



## **DALLAS CARNIVAL CARIBBEAN FESTIVAL**

### **VENDOR APPLICATION**

Take advantage of an expected two-day crowd of 5,000+ by showcasing the best of Arts & Crafts, Food, Marketing, Jewelry, Music, Clothing, and any other cultural exhibits you are proud of. Our Festival will be held September 14th-17th, 2023, with the main event occurring at Lynn Creek Park, Joe Pool Lake in Grand Prairie.

All applicants must have the necessary licenses and insurance in accordance with all regulations. The owner takes full legal responsibility for participation and is the party conducting all transactions. Please be sure to complete the application form in its entirety. Please do so to avoid additional fees that may hinder the processing of your application. Remember to keep a signed copy for your records.

We look forward to seeing you this year as you will be integral to this beautiful and festive experience. We are excited about your interest in joining us.

Don't hesitate to contact us via email or phone for further information or details.

Best Regards,

Vendor Coordinator

Email: [vendor@dfwcarnival.com](mailto:vendor@dfwcarnival.com)

Tel: 682-583-2934



## VENDOR GUIDELINES

- All vendors must set up before the start of all events, and we recommend that you stay on the site for additional supplies after the event has begun. If a vendor must leave to get additional supplies, they are expected to hand-carry items through the gate to avoid disruption.
- Each Vendor is allowed ONE vehicle parking pass to enter the park. All other vehicles must pay for parking. Booths must be set up and ready to do business by noon on Sunday, September 17th; the festival site opens at 10:00 am. When you arrive, please see the Site Coordinator for your specific site location. Once you have found your area, please unload your supplies and equipment, park your vehicle, and return to set up. Please do not leave your vehicle unattended at any time.

*ALL VEHICLES MUST BE OFF THE FESTIVAL GROUNDS NO LATER THAN NOON. NO EXCEPTIONS. NO VENDOR WILL BE ALLOWED TO SET UP AFTER NOON. ALL VENDORS WILL HAVE THE OPPORTUNITY TO SET UP THEIR BOOTHS ON SATURDAY, SEPTEMBER 16th, 2023.*

- Each Vendor will be given four (4) wristbands to enter the park. Additional wristbands are available at a regular entry fee. LATE FEES- Booth spaces paid after August 31st, 2023, will be charged a late fee of \$50.00 and must be paid by cash or money order. Only after a full payment is received will a space be assigned.

*PLEASE NOTE: vendors will not be able to set up, bring vehicles or merchandise onto the festival vending grounds until all fees are paid. Vendors arriving on festival day without having paid and submitted a completed application will incur additional fees.*

- Vendors who violate City, State, Federal, or Festival Laws, Rules, or Regulations will be removed from the Festival site without warning or refund.
- Vendors need to have ALL proper documents to set up on Sunday. NO REFUNDS will be issued.
- Vendors are not allowed to sell the following items- alcoholic beverages, bongos, water, pipes, drug paraphernalia, or Dallas Carnival merchandise.
- Health Department Permits are solely at the expense of the Vendor. You may obtain a Health Permit form on our website, [www.dfwcarnival.com](http://www.dfwcarnival.com).
- Receiving your payment after August 31st, 2023, does not guarantee you a booth. If no space is available when your fee arrives at our office, your payment will be returned.
- NO RAIN CHECK / NO REFUNDS
- Vendors will be responsible for keeping their area clean and cleaning up at the end of the event. Vendors who do not comply with this rule risk being removed from the festival site by local authorities and prohibited from participating in future events. NO EXCEPTIONS! Please collect all trash and place it in sealed trash bags (provided by the Vendor). All cooking oils, grease, and/or gray water MUST be taken with you. Any dumping of these materials in your area will be reported to the authorities immediately. Each site will be inspected before your departure. Please provide ample assistance to clean your location promptly after each event.
- Vendors are solely responsible for the security and safety of Vendor's cash, equipment, goods, inventory, supplies, or other property. Dallas Carnival is in no way responsible for the loss or theft of the Vendor's equipment or property.



- Dallas Carnival will provide booth space at most 10 ft. x 10 ft. Contact us if you have a trailer, and we will try to work with you. There will be space behind booths for storage and/or cooking and between booths to allow for selling or access to your booth from three sides.
  - Tents, Electricity & Water, will not be provided. Tables, chairs, etc., are NOT provided and are solely the responsibility of the Vendor.
  - INSPECTIONS: Dallas Carnival management has the right to inspect your areas to ensure each Vendor follows its rules and regulations.
  - WEATHER: Dallas Carnival Management will determine if it is unsafe to hold the event due to extreme conditions. No refunds will be made due to "An Act of God" or conditions beyond our control.
  - Dallas Carnival management reserves the right to deny the sale of any item considered to be unsafe or detrimental to the image of Dallas Carnival.
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- It is mandatory that all vendors set up prior to the start of all events and we recommend that you not leave the site for additional supplies after the event has begun. If a vendor must leave to get additional supplies, he/she is expected to hand carry items through the gate to avoid disruption.
  - Each vendor is allowed ONE vehicle parking pass to enter the park. All other vehicles must pay for parking. Booths must be set up and ready to do business by 12pm on Sunday September 17th; the festival site opens at 10:00 am. When you arrive, please see the Site Coordinator for your specific site location. Once you have found your site, please unload your supplies and equipment first, park your vehicle, and then return to set up. Please do not leave your vehicle unattended at any time.

