



# WIN-A

---

## WEST INDIAN NATIONAL ASSOCIATION, INC.

410-866-0250 O  
410-245-0200 C  
E-Mail [westindiannat@aol.com](mailto:westindiannat@aol.com)  
Website: win-a.org

April 4, 2022

Dear Sir/Madam:

The West Indian National Association Inc (WIN-A) cordially invites you to participate in the Festival of the West Indies 2022 through the rental of a vendor's booth. This year's annual Festival of The West Indies is scheduled to take place on September 10-11 at Druid Hill Park.

The Festival will be an excellent business opportunity. We believe that this unique festival represents a tremendous opportunity to showcase your goods and services.

Enclosed are a vendor contract, guidelines and the application for food license. Please read them very carefully. Vendor forms need to be filled out completely and returned by the closed of business on August 1<sup>st</sup>, 2022. The application for food license must be fill out completely and submitted to WIN-A. We will then acquire the food permit from Baltimore City Department of Health. Upon full payment of vending fees, passes will be issued to vendors. Food vendors will receive four passes. Art and Craft vendors will receive two vending passes. Each vendor will be assigned a space upon full payment of vending fees.

The telephone number at the WIN-A headquarters is (410) 245-0200 C. E-mail address [www.westindiannat@aol.com](mailto:www.westindiannat@aol.com)

Respectfully Yours,



Mark Kendal  
President/Executive Director  
WIN-A

---

*Cooperation- Fellowship- Welfare*

5721 MCCORMICK AVE. BALTIMORE MD 21206



# WIN-A

---

WEST INDIAN NATIONAL ASSOCIATION, INC.

## VENDOR APPLICATION RENTAL CONTRACT

### **FOOD PERMIT**

Vendors are required by law to display their health permit in a highly visible location in their booth. **WIN-A will obtain all food permit on behalf of the various food vendors participating in the festival** after the rental contracts is paid in full and the items to be sold is returned. (see attached). The food permit cost is included in the total vending fees.

### **VENDOR'S/EXHIBITOR'S CARE AND CLEANUP**

Food vendors and Art & Craft exhibitors are required to maintain proper care of their booth, its fixtures and interior floor space. All Vending material, equipment and supplies used by vendors and/or exhibitors should be removed from their booth by 12:00pm on Sunday September 11, 2022. WIN-A officials will be inspecting all booths at the conclusion of the Festival. The inspection will be done to ensure that proper cleanup has been undertaken and completed.

### **FIRE SAFETY**

Each booth used for cooking or warming shall have a portable fire extinguisher of at least a 2A-10BC rating. Deep fat fryers or any appliances using animal or vegetable oil or fat shall require a Class K extinguisher. All propane cylinders are to be properly secured. Smaller containers can be placed into milk crates for stabilization. All flammable liquids shall be stored in approved containers. Food Vendors can bring a generator for electricity.

### **ALCOHOL**

***The sale of alcoholic beverages is prohibited. This includes the sale of BEER and WINE.***

### **BEVERAGE SALE**

**The sale of glass-bottled beverages is prohibited.**

## **VENDING SET-UP**

Vendors can set up on Friday September 9<sup>th</sup> 2022

Vendors have until 11:00 a.m. on each day of the Carnival to complete their necessary vending preparation and booth set-up.

### **PARK ENTRY PASSES & PARKING PERMIT**

Each food vendor will receive four Festival Entry passes and one Parking Permit. Each craft vendor will receive two Festival Entry passes and one Parking Permit. These passes will grant the bearer free entry and exit into the Festival area on the two days of the Festival. Abuse of the entry passes will lead to the forfeiture of those passes. Vendors whose Entry passes have been seized will be required to pay to entrance the Festival.

Vendors, Exhibitors and their assistants or employees shall agree to comply with the above rules. Failure to comply with these rules will lead to voiding of the vending contract and closure of the vending booth. Vending fees will not be refunded to vendors who have had their contract voided due to violation of the above rules.

#### ***Food Vendors***

<b><i>Rental Space for two days</i></b>	8" x 15"	\$750.00
All types of food items Including, but limited to Cakes, pies, ice cream, Snowballs, soft drinks, etc.		

