



Cambridge Carnival International, Inc.
P.O. Box 390468, Cambridge, MA 02139
www.cambridgecarnival.org
Office Line: 617-492-2518

Dear Cambridge Carnival Vendor:

**Please note the date of
Cambridge Carnival -
Sunday, September 10, 2017 in
Kendall Square, Cambridge, MA**

This year Cambridge Carnival will celebrate 25 years! We are now the largest festival in drawing more than 100,000 participants and the event is growing every year.

Weekend After Labor Day!

Cambridge Carnival takes place annually the weekend after Labor Day. With this date, we are able to maximize the opportunities for our vendors in reaching a large college market. In 2009, we changed the date from August to September, the transition was met with tremendous success.

Applications Deadline

The **final deadline** to submit applications is August 19th, with all paper-work submitted by August 30th, 2017. Applications received after **July 31st** will incur a \$50.00 late fee. Please review the vendor application as it pertains to your responsibility as a Vendor for our event. Applications received after July 31st will be considered only if space is still available. Apply early for your best chance of getting accepted and a better spot. Applications will be accepted on a rolling basis. You will receive a response from us within a week of receipt of your application. If we decline your application, your check will be returned. Incomplete applications, **including those temporary checks or the Food Inspectional Services form**, will be returned. Include a **certified check or money order payable to Cambridge Carnival International, Inc.** Print your name on the check. We do not accept cash, personal or business checks. **Please note that you are responsible for your own liability insurance.**

Cancellations and Refunds

All cancellations must be made in writing. Cancellations **received** by July 31st, 2017 will be refunded 50% of application fee. **No refunds after July 31st, 2017.** Refunds will not be given to those who fail any Cambridge Fire Department or Health inspections on site, or to those in violation of the rules who are asked not to operate. This is a Rain or Shine event -- refunds will not be made due to weather.

Vendor Booth Fees

Please see application below for detailed information on booth fees.

Non-Profit Rates

Non-profit vendors who are not selling will get a 6' x 6' booth space. Limited space available. See application for qualification.

No Glass Bottles

NO GLASS BOTTLES are allowed at the event or you will be immediately removed from the event without a refund of your vendor fee.

SERVESAFE CERTIFICATION & Trans Fat Certification

All food vendors are required to submit a copy of your Servesafe Certification (or equivalent for out of state vendors). The person in charge of your booth has to be certified. Please also complete the attached Trans Fat Certification Form as our event must comply with the city's trans fat regulation. It must be returned with application or we cannot process it.

Rules and Regulations

It is important for all vendors to strictly adhere to the vendor rules that are imposed by the City of Cambridge. Vendors are responsible for adhering to the rules and regulations of the Cambridge Carnival or vendors will not be allowed to participate in future festivals. Failure to comply with these rules will result in removal from the site and your fee will be forfeited:

- Selling food and goods past 7pm.
- Not setting up on time before 10:00am.
- Breaking down past 8:30pm.
- Uncooperative with Committee Members and City personnel

- Disposing of charcoal and grease on the sidewalk, in the drains, and in the streets.
- Improper disposal of charcoal, grease, and trash.
- Absolutely no grease should be poured down the city drains.

Propane Generator users

Propane users must pay \$50.00 per City regulation or will be fined or removed from the festival. **Propane Users MUST have a Quick Disconnect Device that is available at Home Depot and similar stores. NO GAS GENERATORS ALLOWED OR YOU WILL NOT BE ALLOWED TO SET UP AND SELL AT THE CARNIVAL- NO EXCEPTIONS. Unless prior approved from Cambridge Fire Dept.**

Removal of Waste

All vendors are reminded that they are responsible for the removal of their own trash, grease and charcoal. Please bring ample trash bags. We are striving for a Greener Carnival. Dumpsters will be provided for disposal of your trash and **your staff** will be required to remove it from your booth. We also have several grease barrels available for your use.

The City will be providing wire hangers to hold public trash that is supposed to be used by the public and not for vendor use. We will closely monitor these wire hangers this year and vendors will be fined if they are used or removed and risk being banned from future events.

NO "DAY OF" VENDORS WILL BE ACCEPTED-NO EXCEPTIONS!

