



**DC CARIBBEAN CARNIVAL,
INC.**
4809-A Georgia Avenue,
N.W.
Suite 112
Washington, D.C. 20011
Main Phone: (202)726-2204
Main Fax: (202) 726-8221
e-mail: [vending-
dept@dccaribbeancarnival.com](mailto:vending-dept@dccaribbeancarnival.com)
<http://www.dccaribbeancarnival.com/>

**D.C. CARIBBEAN CARNIVAL
June 27 – 28, 2009
VENDOR INFORMATION PACKAGE**

Our 17th Annual Carnival Parade will be held on **Saturday, June 27, 2009** along Georgia Avenue from Missouri Avenue to Barry Place. The DC Festival site will be located at Banneker Field located on Georgia Avenue at Barry Place directly across from historical Howard University. On **Sunday June 28, 2009**, we will have live entertainment in the "De Savannah" from 2:00 p.m. to 7:00 p.m. Vending spaces for the weekend (Saturday and Sunday) are being reserved on a first come first serve basis.

NOTE: ALL VENDING TRANSACTIONS WILL BE COORDINATED THROUGH ANGELA VANNIEL, DCCC'S VENDING COORDINATOR.

VENDORS AUTHORIZED BY DCCC TO VEND AT "DE SAVANNAH" WILL BE PROVIDED WITH ALL NECESSARY PERMITS AND VENDING BADGES. ALL UNAUTHORIZED VENDORS WILL BE ASSESSED A FINE BY THE DC DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS AND WILL BE REMOVED IMMEDIATELY FROM THE FESTIVAL SITE BY THE DC METROPOLITAN POLICE.

FOOD:

All food vendors must comply with the District of Columbia Health Department Regulation. A copy of the regulation is included in this package. NOTE: No Beverages will be sold in glass bottles.

PLEASE NOTE: ALL FOOD VENDORS MUST DEMONSTRATE PAST VENDING EXPERIENCE WITH SIMILAR FESTIVALS. **ALSO, PROVIDE A COPY OF YOUR CURRENT VENDING LICENSE.**

FEES: (Saturday & Sunday)

The vending fee for booth space will be assessed at a weekend rate for Food, Craft and Ice Cream Booths, and is as follows: Please note there will be **NO PERMITS** for **one day** of vending. Weekend Rate ONLY:

DEADLINE DATES	FOOD	CRAFTS	ICE CREAM
April 1 –April 24	\$900.00	\$550.00	\$550.00
April 25 – May 09	\$1,000.00	\$600.00	\$600.00
May 10 –May 24	\$1,100.00	\$650.00	\$650.00
May 25 – June 1	\$1,200.00	\$700.00	\$700.00

Absolutely No Booth applications will be accepted after June 1, 2009.

There is a clean up fee of \$100.00 (\$50.00 per day for each booth space), payable by money order at the time of application. This fee will be refunded after DCCC inspect your vending space and declare the space clean and neat. The Refund will be submitted upon inspection after the festival ends, depending upon the cleanliness and neatness of your vending space. (All trash must be placed in the dumpsters located at the site.) Vending space furnished by DCCC is 20' x 10' each for food and 10' x 10' for Craft and Ice Cream (Fees include permits, badges, cost for use of propane tanks, certification of fireproof tents, etc.).

NEEDED INFORMATION:

At the time of application, each vendor must submit the following to obtain the necessary permits:

1. The number and size of propane tanks you will be using.
2. The number and size of portable generators you will be using.
3. Copy or proof of your "Certificate of Flame Resistance" for the cover (tent or tarpaulin) you will be using.
4. Number of support staff you will have in your area.
5. Number of covers (tents) you will be using.
6. Number of tables you will be using.

REGISTRATION DEADLINE:

THE DEADLINE FOR BOOTH REGISTRATION is as follows:

DEADLINE DATES	FOOD	CRAFTS	ICE CREAM
April 1 – April 24	\$900.00	\$550.00	\$550.00
April 25 – May 09	\$1,000.00	\$600.00	\$600.00
May 10 – May 24	\$1,100.00	\$650.00	\$650.00
May 25 – June 1	\$1,200.00	\$700.00	\$700.00

All Applications and Fees must be received in DCCC's Office on the deadline date (postmarked) to receive the price indicated per deadline date. Please Note: No Applications will be accepted after June 1, 2009.

PAYMENT FORM:

A Money order or cashiers check for the full amount must accompany the application. Applicants not selected to vend during our carnival will get their payments refunded. ABSOLUTELY NO PERSONAL CHECKS WILL BE ACCEPTED. Please make your money order or cashiers check payable to DC Caribbean Carnival, Inc.

