



CARIBFEST VENDOR RULES

Parking

- All vendors will be allowed to park for FREE in The Plume Street lot located on the corner of Plume Street and St. Paul's Blvd on a first-come, first-serve basis.
- Additional parking is available in the Waterside Garage for \$5. The entrance is on Atlantic Street off of Waterside Drive. The \$5 fee will give you unlimited access. **Passes are to be purchased from the vending coordinator during the check-in period ONLY!**
- All vendors **MUST** be out of the park by midnight on Saturday. **Absolutely no overnight parking will be permitted at Town Point Park!**

Check-in

- Vendors must check-in at the entrance behind the stage at Town Point Park for booth space assignments and parking passes during the following time frames... NO EXCEPTIONS!!!
 - Friday: 10:00 a.m. – 6:00 p.m.
 - Saturday: 5:00 a.m. – 9:00 a.m. (**Be prompt or you will have to walk your merchandise in from the parking area!**)
- The following number of wristbands will be issued to each type of vendor:
 - Informational/Educational - 2 wristbands
 - Arts/Crafts and Retail- 3 wristbands
 - Drinks/Desserts - 5 wristbands
 - Food - 8 wristbands
- Please keep wristbands on at all times (**After 8 a.m. individuals not wearing a wristband may be subject to expulsion from the park and ask to pay the full admission fee of \$10**). Cost for additional wristband is \$10. NO EXCEPTIONS!!!

Setup

- All Food Vendors **MUST** have a commercial tent to setup at Town Point Park...**No Residential Tents allowed.**
- All food vendors with tents and trailers are required to have ground cover to ensure no damage is done to the turf. Also, please provide cardboard for under BBQs and grills to prevent staining the vendor area.
- Propane tanks are to be positioned 10 feet away from stove(s); cannot be located under the tent.
- Informational, educational, arts/crafts and retail vendors must complete setup no later than **10:00 a.m.** Food and beverage vendors must complete setup and prepare for inspection by **9:00 a.m.** and be ready to serve when gates open at 10:00 a.m. Failing to do so, you will be denied vending and will not be allowed to break down until the festival ends.

- Food vendors must maintain a 12 feet space between tents. All other vendors should have a 5-10 feet space.
- **All vehicles inside the park after 10:00 a.m. will be subject to being towed at the owner's expense.**

Safety

- K-GUARD or ABC Fire Extinguishers are needed for all vendors.
- Police officers will be in the park overnight on Friday only. **However, please take all valuables with you when you leave the park. VCACA is NOT responsible for any stolen or damaged items.**

Trash Disposal

- Discard all trash ONLY in the large dumpsters designated for CaribFest vendors behind the stage. Please do not place your trash in the festival patrons' trash cans located throughout the park or the Spirit of Norfolk's dumpsters.
- All liquids, including water, MUST be disposed of in the designated disposal area. Anyone found dumping anything in the sea water or grounds will be fined, forfeit their cleanup fee and will not be allowed to return to the festival in the future. Please use a bucket with a lid when transporting liquids to the disposal area.
- Keep your areas clean at all times to ensure refund of your cleanup fee.

Additional Vendor Rules

- **ABSOLUTELY NO SALE OF ALCOHOL PERMITTED BY VENDORS!!!**
- ICE must be purchased through VCACA for a cost of **\$5 per 16lb bag.**
- If you have not paid for your business license, the TAX MAN will be around to collect \$50 from you.
- Food vendors will be responsible for paying the City of Norfolk 6.5% sales tax by Friday, September 18, 2015.
- CD Vendors MUST be considerate to others and keep their speakers volume low. The volume must not over power the music on the Main or steelpan stage performances. Failing to maintain control of your speaker volume in accordance with the festival's rules and expectations, you will be told to turn-off the volume completely.
- Food Vendors, please collect volunteer meal tickets when orders are placed and turn them into the Vendor Coordinators or Welcome Center before leaving the park. Please notate your business name on the meal tickets and place all tickets in the white envelope provided in the vendor package.

Note: CaribFest reserve the right to eject anyone from the festival site subject to improper behavior as determined by security. Please respect yourself and others to make your festival experience a safe and enjoyable one for all. Vending Coordinators: Pat (757) 766-0532 and George (757) 675-5233

HAPPY VENDING! 