Thanks for your cooperation and we look forward to your participation in Carnival 2017! Please contact us if you have any questions at cambridgecarnival@gmail.com or call

**Carnival Vendor Line at
(617) 395-7680.**

Applications can be downloaded at www.cambridgecarnival.org

Sincerely,
Cambridge Carnival International
Vendor Committee

2017 Cambridge Carnival Vendor Dates & Rules

July 31st, 2017

- ALL applications due with full payment.
- \$50 late fee will be assessed to Applications postmarked after July 31st, 2017.

September 1st, 2017

- You should have received your Vendor Package and booth number.
- If you have not, please call (617) 863-0476.

September 11th, 2017

Annual Cambridge Carnival Rain or Shine.

- Unless showers are predicted for the entire day, the event will go on as planned.
- Call our Hotline (617) 863-0476 during inclement weather for info. on rain-date by 6pm, Saturday, September 10th, 2017.

Rain-date

- No rain-date unless of a weather emergency
Call (617) 863-0476 for info. on rain-date.

Refunds & Cancellations

- **NO REFUNDS AFTER July 31st, 2017.**
- Cancellation request in writing must be received before July 31st, 2017 to get 50% refund.

Event Set-up

- A vendor permit is required to enter the site.
- **Food vendors** will access the festival Site from Binney Street and check in at Binney and Main Street.
- **Craft/Corporate vendors** will access the festival site from Ames Street and check in at Ames and Main Street.
- Cambridge Carnival does not supply tables, water, chairs or electricity.

- Set-up must take place between **8:00 a.m.** and **10:30 a.m.** **All vehicles must be off the street by 11:00 a.m.** **You will be turned away if you are late.**

Break-down

- **ALL vendors MUST stop selling by 6:30p.m.**
- Any vendor who sells after 7:00 p.m. will risk a **fine of \$50.00 per sale and possible exclusion from future events. Cambridge Police will ensure strict adherence to this rule.**
- Vehicles will be allowed into the site area after 7:00 p.m. **Vendors must pack up, and be off the site by 8:30 p.m. to allow for street cleaning.**

Application

Return signed completed application with:
MONEY ORDER / CASHIER'S CHECK
payable to: **Cambridge Carnival International, Inc.**

NO PERSONAL CHECKS OR CASH Please.

Right to Refuse Vendors

- We reserve the right of final acceptance of vendors to the event. If you show up late for set-up, we have the right to relocate your booth.
- **Vendors who do not follow these rules will not be allowed in future events.**

Food Vendors

- **All Food Vendors must complete the Supplemental Information for Temporary Food Service Application** (included).
- Permits are granted by Inspectional Services of the City of Cambridge. We will submit all the forms.
- **ALL FOOD SERVICE VENDORS** will be inspected during the event by the Fire Department and Inspectional Services.

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Cambridge, MA 02139

CARNIVAL HOTLINE: (617) 863-0476
Email: cambridgecarnival@gmail.com
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- **No cooking can begin until food vendors have been inspected by the City of Cambridge**, and any non-compliance will result in removal from the site. No refunds will be granted if you fail the inspection.
- **Propane users must pay propane fee of \$50.00 fee or you will be fined \$50.00.** All propane tanks/carts are subject to inspection by the Fire Department. **You will not be allowed to sell if you do not have the proper disconnect and you will NOT get your money back if removed from Carnival. NO GAS GENERATORS! NO EXCEPTIONS. STRICTLY ENFORCED.**
- No deep-fat frying or open flames are permitted under a tent unless cooking is completely contained within approved commercial vending cart.
- **NO GLASS BOTTLES ALLOWED**
- Food carts must be equipped with fire extinguisher, sneeze guard, cold storage, trash barrels and trash bags at assigned location/booth.
- **Cooking oil and grease must be disposed in barrels provided. If a vendor violates this rule, they will be fined and banned from future Cambridge events.**
- VENDORS must supply their own hand-washing utensils and gear in order to satisfy the inspection process

