



Stall Number:

VENDOR REGISTRATION FORM

1. Vendor Details	
Company Name	
Contact Name	
Phone	
Email	
P.O. Box	
Product Description	

2. Select Vendor Type	
Food/Beverage	
Desserts/Candy	
Art/Craft	
Games/Activities	
Specialty Items	

3. Food Handling Permit
<p>All vendors handling food on the day MUST provide a valid Food Handling Permit from the Department of Environmental Health (DEH). Any vendor who fails to provide a valid permit before Friday 29th January, will automatically have this agreement cancelled and a refund given. The DEH holds Food Handling Permit courses at their compound on North Sound Road. Please call them at 743-5943 to get registered.</p>

4. Food Vouchers
<p>All food vendors are required to accept <i>Coco Fest Food Vouchers</i> valued at \$10 each. These vouchers are given to on-duty staff and volunteers working the event. Vendors will be reimbursed in-full upon return of the vouchers to the Pedro St. James administrative office.</p>

5. Fee Schedule				
Check ALL that apply	Product/Item Description	Cost	Quantity	Amount
	Registration Fee – All Areas The ability to sell/display products.	\$75	Allows entry for three (3) team members.	
	Registration Fee – Gazebo (The ability to sell/display products)	\$150	Allows entry for three (5) team members.	
	10 x 10 Tent (Will be erected by Pedro St. James staff)	\$0	One (1) tent included	\$0
	6 Foot Table	\$10		
	8 Foot Table	\$12		
	Chair	\$5		
	Electricity Access to one (1) 120v electrical outlet for basic power (e.g., for credit card machine, lights, etc.). There are limited 220v and 240v outlets available; if additional power is needed, please indicate by 5pm, Friday 29 th January.	\$25	120v 220v 240v	
	No equipment, I will bring my own. (10 x 10 tents MUST be delivered to Pedro St. James by Thursday 11 th February before 5:00pm)	\$0		\$0
			Total =	

6. Payment Information
<ul style="list-style-type: none"> • Please scan and email completed application to Adriana at admin@pedrostjames.ky and/or drop off with cash payment (exact amount) or cheque payable to “Pedro St. James” to the offices at Pedro St. James, Pedro Castle Road, Savannah. Debit/credit cards are also accepted. • Direct payment can be made to the Cayman National Bank CI\$ bank account #012-28358 with the narrative “COCO FEST FEE”. Please include your name. • Payment must be made in full on or before Friday 29th January. • Please do not hesitate to contact us with any questions that you may have. If you need to make any changes to your contact information or other information as it pertains to <i>Coco Fest</i>, please email admin@pedrostjames.ky or call 947-3329.