Mail To: **DC Caribbean Carnival, Attn: Vending Department**
4809-A Georgia Avenue, N.W., Suite 112
Washington, D.C. 20011

ITEMS ALLOWED/NOT ALLOWED:

- All items sold are restricted to those listed on the participant's application and accepted by DCCC.
- D.C. Caribbean Carnival, Inc. determines the on-sight location of all participants in the festival
- D.C. Caribbean Carnival, Inc. and the District of Columbia Department of Consumer and Regulatory Affairs reserve the right to remove from the festival any person or product not in compliance with the rules pertaining to the "family atmosphere" of the festival, or for misrepresentation of their offerings.

- Vendors shall not be permitted to sell or consume ALCOHOLIC BEVERAGES; Violators of this rule will be arrested and/or fined by the D.C. Metropolitan Police.

- **NO BEVERAGES shall be sold /served in GLASS BOTTLES.**

NOTE: THE SALE OF UNAUTHORIZED CDs, TAPES AND VIDEOS IS STRICTLY PROHIBITED. ANY VENDOR FOUND IN VIOLATION WILL HAVE THEIR MERCHANDISE CONFISCATED BY DISTRICT OF COLUMBIA OFFICIALS, AND IS SUBJECT TO ARREST BY THE DISTRICT OF COLUMBIA OFFICIALS OR DC. METROPOLITAN POLICE.

- All Vendors will be Stationary.
 - NO VEHICLES ARE ALLOWED IN "DE SAVANNAH": After each vendor has unloaded their goods, all vehicles will be removed off the festival site.
- ICE CREAM VENDORS: **Ice cream trucks must remain in their designated spaces at the festival site.**

SHUTDOWN TIME:

First call for closing down booths is @6:30 p.m. *

By7:00 p.m. all fires must be extinguished. *

By7:30 p.m. all sales must cease. *

***NOTE: Negotiations are in progress to extend the time**

LICENSE/INSURANCE:

Each vendor must submit a copy of his/her business license with his/her application.

TAXES:

Filing and payment of fees are the responsibility of each participant. All Vendors are responsible for submitting their tax forms to the District Tax Revenue Office. Please attach a copy of your completed Tax forms (which is included) to us with your Registration Package.

Vendors, who participated in our 2008 festivities, or any year previous, must file and pay their taxes before they are allowed to register in the 2009 Festival. Proof of filing and/or payment must be submitted with your application.

DISCLAIMER:

D.C. CARIBBEAN CARNIVAL, INC. SHALL NOT BE LIABLE FOR, AND ASSUMES NO RESPONSIBILITIES FOR PARTICIPANT'S FOOD/CRAFT/ICE CREAM-Specialty Drinks, etc. EQUIPMENT, INVENTORY, EMPLOYEES, REPRESENTATIVES, OR AGENTS OR FOR LOSS OR DAMAGE BY REASON OF FIRE, VANDALISM, THEFT, WATER, NATURAL DISASTER, OR ANY OTHER SOURCE WHATSOEVER.

IMPORTANT NOTICE TO ALL VENDORS: THE DISTRICT OF COLUMBIA GOVERNMENT IS PREPARED TO TAKE LEGAL ACTION AGAINST ANY VENDORS CONDUCTING SALE OF ANY FOOD OR MERCHANDISE ALONG GEORGIA AVENUE, THE PARADE ROUTE, AND ON BARRY PLACE AND NINTH STREET, NW. VENDORS ARE ALSO REMINDED THAT THE SALE OF FOOD, BEVERAGES AND MERCHANDISE IS LIMITED TO THE BANNEKER SITE, WHICH WILL BE UNDER THE EXCLUSIVE CONTROL OF DC CARIBBEAN CARNIVAL, INC. ONLY AUTHORIZED VENDORS WILL BE ALLOWED TO VEND IN THE BANNEKER SITE.

CRAFT VENDORS: PLEASE NOTE THAT DC CARIBBEAN CARNIVAL WILL NOT TOLERATE THE UNLAWFUL SALE OF UNAUTHORIZED CDs, TAPES AND VIDEOS, WHICH ARE STRICTLY PROHIBITED. ANY VENDOR FOUND IN VIOLATION WILL HAVE THEIR MERCHANDISE CONFISCATED BY DISTRICT OF COLUMBIA OFFICIALS, AND IS SUBJECT TO ARREST BY THE DISTRICT OF COLUMBIA OFFICIALS OR THE DC. METROPOLITAN POLICE.

