I get the required Food Handling and Preparing License and Health Permit?

A: If you have not obtained one, please complete application and submit here: www.maricopa.gov/EnvSvc/EnvHealth/Pdf/TemporaryPermitPacket.pdf.

Q: Will there be an inspection for Food Vendors?

A: Yes. Inspections will begin promptly at 11AM which means you must be completely set up by 10AM. (All other Vendors must be set up by 11AM.) It is the Vendor responsibility to pass inspection. We will do everything in our power to assist. No refunds or vendor fees will be returned if you do not pass inspection.

Q: Am I required to have my own insurance?

A: Yes.

Q: Can I sell alcohol or water during the event?

A: No, alcohol and water cannot be sold by vendors. CAPAZ is the only authorized seller of alcohol and water.

Q: Do I have to provide my own tent for the booth space?

A: Yes. You must provide a tent to delineate your 10'x10' space.

Q: Is any other equipment provided for the booth?

A: No. Vendors are responsible for rental and proper storage of any other equipment needed for your area (i.e. stove, fridge, freezer, tables, chairs etc.)

Q: Will electricity be available?

A: Yes. Limited vendor spaces with electricity will be available. Indicate your needs in the application.

Q: Will ice be available?

A: Unknown at this point. This information will be forthcoming. We are hoping to provide ice.

Q: Will cooking oils, waste and gray water disposal be available?

A: You are responsible for cooking oil, waste and gray water recycling/disposal without using storm drain sewers or sidewalk openings.

Q: Will garbage bins be available?

A: Yes. Trash and recycle bins will be centrally located and dumpsters provided for each as well. You will be responsible for proper disposal of trash.

Q: Is parking available?

A: Yes. Parking is abundant.

Q: When is my vendor fee due?

A: We are accepting payments by Zelle (CapazHQ@gmail.com), PayPal (phoenixcarnivalaz@gmail.com), Money Order or Cashiers Check to CAPAZ via mail to P. O. Bob 1594 Avondale, AZ 85323. All fees need to be paid by Wednesday, October 23, 2024.

Q: Where do I send my completed application , contract, fee(s), and copies of required license/permit, and insurance?

A: Paperwork can be emailed to phoenixcarnivalaz@gmail.com or send to: CAPAZ, P O Box 1594, Avondale, AZ 85323.

Q: Is this a one time event?

A: The Phoenix Caribbean Carnival is an annual event, held in November each year.

Q: Who do I contact with further questions?

A: CAPAZ, phoenixcarnivalaz@gmail.com, (602) 50-CAPAZ ([602-502-2729](tel:602-502-2729))