Cambridge Carnival International Inc. 2017 Vendor Application

NAME: _____

BUSINESS/ORGANIZATION: _____

Office Use Only

Date Recv'd

Application
Complete

Vendor #

VENDOR	Booth size (L' x W')	Fees	No. Of Spaces	Total
FOOD SPACE (Including Non-Profit)	12' X 10'	\$700.00		
Double FOOD SPACE (Side-by side booths. Full price if separate booths)	12' X 20'	\$1300.00		
Food Truck		\$350.00		
<i>Propane Users & Generators Must Pay Fee or you will be fined \$50.00</i>	PER BOOTH SPACE	\$50.00		
Sno-Cone/Fruit Stand & Beverages Only	6' X 6' ONLY	\$450.00		
NONFOOD SPACE— Craft, Gifts, Specialty Items, including Non-Profit)	10' X 10'	\$300.00		
Double NONFOOD SPACE (Side-by side booths. Full price if separate booths)	10' X 20'	\$550.00		
Corporate and Promotional Products (no glass bottles)	10' X 10'	\$2,000.00		
Non-Profit Info Non-Selling Space ONLY <small>With Mass. Certificate of exemption and limited availability on a first come basis</small>	6' X 6' Limited Availability	\$150.00		
Sub-Total				
<i>Plus</i> Late Fee per application (if postmarked after July 31 st , 2017)				± \$50.00
Total Due				

**NO BOOTLEG
NO UNPERMITTED
SHOPPING/PUSH CARTS
This will be enforced by the
Cambridge POLICE Dept.**

**NO GLASS BOTTLES ALLOWED
IF IN VIOLATION, YOU WILL
IMMEDIATELY BE
ESCORTED FROM THE FESTIVAL
WITHOUT A REFUND!!!**

Return this signed form with a
MONEY ORDER / CASHIERS CHECK
for the **TOTAL DUE**
[NO PERSONAL CHECKS]
Payable to Cambridge Carnival
International, Inc.

**VENDORS WILL NOT BE
ACCEPTED ON THE DAY
OF THE EVENT**

Name of Business: _____
(Mailing address for Vendor Permit & Booth Assignment.)

Contact Name: _____

Street: _____

City: _____

State: _____ **Zip:** _____

Tel.: ____ - ____ - ____ **Fax:** ____ - ____ - ____

E-mail: _____

Website: _____

How did you find out about the Cambridge Carnival?

List of products to be sold at Carnival

Check all that apply

- I have previously participated in Cambridge Carnival.
- I will be playing music/selling CDs.
- I plan to propane or have a **DIESEL GENERATOR** in my booth.
(NO GASOLINE GENERATORS ALLOWED)

**IF YOU ARE playing music there is no space request.
Placement is at the discretion of Carnival staff.**

Space Request (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Kids Section | <input type="checkbox"/> Near Food Section |
| <input type="checkbox"/> Not near Kids Section | <input type="checkbox"/> Not Near Food |
| <input type="checkbox"/> Music stages | <input type="checkbox"/> Not near Music stages |
| <input type="checkbox"/> Near similar vendor | <input type="checkbox"/> Not near similar vendor |

**SPACES ARE ASSIGNED FIRST COME FIRST SERVED.
WE DO NOT GUARANTEE SPACE REQUESTS!**

Security Procedures

All Vendors and their employees **MUST** show a photo ID before being allowed access to the festival site. Please provide the names and addresses of all employees who will be working your booth.

Vendor Check List (Check all that apply)

- Vendor Application Fee**
- Temporary Food Service form (Food Vendors Only)**
- SERVSAFE CERTIFICATION (REQUIRED FOR FOOD)**
- Trans Fat Certification form (Food Vendors Only)**
- Propane/Generator Fee** (if applicable for Food Vendors)
- Complete listing of products.**
- Signed Application**
- \$50 Late fee (Postmarked after July 31st, 2017)**

I, **(Print your name)** _____ have read and agree to comply with the all vendor rules and my staff will act in a respectful manner at the event. My certified check or money order is enclosed. I understand that if my application is not complete, it will not be processed but will be returned. I am responsible for my own liability insurance and have added Cambridge Carnival, International, Inc. as an additional insured on my certificate of insurance. **If I am a FOOD VENDOR, the "Supplemental Information for Temporary Food Service Application" is attached and filled out completely and I have reviewed the Fire Regulators Form. My intention to use or not use propane or a generator is clearly stated and the fee for the use of propane is included.** I understand that if I fail any City of Cambridge inspections, I may not be able to participate as a vendor and will not qualify for a refund. I hold Cambridge Carnival International, Inc., and the City of Cambridge harmless from all liabilities incurred on the festival premises. My signature confirms my agreement to all the terms of this application and the supplemental contract.

Vendor Signature: _____

Date: _____