



Carnival Organization of Jacksonville, Inc. (COOJI)
Vendor Application and Guidelines

Event: Jacksonville Caribbean Carnival
Metropolitan Park 2
1410 Gator Bowl Blvd.
Jacksonville, FL 32202

Mail completed document & payment to:
COOJI Attn.: Vending Committee
4850 Collins Road, Suite 103
Jacksonville, FL 32244

Please **print** the following information:

Organization Name: _____

Contact Name: _____

Phone Number: _____ **Email address:** _____

Address: _____

Please select your vending type and cost:

- Food:** \$450.00 * **Food Truck:** \$500.00 * **Cleanup fee:** \$25.00
- Smoothies/Italian Ice/Slushies :** \$275.00
- Arts & Crafts/Music:** \$275.00
- Business Vendor:** \$400.00

Description of items for sale (must be completed for processing and approval):

Vending spaces are 10' x 10'. Vendors using more than a 10' x 10' will be charged for 2 spaces.

Quantity of spaces: _____ (Buses, trailers, trucks or vans)

It is understood and agreed by anyone submitting an application that neither the Vending Committee nor anyone associated with the Carnival Organization of Jacksonville, Inc. (COOJI) or their sponsors, event venue owners, shall be held liable for any physical and/or property damage or loss for the duration of this agreement. Application(s) will not be processed without full payment for designated vending space(s). **Payments must be in the form of a cashiers/certified check or money order made payable to COOJI.**

I have read, understand, and agree to adhere to the guidelines as stipulated on this application.

Signature

Date

Carnival Organization of Jacksonville Inc. (COOJI)
Guidelines for ALL FOOD vendors

1. There shall be no smoking by persons preparing, cooking or serving foods.
2. Vendors who cook with grease type products as a part of product preparation are required to place heavy asphalt roof sheathing on the pavement and to place corrugated boxing paper on top as flooring for their booth. A similar type protection must be placed on the parking lot, street or grass area to prevent grease from falling.
3. Food Vendors are required to use a grease trap. The vendor is responsible for the proper removal and disposal of all grease from the festival area. No grease or oil may be poured onto festival premises **THE VENDOR WILL BE ACCOUNTABLE FOR ANY COSTS ASSOCIATED WITH THE CLEAN UP OF GREASE.** All Food Vendors are required for own roofing felt as flooring protection within allotted vendor space. **ABSOLUTELY NO EXCEPTIONS!**
4. Cooking equipment, such as BBQ grills, deep fryers, etc., which requires outdoor use, should stay out of the reach of children and away from pedestrian traffic areas.
5. If running water is not available, provide enough water for cleaning and hand-washing purposes, in booths. Refrigerators and freezers must have accurate thermometers. All perishable foods must be refrigerated.
6. Hair restraints must be worn and hands must be kept clean. Disposable gloves and hand sanitizers are also recommended. We strongly recommended that at least one person (who is not serving or preparing food) be designated to handle all monies.
7. Provide covered containers for garbage and trash. Cardboard boxes are not allowed and plastic garbage bags are required.
8. All Food Vendors must have one (1) fire extinguisher per cooking unit.
9. All items must be stored off the floor and someone must be present at all times with food.
10. Please have all food covered when not being accessed. Also, serving utensils (forks, spoons, etc.) shall be covered or properly stored when not in use. Vendors should guard against habits that seek to attract insects or other pests. Vendors will not be allowed to use pesticides, insecticides or pest strips. Flypaper is satisfactory.
11. Electricity will be provided for those vendors requiring electricity.
One quad, four (4) outlets \$50.00. Food trucks \$75.00 each quad.

Signature – Food Vendor

Date

Carnival Organization of Jacksonville Inc. (COOJI)
Guidelines for ALL vendors

1. The Carnival Organization of Jacksonville (COOJI) reserves the right to remove any vendor from the festival site who does not comply with the established guidelines. The vendors will not be compensated for the occurrence of any such action.
2. COOJI has the sole rights for the sale of beverages including water, sodas and alcohol.
3. Vendors will be allowed to sell on Carnival Day from 12:00pm to 9:00pm. Proper space should be requested when the vendor application form is submitted. If you are in error, we will not be able to accommodate you with any changes.
4. Each individual vendor is responsible for collection, reporting and payment of the 7% Florida Sales tax for the sale of any items on the day of the event. Payments must be made to the Department of Revenue of Florida.
5. Amplifiers or Speakers will be permitted at the discretion of COOJI. Music must not disturb performances or music from the main stage.
6. **ONLY APPROVED ITEMS** listed on your application form will be sold. COOJI has the rights to instruct Vendor to remove un-approved items.
7. Setup on Carnival Day will begin at 8:30am until 11:30am. The festival gates will open at 1:00pm. Vendors must be in place by 9:00am to avoid unnecessary delays and/or confusion. **NO VENDOR WILL BE ALLOWED IN THE PARK AREA AFTER 12:00 noon.**
The Vending area must be cleared in the evening by 11:30pm on Carnival Day. All Vendors must clear their respective areas and must provide their own plastic bags for garbage in their immediate surroundings. Vendors **must not discard** unwanted food on festival premises.
***A \$200.00 fee will be charged to any vendor that is still on site after 11:30pm.**
8. Vendors must provide their own materials (Tents, chairs, tables, decorations, etc.)
9. COOJI will provide ice for sale at the Carnival venue for those vendors needing to purchase.
10. **The State of Florida Department of Health has informed us that each food vendor requires a temporary food service permit. Inspectors will be on the premises during the event to inspect your operation and issue permits.**
11. No refunds will be made two (2) weeks prior to the event date, minus handling fee.
12. All vendors will receive passes, parking permits, etc. for your entrance to the festival site.

Signature – All Vendors

Date

(For Office Use Only)

OFFICIAL RECEIPT – VENDOR BOOTH # _____

To: _____

Date received: _____

Amount received: _____

Money Order number: _____ Certified/Cashier's Check number: _____

COOJI Representative: _____ Date: _____