7. Terms & Conditions

1. Coco Fest 2021 will be held on Saturday 13th February from 12pm – 6pm.
2. The deadline for registration or cancellation for Coco Fest is 5pm, Friday 29th January. PEDRO ST. JAMES will send a confirmation letter to the email address you have listed on the form, with your confirmed vendor space number. (If you do not have an email address, we can also print your confirmation letter for you to pick up from the PEDRO ST. JAMES office, upon request.)
3. Incomplete applications, including applications without payments, will not guarantee participation.
4. Payment may be by cash (**exact amount**), cheque made out to *PEDRO ST. JAMES*, direct deposit, or debit/credit card (see page 2).
5. Vendor space selection is available on a first-come, first-served basis. We cannot change your space after it has been assigned. Pay keen attention to the event map (attached).
6. Art/craft/games/specialty items vendor spaces are 10ft wide x 10ft deep and will be placed on the Great Lawn. Food vendors are allocated under the covered area inside the courtyard.
7. Vendors cannot utilize any space outside the 10ft width or in front of the 10ft depth. However, if there is extra grass space at the back of the dedicated space, you are free to utilize it.
8. All food vendors must provide a valid Department of Environmental Health (DEH) Food Handling Permit (see page 1).
9. Vendors must indicate all electricity needs (including voltage) at the time of submission of this form.
10. A member of the PSJ Maintenance team will conduct random inspections of the outlets and ensure vendors/exhibitors are not utilizing electricity more than previously agreed and approved. The fee for one outlet and/or 120 voltage is \$25, in addition to the registration fee. Each additional outlet and/or higher voltage (220v/240v) is \$25.
11. **No multiple outlet power strips/devices are allowed. The \$25 fee allows for one power source to one outlet, to avoid power outages. If a vendor is found using a multiple outlet power strip/device, they will be asked to remove the additional device.**
12. Gas run generators are **not allowed** due to noise pollution, safety, and environmental concerns.
13. To gain access to the event, vendors must arrive between 8:00am and 11:00am. Access will be allowed through the side gate near the Great House. Vendors are not permitted to enter or exit through the PEDRO ST. JAMES main entrance. The side gate is the dedicated vendor entrance and exit.
14. On the day of the event, please arrive on time to set up. Set up is between 8:00am and 11:00am. Vehicles will only be permitted on the festival grounds from 8:00am and 11:00am. **For safety of pedestrians, all vehicles must be moved off the event grounds by 11:15am. There can be no exceptions.**
15. Spaces must be ready by 11:30am for inspection. At that point, if you have not set up your space, or have breached any of the *Terms and Conditions*, we will have to release your assigned space to neighbouring artists/vendors on a first-come, first-served basis. The event opens to the public at 12:00pm sharp.
16. All vendor spaces will be inspected before the event begins and at other times during the event. If, at the discretion of PEDRO ST. JAMES, any of the *Terms and Conditions* have been breached, one warning will be given. In the event of a second violation, no further sales will be permitted, and the vendor will be asked to remove their display. No refund or compensation will be made to the vendor.
17. Breakdown of your stall will not be permitted until 6:00pm and vehicles will not be allowed back onto the property until 6:15pm. Anyone who received special permission to leave early (before 6:00pm) will need to transport his/her items to the side gate.
18. Vendors are responsible for securing their equipment/personal effects in the event of inclement weather.
19. If the vendor does not cancel on a timely basis (3 days prior to the event) or is absent on the day of the event, no refund will be returned.
20. Vendors must provide their own insurance.
21. Vendors will be responsible for all PEDRO ST. JAMES equipment rented to them. Vendors will replace any damaged equipment while in the vendor's care, and PEDRO ST. JAMES will seek reimbursement in full for any rented items not returned at the end of the event.

- 22. Vendors are asked to leave their designated area in the condition it was in at the time of arrival.
- 23. At breakdown, all trash must be removed and discarded at the designated DEH garbage skip located on the event map. Trash bins and trash bags are the responsibility of the vendor. Pedro staff will assist with trash collection during the event.
- 24. If selling, you agree to take full responsibility for all sales and monies made.
- 25. You are responsible for the security and safekeeping of your own belongings and monies and agree that PEDRO ST. JAMES is in no way liable for loss or damage to them.
- 26. You release and hold harmless PEDRO ST. JAMES and its workers or volunteers, from any injury or loss that you, or any member of your team, may sustain.

By signing this Registration Form, you indicate that all your information is truthful and that you have read and agree to the *Terms and Conditions* above/attached.

Print Name		Date	
Signature			

PEDRO ST. JAMES USE ONLY			
Date Registration Form Received			
Stall Number Issued			
Amount of Payment Received			
Paid by	Cash	CNB Direct Deposit	
	Debit/Credit	Cheque to Pedro St. James	
Details			
Participation Approved	Yes	No	Reason not approved:
Officer Signature			
Notes			

8. Vendor Checklist

These are items that vendors will need to provide for optimal customer satisfaction.

Food Vendor		Other Vendors	
Valid DEH Food Handling Permit		Product Information	
Disposable Plates and Cutlery		Prices / Signage	
Cups and Straws		Staff in Company Shirt	
Napkins		Garbage Bin and Bags	
Garbage Bin and Bags		Cash Float or Credit Card Machine	
Menu / Signage		Extension Cord/s	
Staff in Company Shirt			
Cash Float or Credit Card Machine			
Extension Cord/s			