



2017

Scarborough Afro-Carib Fest Vendor Information Package

Dear Vendor:

Heritage Skills Development Centre (HSDC) invites you to join our 6th annual Scarborough Afro-Carib Fest (SACF)! The festival will take place on **Saturday, August 26 and Sunday, August 27, 2017** at the **Albert Campbell Square inside the Scarborough Civic Centre (150 Borough Drive)** from **12:00 pm to 9:00 pm**. The festival is **FREE** and open to all audiences.

The Festival aims to celebrate the arts, culture and heritage of the African and Caribbean communities and beyond. This exciting, family-friendly event includes: live musical performances, marketplace vendors, drum and dance, beauty lounge, kids zone, business expo, dance competitions, prize giveaways and much more! This year we are expecting over **25,000** people and this provides an opportunity for you, the vendor, to showcase your products, promote and grow your business, while engaging with local and international visitors.

EARLY BIRD SPECIAL PRICE: BY JUNE 30, 2017

General - \$350; Food - \$500; Truck - \$500; Non-Profit- \$250

***These Prices are for the 2 Days of the Festival**

REGULAR PRICE: JULY 1- AUGUST 11, 2017

General - \$450; Food - \$600; Truck - \$600; Non-Profit- \$350

***These Prices are for the 2 Days of the Festival**

Contact:

Madeline Nwokeji

Event Director

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|| info@scarboroughafrocaribfest.com

www.hsdconline.org

|| www.scarboroughafrocaribfest.com

ABOUT SACF

The Scarborough Afro-Carib Fest (SACF) is one of the fastest growing multicultural community festivals, established by the non-profit organization, Heritage Skills Development Centre (HSDC). It is a 2-day festival that celebrates the diversity of Afro-Caribbean cultures and other ethnic communities that make up the fabric of Canada through music, arts, dance and food. The goal of “Scarborough Afro-Carib Fest” is to foster civic pride, engage audiences and to build a vibrant, happy community!

The 6th annual “Scarborough Afro-Carib Fest” will take place on Saturday and Sunday, August 26 - 27, 2017 from 12:00 p.m. to 9:00 p.m. inside the Albert Campbell Square at the Scarborough Civic Centre, 150 Borough Drive, Scarborough, ON.

FACTS

With support from an array of local and international artists, vendors, businesses, media partners, corporations and we are anticipating over 25,000 visitors of all ages, ethnicities and cultures at the festival.

Audiences will enjoy mouth-watering ethnic cuisine, great products and services, as well as electrifying performances in this wonderful celebration of our cultural diversity.

VISITORS WILL ENJOY:

- Live Musical Performances
- Drum Circle / Dance Workshops
- Fashion Show
- Vendor Exhibition
- African and Caribbean Cuisines
- Dance Competitions
- Kids Play Zone
- Networking Opportunities
- Special Guests; Celebrities, MPs, MPPs, Councilors and much More!

FESTIVAL FACTS

6,000 visitors in 2014
12,500 visitors in 2015
20,940 visitors in 2016

2017

We are expecting
over
25,000!





SCARBOROUGH AFRO-CARIB FEST (SACF) 2017

TERMS AND CONDITIONS

BOOTH/VENDING AREA RULES

- Vendors must have their booth/vending area open and occupied during the hours of the festival. By agreeing to participate in the Scarborough Afro-Carib Fest (SACF), vendors are expected to stay until the end of the festival (9:00pm).
- SACF organizers reserve the right to prohibit the display and/or distribution of materials deemed illegal, obscene or otherwise offensive.
- SACF reserves the right to intervene in facility use, and public safety.
- SACF assumes no responsibility for sales, inclement weather, nor guarantees attendance.
- Booth vendors agree to accept full responsibility for all materials and goods which they sell, use or display in the booth area.
- You are required to bring your own tent (**10" x 10"**), **1 table and 2 chairs**. **There is an additional fee for a 10 X 20, 20 X 20 space. Please discuss with SACF team if you require a bigger tent or additional space than the standard 10 x 10. Any Vendor that sets up additional space outside of the contract will be asked to immediately shut down.**
- Only the products of the said vendor, as specified on the contract, will be shown, exhibited and sold. Any additions and/or substitutes to booth merchandise must be pre-approved by SACF
- SACF reserves the right to ask you to adjust your menu items to reduce duplication
- Food vendors are responsible for bringing their own generators
- The festival is a "rain or shine" outdoor event. Be prepared.
- You are required to bring your own dolly or moving apparatuses as SACF will not be providing any equipment.
- Any food trucks that are not registered with SACF will be denied on the festival ground
- Community Non-profit organizations are not permitted to sell on festival grounds
- Vendors are responsible for securing loose cables and cords to prevent tripping hazards.
- All Vendors are required to submit their liability insurance
- The festival is a "rain or shine" outdoor event. Be prepared.