#### ***Arts & Crafts***

<b><i>Rental Space for two days</i></b>	8" x 15"	\$500.00
---	----------	----------

A deposit of \$200.00 must accompany a signed vending contract. Full payment of vending fees is due by the close of business on August 1, 2022. **However because of limited vendor spots assignment will be on a first come first serve basis.** Payments reaching in WIN-A after the close of business on August 1, 2022 will be categorized as late. Vendors will be required to pay a **late processing fee** of \$50.00.

Please make all checks payable to WIN-A and mail to:  
WIN-A  
Vending Department  
5101 St. Georges Ave  
Baltimore, Maryland 21212

For Further information, call the WIN-a Headquarters at (410) 245-0200 or visit our website [win-a.org](http://win-a.org). E-mail [westindiannat@aol.com](mailto:westindiannat@aol.com).



# WIN-A

---

## WEST INDIAN NATIONAL ASSOCIATION, INC.

410-866-0250 O  
410-245-0200 C  
E-Mail [westindiannat@aol.com](mailto:westindiannat@aol.com)  
Website: win-a.org

### CARNIVAL SPACE RENTAL CONTRACT

This contract is made this \_\_\_\_\_ Day of \_\_\_\_\_, 2022 by and between WIN-A and

\_\_\_\_\_

Name of Person

\_\_\_\_\_

Home Phone

\_\_\_\_\_

Address

\_\_\_\_\_

Business phone

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

\_\_\_\_\_

E-Mail Address

Herein referred to as the Vendor/Exhibitor

In consideration of the rent received and the rules, regulations and promises made herein, the WIN-A leases to the Vendor/Exhibitor a vending exhibition booth/space. I for myself, or as \_\_\_\_\_ of the \_\_\_\_\_ and on behalf of the festival and other regulations or directives issued by the Association. I do hereby release and discharge WIN-A, Mayor and Baltimore City and sponsors of all claims damage, demands, actions whatsoever in any matter arising or growing out of our participation in said event. We attest and verify that we have full knowledge of the risks involved in this event.

Use of booth will be for \_\_\_\_\_

---

***Cooperation- Fellowship- Welfare***

5721 MCCORMICK AVE. BALTIMORE MD 21206

**RENTAL PERIOD AND RENTAL FEE**

- a. This lease is for period of two days and beginning September 10, 2022 and ending September 11, 2022.
- b. The Vendor/Exhibitor shall pay as rent for the total sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_) payable August 1, 2022.
- c. No personal checks will accepted after August 1, 2022. Only, money order cash app, Pay Pal or certified bank checks will be accepted.

PLEASE DO NOT LEAVE THIS PAGE BLANK. If you do, your form will be returned and your application will be rejected.

*Item(s) to be sold*

*Price Range*

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## **GUIDELINES FOR FOOD SERVICES**

***SUCCESSFUL VENTURE IN FOOD SERVICES AT SPECIAL EVENTS CAN BE ASSURED WHEN YOU DILIGENTLY FOLLOW THE INSTRUCTIONS LISTED HERE.***

1. The processing and preparation, including cooking, of any food that is to be served or sold at the event must begin no earlier than four (4) hours before the time of sale or serving.
2. If packaged precooked foods prepared commercially for reheating prior to serving are used, the reheating should take place as close to the time of sale or serving as is reasonably possible, but under no circumstances should it be more than four (4) hours.
3. The food should be of good quality and fresh; that is, the freshness date should be current and the food should not be in a deteriorating condition.
4. The internal temperature of those foods that are reheated or cooked should reach 165 degrees during the reheating or cooking process.
5. The food held in storage or on the serving line must be at a temperature either above 140 degrees or below 45 degrees.
6. The food must be protected from dust, flies and contamination while it is in your care.
7. Unpackaged prepared food remaining at the end of the day should be discarded.
8. Provided an adequate supply of **“WASH & DRY PACKS”** or the equivalent for hand washing and use as often as necessary.
9. If you must handle the food, wear throwaway plastic gloves and change them frequently. **IT LOOKS GOOD IN THE EYES OF THE PUBLIC.**
10. Utensils and containers used in the preparation or storage of food, which includes crushing ice for drinks, must be designated and constructed for that intended use and they must be kept as clean as possible during such use. Use only single service containers and utensils in your food service of the customer.
11. Provide adequate waste containers with lids and see that they are used in order to keep your area clean.
12. Do not let melting ice, leaking cartons or dropped make a nuisance condition on the ground in your area operations.
13. All booths must have a fire extinguisher.