INFORMATION:

If you have any questions or need additional forms, please contact our Headquarters at (202) 726-2204, Angela VanNiel at (202)567-1614, or Roland Barnes at (202)255-1987. The e-mail addresses are: avanniel_dcccinc@hotmail.com; or dcccinc@hotmail.com.

IMPORTANT NOTICE: DUE TO THE OVERWHELMING RESPONSE FOR VENDING SPACES THIS YEAR (2009), DCCC RECOMMENDS THAT YOU REGISTER IMMEDIATELY.



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D.C. CARIBBEAN CARNIVAL, INC.
(A Non-Profit Organization)

ACCEPTANCE AGREEMENT

[please type or print legibly]

I, _____, being the owner/operator
(Please print your name)

of _____, have read and understood
(Please print the name of your business)

the _____ FOOD, _____ CRAFT or _____ ICE CREAM Application form and Vendor Information Sheet.

I agree to abide by the rules and deadlines imposed by DC Caribbean Carnival, Inc., and I understand that if I do not abide by these rules and deadlines, my business will not be allowed to vend during DCCC's 2009 festival.

I am applying for a , Food; , Craft; or , Ice Cream or Specialty Drinks, etc. Vending space for the following Weekend days:

, Saturday, and Sunday, June 27 & 28, 2009

Signature Date

PLEASE COMPLETE AND RETURN THIS FORM WITH YOUR FOOD, ICECREAM, SPECIALITY DRINKS OR CRAFT APPLICATION FORM.



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(A Non-Profit Organization)

DISCLAIMER ACCEPTANCE AGREEMENT

[please type or print legibly]

I, _____, being the owner/operator
(Please print your name)

of _____, have read, understood,
(Please print the name of your business)

and Agree that **DC CARIBBEAN CARNIVAL, INC.** shall not be liable for and assumes NO
Responsibilities for my (Vendor/Participant's) Food/Craft/Ice Cream/Specialty Drinks Equipment,
Inventory, Employees, Representatives, or Agents, or For Loss or Damage by Reason of Fire,
Vandalism, Theft, Water, Natural Disaster, or Any Other Source Whatsoever for the 2009 Festival.

Signature

Date

**PLEASE COMPLETE, AND RETURN THIS FORM WITH YOUR FOOD, CRAFT, or ICE CREAM, Specialty
Drinks, etc. APPLICATION FORM.**



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FOOD VENDOR APPLICATION
20' x 10' Booth Space (Rental rate per space)
Deadlines: **Weekend Rate ONLY** (Saturday & Sunday)

April 1 – April 24 \$900.00
April 25 – May 09 \$1,000.00
May 10 – May 24 \$1,100.00
May 25 – June 1 \$1,200.00

[please type or print legibly]

Name of Business: _____

Name of Owner: _____

Business Address: _____

Street

Apt. #

City

State

Zip

Business Tax ID: _____ (Tax ID # or Social Sec. #)

Telephone #'s: Please List all phone/fax numbers (day, evening and cell).

_____ Day

_____ Evening

_____ Cell

_____ Fax

E-mail

Address: _____

Experience: Please state your history of participating in other similar events. If additional space is needed, please attach a separate sheet. **DO NOT LEAVE THIS AREA BLANK.**

Name of Event	Date(Month/Year)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**PLEASE LIST THE FOLLOWING INFORMATION,
AND SUBMIT WITH YOUR FOOD VENDOR APPLICATION**

[please type or print legibly]

1. The Number and size of Propane Tanks you will be using.

Amount _____ Size _____

2. The Number and Size of Portable Generators you will be using.

Amount _____ Size _____

3. Number of Support Staff you will have in your Area.

Amount _____

4. Number of Covers (tents) you will be using. Amount _____

**SUBMIT A COPY OR PROOF OF YOUR "CERTIFICATE OF FLAME RESISTANCE" FOR
THE COVER (tent or tarpaulin) YOU WILL BE USING.**

5. Number of Tables you will be using. Amount _____



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CRAFT VENDOR APPLICATION
10' x 10' Booth Space (Rental rate per space)
Deadlines: **Weekend Rate ONLY** (Saturday & Sunday)

April 1 – April 24 \$550.00

April 25 – May 09 \$600.00

May 10 –May 24 \$650.00

May 25– June 1 \$700.00

[please type or print legibly]

Name of Business:

Name of Owner:

Business Address:

Street

Apt. #

City

State

Zip

Business Tax ID: _____ (Tax ID # or Social Sec. #)

Telephone #s: Please List all phone/fax numbers (day, evening and cell).