*ALL VEHICLES MUST BE OFF OF THE FESTIVAL GROUNDS NO LATER THAN 12pm. NO EXCEPTIONS. NO VENDOR WILL BE ALLOWED TO SET-UP AFTER 12pm. ALL VENDORS WILL HAVE THE OPPORTUNITY TO SET UP THEIR BOOTHS ON SATURDAY, September 16th, 2023.*

- Each vendor will be given four (4) wristbands to enter the park. Additional wristbands are available at regular entry fee. LATE FEES- Booth spaces paid after August 31st, 2023, will be charged a late fee of \$50.00 and must be paid by cash or money order. Only after a full payment is received, will a space be assigned.

*PLEASE NOTE: vendors may not set up or bring vehicles or merchandise onto the festival vending grounds until all fees are paid. Vendors arriving on festival day without having paid and submitted a completed application will incur additional fees.*

- Vendors who violate City, State, Federal or Festival Laws, Rules or Regulations will be removed from the Festival site without warning or refund.
- Vendors not having ALL proper documents will not be allowed to set up on Sunday. NO REFUNDS will be issued.
- Vendors are not allowed to sell the following items- alcoholic beverages, bongs, water, pipes, drug paraphernalia or Dallas Carnival merchandise.
- Health Department Permits are solely at the expense of the vendor. You may obtain Health Permit form on our website [www.dfwcarnival.com](http://www.dfwcarnival.com).
- Receiving your payment after August 31st, 2023, does not guarantee you a booth. If no space is available by the time your fee arrives at our office, your payment will be returned.



- NO RAIN CHECK / NO REFUNDS
- Vendors will be responsible for keeping their area clean and cleaning up at the end of the event. Vendors who do not comply with this rule risk being removed from festival site by local authorities and prohibited from participation in future events. NO EXCEPTIONS! Please collect all trash and place it in sealed trash bags (provided by vendor). All cooking oils, grease, and/or gray water MUST be taken with you. Any dumping of these materials in your area will be reported to the authorities immediately. Each site will be inspected prior to your departure. Please provide ample assistance to clean your area in a timely manner after each event.
- Vendors are solely responsible for the security and safety of vendor's cash, equipment, goods, inventory, supplies or other property. Dallas Carnival is in no way responsible for loss or theft of vendor's equipment or property.
- Dallas Carnival will provide booth space no smaller than 10 ft. x 10 ft. Contact us if you have a trailer and we will try to work with you. There will be space behind booths for storage and/or cooking, as well as space between booths to allow for selling or access to your booth from three sides.
- Tents, Electricity & Water will not be provided. Tables, chairs, etc. are NOT provided and are solely the responsibility of the Vendor.
- INSPECTIONS: Dallas Carnival management has the right to inspect your areas to ensure each vendor is following its rules and regulations.
- WEATHER: Dallas Carnival Management will determine if it is unsafe to hold the event due to extreme conditions. No refunds will be made as a result of "An Act of God" or conditions that are beyond our control.
- Dallas Carnival management reserves the right to deny the sale of any item considered to be unsafe or detrimental to the image of Dallas Carnival.



## INDEMNIFICATION AGREEMENT

I/we hereby agree to indemnify and hold harmless Dallas Carnival and any other entity involved in the production and staging of the Festival for any injuries, loss, or damage to individuals or property resulting from my selling of products or as a result of my/our participation in the Festival.

In addition, I/we have read and agree to abide by all festival rules and regulations stated herein and included with this application or risk being removed from the festival site by local authorities and prohibited from participation in future events. Your signature on the Vendor Application and/or your acceptance of a booth indicates that you have read the above information and agree to adhere to all the Rules and Regulations set forth herein. All disputes or claims arising out of or relating to this contract shall be brought in the courts of Grand Prairie, Texas. If you have any questions or need further information regarding items covered in this contract, don't hesitate to contact the Vendor Coordinator at [info@dfwcarnival.com](mailto:info@dfwcarnival.com).

Health Permit (food vendors only) All food vendors MUST obtain a Special Event HEALTH PERMIT by contacting the Grand Prairie Environmental Services Department at 972-237-8055. YOUR HEALTH PERMIT MUST BE DISPLAYED IN YOUR BOOTH DURING FESTIVAL HOURS.

I/we \_\_\_\_\_, hereby agree to participate in the 2023 Dallas Carnival and will be responsible for all booth fees and related expenses incurred due to my participation in the Festival. I have read the attached Rules & Regulations and understand that upon signing (script or print) this contract, I accept all the conditions and terms set forth herein.

Vendor Signature Date

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**Make all Money Orders/Cashier's Checks/ Cashapp payable to "Dallas Carnival"  
For additional information, please feel free to contact 682-583-2934**



COMPANY NAME:	
ADDRESS:	
EMAIL ADDRESS:	
WEBSITE:	
PHONE CONTACT:	

MERCHANT AREA OF INTEREST:  Arts & Crafts  Food Items  Food & Drinks  Marketing Items

All Food and Marketing Merchants must list merchandise:

*Regular Registration ends August 31<sup>st</sup>, 2023*

*Late registration fees applicable after August 31<sup>st</sup>, 2023*

*Deadline for Vendor Registration is September 14<sup>th</sup>, 2023*

**\*\*ALL FEES ARE NON-REFUNDABLE \*\***

**BOOTH SPACE RENTAL PRICES DO NOT INCLUDE TENT AND ELECTRICITY!!**

Event	ARTS/Marketing	Food	FOOD & DRINKS*
Pandemonium till J'ouvert (Friday Night)	\$125	\$250	\$300
Festival Sunday	\$200	\$350	\$400
Both	\$300	\$550	\$600

\* - Only non-alcoholic Caribbean drinks allowed for Food & Drinks registration