Note: If we find during our inspection that your food or your operation threatens the health or safety of your patrons, you will be required to dispose of the food or discontinue the operations.

## TEMPORARY FOOD SERVICE FACILITIES

THESE ARE FUN TIMES. THEY SHOULD BE ENJOYED IN GOOD HEALTH. IT IS UP TO YOU, THE FOOD HANDLER, TO MAKE CERTAIN THAT THE FOOD YOU SERVE IS SAFE TO CONSUME.

**Temporary Food Service Facility means “a food service facility that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration. Examples are, festivals, “block” parties, carnivals, etc.**

- I. Procedures for permitting temporary food service facilities
  - A. **Complete a food permit application that the Bureau of Food Control**

*The following information must be provided:*

    1. **Date, time, and location must be provided.**
    2. **Name of contact person to be at location.**
    3. **Name and address of all persons selling or distributing food.**
    4. **Types of food to be sold or distributed.**
    5. **Each separate food booth must obtain a separate permit to be posted in each food booth or at each food stand.**
- II. Procedures for inspecting temporary food service facilities:
  - A. **Assign sanitarian (s) to inspect during operation hours of even (Saturday, Sunday, etc.)**
  - B. **Inspection covers violations, which, hopefully, can be corrected immediately. Every attempt is made to keep food stalls open, but if there is any imminent danger to life, health, safety of anyone, the individual stall will be closed immediately.**
- III. Potential hazards may be associated with temporary food service facilities:
  - A. **The danger of food poisoning is increased tremendously during temporary activities.**
    1. **All potentially hazardous food must be cooked at proper temperature and then maintained at the proper levels (45 F) or**

below for food intended to be served cold: 140 F or above for hot foods).

2. **Food handlers must not contaminate food by improper hand washing, sanitizing of utensils or cross contamination. The same knives, forks and utensils, used to handle raw meats, fish or poultry, should not be used to handle cooked foods unless the utensils are properly sanitized before using again.**
  3. **Provide and use hand washing facilities**
  4. **Insect and rodent control must be maintained.**
  5. **All food and drink (including water) must come from approved sources.**
  6. **All covered food must be elevated at least 18 inches off of the ground.**
  7. **All covered food should be elevated at least 6 inches off of the ground to avoid contamination from running water across a surface during and after, mud puddles, or vermin.**
  8. **All food must be protected by a sneeze guard (wrapped, covered, etc.) when on display for service to the public.**
  9. **Bags of ice must not set on the ground.**
  10. **All food must be protected from contamination at all times.**
  11. **All employees must practice good hygienic procedures. Keep clothes clean. Keep any hand contact with foods at a minimum. Use utensils, tongs, and plastic gloves whenever possible.**
  12. **Never handle food with dirty hands. Always wash your hands after using toilet, smoking, or eating or before handling food.**
  13. **Do not smoke or eat while handling food.**
  14. **All food handlers must wear hair restrains (hats, hair net, etc.).**
  15. **Provide and use proper trash and garbage receptacles with lids for needed sanitary control. Keep the area clean.**
  16. **Each licensed food operation is responsible for the safe operation of the food facility.**
- B. Food poisoning outbreaks have occurred most commonly from the following:**
1. **Improper temperature**
  2. **Improper handling of food**
  3. **Food handler not washing hands.**



4. **For cooked food, use the same utensils that were used to handle raw food (cross contamination or bacteria contamination).**
5. **Dirty utensils.**
6. **Rodents and insects contamination.**
7. **Persons with sores, blister, and cut on their hands.**
8. **People who are ill.**

C. Health and Safety Requirements

**Each food service facility shall conform to the applicable health laws, rules and regulations and guidelines of the State of Maryland, the federal government and the City of Baltimore.**

D. Suspension of Food Permit

**Food permits may be suspended for hindering an inspection or whenever in the judgment of the sanitarian or Health Department duly authorized representative an unsanitary or other condition constitutes a hazard to the public.**

E. Fire Prevention and safety requirements for Outdoor Special Events

**Each Booth used for cooking or warming shall have a portable fire extinguisher of at least a 2A-10BC rating. Deep fat fryers or any appliances using animal or vegetable oil or fat shall require a Class K extinguisher.**

**All propane cylinders are to be properly secured to a standard. Smaller containers can be placed into milk crates for stabilization.**

**All flammable liquids shall be stored in approved containers**