FEES AND CANCELLATIONS

All fees must be made payable **to Heritage Skills Development Centre by August 11, 2017**. Non-sufficient fund cheques will be levied a \$45 service charge. No cancellations are permitted once vendors agree to participate. A refund, under any circumstance, **will not be issued**. Cash, certified cheques, money orders or bank drafts will **only** be accepted.

REGISTRATION AND SET UP

Vendors must check-in and be prepared to set up their booth or vending area between 8:00am to 10:00am.



GARBAGE

Vendors are responsible for maintaining cleanliness and sanitation of vending and food preparation areas. Vendors must provide their own heavy duty garbage bags and must place garbage and broken down boxes in the designated area at the back of the square. **Inappropriate disposals of garbage will result in a \$500 charge.**

VENUE ACCESS

You may access Albert Campbell Square through Brian Harrison Way (see attached map). Please do not drive down the stairs. You may park your car in the parking lot marked **Employee Parking Lot**. Notify the attendant that you are with the festival.

SECURITY

Vendors are responsible for assuming the risk of their own operations and equipment. We will not be responsible for any loss or damage.

WASHROOMS

Public washrooms are located in the Scarborough Civic Centre building just off Albert Campbell Square and inside Scarborough Town Centre.

TAKE DOWN

All equipment must be removed from the site no later than 10:30 pm on Sunday, August 27st. Equipment remaining on site will be disposed of as seen fit.

CLEANING

The site must be left clean by all vendors. Please dispose of your garbage, cooking materials, and any other waste at the dumpster located at the back. No food items, grease or oil should be spilled or left on the square. **Anyone found in violation of this will be subject to a \$500 clean up charge.**

SCARBOROUGH AFRO-CARIBBEAN FEST (SACF) VENDOR SCHEDULE

Time	Scheduled Event	Description
8:00AM – 10:00AM	All vendors on-site to register and set-up (Sat, Aug 26 th)	Registration and space allotment, vehicles allowed on site via ramps. Space assigned on a first come, first served basis
11:00AM	Booth Inspection (Sat & Sun: Aug 26 th & 27 st)	All set-up vehicles must be removed by 11:00 am
12:00PM	Festival opens (Sat: Aug 26 th)	Festival declared open and the entertainment program begins. All vendors open for business and ready to receive patronage.
8:00PM	Vendors begin tear down (Sun: Aug 27 st)	All vendors begin packing their goods and services, tables, cleaning up and prepare for departure
9:00PM	Festival Closes (Sun: Aug 27 st)	All equipment, furnitures and other items must be removed from the festival arena no later than Sunday, August 27 at 10:30PM.



2017 Scarborough Afro-Carib Fest

Vendor Application Form

Saturday, August 26 and Sunday, August 27
(12pm to 9pm)

Albert Campbell Square, Scarborough Civic Centre
150 Borough Drive, Scarborough

(EARLY BIRD by June 30) General - \$350 (2days) Food - \$500 (2days) Truck - \$500 (2days) Non-Profit - \$250 (2days)

(REGULAR by August 11) General - \$450 (2days) Food - \$600 (2days) Truck - \$600 (2days) Non-Profit - \$350 (2days)

Cash, Certified Cheques, Money Orders or Bank Drafts ONLY
Payable to **Heritage Skills Development Centre**

Vendor Information

Business Name: _____

Primary Contact: _____

Secondary Contact: _____

Full Address: _____

Primary Telephone: _____

Cell Number: _____

Email Address/Website: _____

General Information (circle yes or no)

Water Access (yes / no)	Electricity (yes / no)	Insurance Provided (yes / no)
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Types of Products / Items with Price



TYPE OF BOOTH:

<input type="radio"/> Food	<input type="radio"/> Merchandise	<input type="radio"/> Arts & Crafts	<input type="radio"/> Non-Profit
<input type="radio"/> Truck	<input type="radio"/> Beverage	<input type="radio"/> Promotional Products	<input type="radio"/> Books / Audio

I understand

- the full payment is due by August 11, 2017 and is non-refundable Initials _____

I have read and fully understand the terms & conditions and agree to abide by them

Vendor Name (print): _____

Authorized Signature: _____

Date: _____

Please return form along with payment to:

Heritage Skills Development Centre – 400 McCowan Road, (Ground Floor), Scarborough, Ontario, M1J 1J5
You may also scan and Email completed forms to: info@scarboroughafrocaribfest.com Or Fax: 416-345-8696.

For more Information, Contact:

Heritage Skills Development Centre (HSDC) / Scarborough Afro Caribbean Festival

Tel: 416-345-1613

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E-mail: info@hsdconline.org || info@scarboroughafrocaribfest.com

Website: www.hsdconline.org || www.scarboroughafrocaribfest.com