Day

Evening

Cell

Fax

E-mail

Address: _____

Experience: Please state your history of participating in other similar events. If additional space is needed, please attach a separate sheet. **DO NOT LEAVE THIS AREA BLANK.**

Name of Event	Date(Month/Year)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**PLEASE LIST THE FOLLOWING INFORMATION,
AND SUBMIT WITH YOUR CRAFT VENDOR APPLICATION**

[please type or print legibly]

CRAFT VENDORS ARE ALSO REMINDED THAT CRAFT VENDORS ARE NOT AUTHORIZED TO SELL FOOD OR BEVERAGES AT THE BANNEKER FESTIVAL SITE, WHICH WILL BE UNDER THE EXCLUSIVE CONTROL OF DC CARIBBEAN CARNIVAL, INC. ONLY AUTHORIZED FOOD VENDORS WILL BE ALLOWED TO SELL FOOD AND BEVERAGES AT THE BANNEKER FESTIVAL SITE.

1. The Number and size of Propane Tanks you will be using.

Amount _____ Size _____

2. The Number and Size of Portable Generators you will be using.

Amount _____ Size _____

3. Number of Support Staff you will have in your Area.

Amount _____

4. Number of Covers (tents) you will be using.

Amount_____

SUBMIT A COPY OR PROOF OF YOUR "CERTIFICATE OF FLAME RESISTANCE" FOR THE COVER (tent or tarpaulin) YOU WILL BE USING.

5. Number of Tables you will be using.

Amount_____

Please DO NOT LEAVE THIS PAGE BLANK. If you do, your form will be returned, and your application will be rejected!

Items To Be Sold	Price Range
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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ICE CREAM-Specialty Drinks (Smoothies, etc.) VENDOR APPLICATION

10' x 10' Booth Space (Rental rate per space)

Ice Cream trucks are allowed only at designated areas established by DCCC Vending Officials.

Deadlines: Weekend Rate ONLY (Saturday & Sunday)

April 1 – April 24 \$550.00

April 25 – May 09 \$600.00

May 10 – May 24 \$650.00

May 25– June 1 \$700.00

[please type or print legibly]

Name of Business:

Name of Owner:

Business Address:

Street

Apt. #

City

State

Zip

Business Tax ID: _____ (Tax ID # or Social Sec. #)

Telephone #'s: Please List all phone/fax numbers (day, evening and cell).

Day

Evening

Cell

Fax

E-mail

Address: _____

Experience: Please state your history of participating in other similar events. If additional space is needed, please attach a separate sheet. **DO NOT LEAVE THIS AREA BLANK.**

Name of Event	Date(Month/Year)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**PLEASE LIST THE FOLLOWING INFORMATION,
AND SUBMIT WITH YOUR ICE CREAM/Specialty Drinks (Smoothies, etc.) VENDOR APPLICATION**

1. The Number and size of Propane Tanks you will be using.

Amount _____ Size _____

2. The Number and Size of Portable Generators you will be using.

Amount _____ Size _____

3. Number of Support Staff you will have in your Area.

Amount _____

4. Number of Covers (tents) you will be using.

Amount_____

SUBMIT A COPY OR PROOF OF YOUR "CERTIFICATE OF FLAME RESISTANCE" FOR THE COVER (tent or tarpaulin) YOU WILL BE USING.

5. Number of Tables you will be using.

Amount_____

Please DO NOT LEAVE THIS PAGE BLANK. If you do, your form will be returned, and your application will be rejected!

[please type or print legibly]

Items To Be Sold	Price Range
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: All ice-cream /specialties vendors are required to attend a pre-festival meeting with the District of Columbia Department of Health. Attendance is mandatory!!! This mandatory meeting is potentially schedule to take place on **Tuesday, June 16, 2009!**

IMPORTANT NOTICE TO ALL VENDORS: THE DISTRICT OF COLUMBIA GOVERNMENT IS PREPARED TO TAKE LEGAL ACTION AGAINST ANY VENDORS CONDUCTING SALE OF ANY FOOD, BEVERAGES OR MERCHANDISE ALONG GEORGIA AVENUE, THE PARADE ROUTE, AND ON BARRY PLACE AND NINTH STREET, NW. VENDORS ARE ALSO REMINDED THAT THE SALE OF FOOD AND MERCHANDISE IS LIMITED TO THE BANNEKER FESTIVAL SITE, WHICH WILL BE UNDER THE EXCLUSIVE CONTROL OF DC CARIBBEAN CARNIVAL, INC. ONLY AUTHORIZED VENDORS WILL BE ALLOWED TO VEND IN THE BANNEKER FESTIVAL SITE.

