



# West Indian American Day Carnival Association

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Kira Brereton  
Probono Attorney

Frank Seddio  
General Counsel

Dear Vendor:

May 16, 2016

This year, WIADCA will be celebrating its 49<sup>th</sup> Anniversary of Carnival in Brooklyn with events beginning Thursday September 1<sup>st</sup> to Monday September 5<sup>th</sup>, 2016. Interested vendors have the opportunity to vend along the parade route on **Eastern Parkway on Monday, September 5<sup>th</sup>, 2016.**

## **EARLY REGISTRATION: Wednesday June 1<sup>st</sup> – Thursday June 30<sup>th</sup>, 2016**

### **BOOTH FEES DURING EARLY REGISTRATION:**

- Food/Non Alcoholic Drinks: \$400.00 per booth (Individuals without a business)
- Arts & Craft: \$250.00 per booth
- Non-Profits for distributing information: \$250.00 per booth
- Restaurants/Caterers: \$600.00 per booth

## **THE ABOVE PRICES ARE FOR EARLY REGISTRATION ONLY**

## **REGULAR REGISTRATION: Friday July 1<sup>st</sup> – Wednesday August 31<sup>st</sup>, 2016**

### **BOOTH FEES DURING REGULAR REGISTRATION:**

- Food/Non Alcoholic Drinks: \$450.00 per booth (Individuals without a business)
- Arts & Craft: \$300.00 per booth
- Non-Profits for distributing information: \$300.00 per booth
- Restaurants/Caterers: \$650.00 per booth

***An additional late fee of \$50.00 will be applied for any registration submitted after Wednesday August 31<sup>st</sup>, 2016.***

***INDIVIDUALS PURCHASING MORE THAN ONE SPACE WILL BE OFFERED AN ADDITIONAL DISCOUNT.***

### **PAYMENT OPTIONS:**

- **In Office registration:** Money Orders, Debit and/or Credit Cards ONLY. **No Exceptions.** Please make the money order payable to: **WEST INDIAN AMERICAN DAY CARNIVAL ASSOCIATION.**
- **Online registration:** Credit & Debit Cards ONLY  
**(A 3% SERVICE FEE APPLIES WHEN USING DEBIT & CREDIT CARD)**

### **REGISTRATION PROCESS:**

- **WIADCA's office:** 325 Rogers Avenue (Bet Montgomery & Sullivan).
- **Online** at the following web address [www.wiadcacarnival.org](http://www.wiadcacarnival.org).

WIADCA's office will be open for registration Monday thru Friday 11:00 am – 6pm.

**Beginning Monday August 15<sup>th</sup>, the hours of operation will be extended to 7:00pm on Wednesdays and Fridays.**

Spots will be assigned on a “first come first serve basis”. WIADCA cannot guarantee any spots. All spaces measures 10' x 10'. **No Exceptions.**

**Per the Department of Health, vendors **MUST** obtain a Food Handlers Certificate in order to sell food & beverages on Eastern Parkway during the parade. Please visit [www.nyc.gov/health](http://www.nyc.gov/health) (Food safety Certification) for further information. Tickets will be issued by the Department of Health to individuals without the certificate.**

**INSURANCE:**

Vendors are required to purchase General Liability Insurance from a reputable Insurance Company that is licensed to provide insurance coverage. The policy should name the following as additional insured: WIADCA, The City of New York Office of the Mayor Street Activity.

Attached is a specimen of the insurance certificate. Below are insurance carriers where insurance can be purchased for all vendors for Labor Day Monday.

**Brooklyn:**

**ALLIED INSURANCE BROKERAGE**

**4315 Church Avenue,**

**Brooklyn, NY 11203-3101**

**Tel. No.: 718 693 2000**

**Fax No.: 718 856 2289**

**Manhattan**

**E. G. BOWMAN CO. INC.**

**5 Hanover Square, Suite 201**

**New York, NY 10004**

**Tel. No.: 212 425 8150**

**Fax No.: 212 269 0399**