Government of the District of Columbia
Department of Health
Environmental Health Administration

Bureau of Food, Drug
and Radiation Protection



51 N Street, N.E., Room 6025
Washington, D.C. 20002
(202) 535-2180

FOOD SERVICES
GUIDELINES FOR SPECIAL EVENTS

A SUCCESSFUL VENTURE IN FOOD SERVICE AT SPECIAL EVENTS CAN BE ASSURED WHEN YOU DILIGENTLY FOLLOW THE 16 INSTRUCTIONS LISTED BELOW:

1. The processing and preparation, including cooking, of any food that is to be served or sold at the event must begin no earlier than 4 hours before the time of sale or serving.
2. If packaged-precooked foods prepared commercially for reheating prior to serving are used, the reheating should take place as close to the time of sale or serving as is reasonably possible, but under no circumstances should it be more than 4 hours.
3. The food should be of good quality and fresh in the sense of being outdated or in a deteriorating condition.
4. The internal temperature of those foods that are reheated or cooked should reach 165°F during the reheating or cooking process.
5. The food held in storage or on the serving line must at a temperature either above 140°F or below 45°F.
6. Protect the food from dust, flies and contamination by either you or the customer. Must provide sneeze guard.
7. Unpackaged-prepared food remaining at the end of the day should be discarded to waste.
8. Provide adequate supply of water for food handlers to wash their hands, also soap and paper towels. No cloth towels permitted.
9. If you must handle the food, wear disposable gloves and change them frequently- **IT LOOKS GOOD IN THE EYES OF THE PUBLIC.**

10. All food handlers must wear hair restraints.
11. Use only single service containers and utensils in your food service to the customer.
12. All foods and single service items must be stored off the ground at least 4 to 6 inches.
13. Do not let melting ice, leaking cartons or dropped food make a nuisance condition on the ground in your area of operation.
14. Provide adequate waste containers with lids.
15. Equipment/utensil washing facilities must be provided. Washing facilities must consist of the three containers which must be positioned in order-wash, rinse and sanitize. For example, the first container is for the detergent wash, the second for clean rinse, and the third for a sanitizing rinse. One capful of bleach per gallon of water can be used to formulate a sanitizing rinse solution.
16. Utensils and containers, such as coolers with lids can be used to store ice or food that is being prepared. These containers must be equipped with an ice scooper in order to retrieve the ice from the container. The containers must be kept as clean as possible during use.

Finally, if you are not sure of how to protect yourself and those you serve from possible illness or injury, call our Food Protection Branch at 202-535-2180 for advice. **THE ADVICE IS FREE!**

NOTE: If we find during our inspections that your food or your operation threatens the health or safety of your patrons, you will be required to dispose of the food or discontinue the operation.

ALL FOOD SERVICE OPERATORS MUST BE INSPECTED PRIOR TO CONDUCTING ANY SALE.

FIRE PREVENTION GUIDELINES

1. Fire hydrants shall be clear of obstructions within a radius of ten feet.
 2. There shall be a 20-foot wide fire access from the fire lane to the fire hydrant.
 3. Fire call boxes shall be clear of obstructions within a 5-foot radius.
 4. No vending carts, stands, stages or any other structure or equipment shall be constructed or placed within five feet of a cross or connecting street or alley.
 5. No vending carts, stands stages or any other structure or equipment shall in any way obstruct or impede the egress from any building.
 6. A 20-foot fire lane shall be maintained throughout the entire area that is used for the festival. The centerline of the fire lane shall run exactly with the centerline of the street.
 7. A copy of the site drawing shall be submitted to, and approved by the Fire Marshal. **(THIS IS NOT APPLICABLE - Applies to DCCC).**
 8. Vendors using hazardous materials for cooking shall get special approval from the Fire Marshal.
 - a. Drawings are to be submitted to the Fire Prevention Division noting the location of vendors, type of cooking fuel, type of fire extinguishers (minimum 2A-10BC), name, address, and telephone number of the owner of the vending operation.
 - b. A copy of the approved drawings shall be with the vendor at all times.
 9. The use of propane shall be limited to (1) One 20 pound bottle per appliance unless otherwise approved by the Fire Marshal.
 10. Changing of propane bottles while the festival is open to the public is prohibited.
 11. Gasoline powered generators shall have a built-in tank with a maximum tank capacity of three gallons.
 12. Refueling of gasoline-powered generators while the festival is open to the public is **strictly** prohibited.
 13. Storage of additional gasoline on site is **strictly** prohibited.
 14. There shall be a 10-foot wide fire access for every 25 feet of vending space.
-