



International Capital & Management Company

Private Merchant Bankers

1600 Kongens Gade,
St. Thomas, USVI 00802

Phone 340.777.1302
Fax 340.777.1303

December 27, 2016

Dear Vendor:

International Capital & Management Company is a St. Thomas-based EDC company that has a strong sense of community involvement with programs and systems of support throughout the Virgin Islands. Our approach and philosophy to community engagement is focused on initiating and creating opportunities for us to make a tangible, meaningful and measureable difference in the community. Our involvement encompasses all levels of participation from providing monetary sponsorships to creating heightened community awareness for various island-wide events.

Our "Jazz in the Park" Free Concert Series is one of our signature events. Set within its beautiful Roosevelt Park location, this event highlights all ages of local talent and provides a superb opportunity for attendees to enjoy the wonders of the Downtown area. At the event, there is a vendor's row in the form of a street fair that offers attendees the opportunity to peruse arts and crafts, local downtown eatery vendors, as well as a Kidz Zone along the main route. It's an event for the entire family.

Our next event is our **expanded** event scheduled to take place on **Saturday, February 25, 2017** from 4:00 p.m. – 10:00 p.m. in Roosevelt Park. **We invite you to join us as a vendor for this exciting event. If you would like to participate, please complete the attached application and forward no later than Friday, February 10, 2017.**

The remaining dates for 2017 are as follows:

- Friday, April 7, 2017
- Saturday, July 22, 2017
- Friday, November 3, 2017

If you have any questions about this exciting community event, feel free to contact me at the number listed above or e-mail jazzinthepark@icmcyi.com.

Kind Regards,

Anique Harrigan

Anique Harrigan
Vendor Committee

Enclosures



International Capital & Management Company
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EXPANDED

Vendor Application

Saturday, February 25, 2017

Name of Business: _____ Contact person: _____

Telephone#: _____ E-mail: _____

Mailing Address: _____

Kindly offer a brief description of the items that you will have for sale at your tent:

By executing this application, the applicant hereby agrees upon the following:

Electricity needed? _____ Yes _____ No *If yes, you must have a 12 gauge or higher extension cord.*

1. All food vendors must have a valid "Health Permit" from the Department of Health along with valid Food Handlers Card(s).
2. Food vendors can only have 2 (two) heating devices per 1-12 gauge extension cord. Each vendor is limited to a total of 4 (four) heating devices.
3. Food truck vendors **must** have a 30 amp, 240 volt twist lock plug to connect to the power supply.
4. A vendor spot(s) is only confirmed after the application and vendor fee has been submitted prior to the event.
5. **Only non-alcoholic beverages can be sold by vendors.**
6. **We reserve the right to shut down any vendor that does not comply with the rules set before them.**
7. Vendors must contact ICMC at least 72 hours in advance if you must cancel. If not, your vendor fee is non-refundable.
8. To occupy the assigned spot from **3:00 p.m. - 10:00 p.m.** and ensure that surroundings are kept clean.
9. To bring their own tents (**10x10**), tables, and chairs.
10. It is an independent contractor which has no legal affiliation whatsoever with International Capital & Management Company ("ICMC"); and that it assumes full control of, will be solely responsible for, and assumes all risks associated with, its operations or activities during the event.
11. That it will comply with all applicable laws and rules of the Virgin Islands and its agencies.
12. That it fully releases, holds harmless and indemnifies ICMC and its affiliates and representatives from any damages or claims of any nature arising in connection with vendor's participation or activities associated with the event.
13. The outlined vendor requirements (see Vendor Participant Guide).
14. Tents can be **set up** from **11:00 a.m.** on Saturday, February 25, 2017.

Signature

Date

Make check payable to: Community Foundation of the VI or (CFVI). Write "Jazz in the Park Fund" in the memo section.

Kindly return completed application and payment by **(Friday, February 10, 2017)** to:

International Capital & Management Company
1600 Kongens Gade, St. Thomas, VI 00802
Ph. 340-777-1302

Or via email at jazzinthepark@icmvi.com

Cost:

| | |
|-------------------|-----------|
| Non-profit: | No Charge |
| Food Vendors: | \$ 125.00 |
| Non-food Vendors: | \$ 75.00 |

VENDOR REQUIREMENTS:

APPLICATION

The application must be filled out completely. Please be sure to print. The deadline for applications is ten business days prior to date of event. **A spot/tent is only confirmed/reserved when payment is received and not before.** Participation in previous events does not automatically guarantee spot/participation in future event.

NO ALCOHOLIC BEVERAGES PERMITTED FOR SALE:

Sale of alcoholic beverages not permitted. Non-alcoholic beverages ONLY! No alcohol, no wine, no beer.

HEALTH CARDS

In order to participate, all food vendors must obtain/have a **“health permit”** and all workers **must obtain a food handlers card/health card**. Health cards may be obtained from the Community Health Clinic (located on the second floor of the Roy L. Schneider Hospital), the Morris De Castro Clinic, or the Charles Harwood Clinic. If you require further information, please feel free to contact the clinics referenced below.

| | |
|-----------------------------|----------------|
| The Community Health Clinic | (340) 774-7477 |
| The Morris De Castro Clinic | (340) 776-6400 |
| The Charles Harwood Clinic | (340) 773-1311 |

ITEMS REQUIRED FOR VENDOR PARTICIPATION

- All individuals must wear hair restraints/hat, gloves, and a clean apron.
- Participants serving food/drinks must not handle money.
- Covered containers are required for all cooked foods, pastries or edible goods.
- Hot foods must be kept at 135 degrees Fahrenheit or above at all times.
- **Fire extinguisher mandatory for onsite propane or electric food preparation.**
- Adequate refrigeration, including but not limited to coolers with ice, capable of keeping cold foods and drinks at temperature of 41 degrees Fahrenheit or below must be utilized.
- All individuals must keep their hands clean at all times to avoid cross contamination. (Disposable antiseptic wipes and/or other sanitary methods must be used).
- All participants serving food and drinks must be dressed in appropriate attire. (Sleeveless tops and jewelry on the fingers and wrists **are not** permissible). The only exception to this requirement is one (1) plain wedding band.
- Anyone handling food must keep their fingernails cleaned and trimmed. Fingernails must not extend beyond the top of the fingertips.
- Participants who handle food or food contact surfaces cannot wear artificial fingernails or nail polish while engaging in such work.
- During food preparation, participants cannot wear jewelry on their arms and hands except for a plain ring such as a wedding band. Please note this prohibition does not apply to a wrist watch if it is not in contact with food.
- Only clean, safe water in tight fitting containers should be utilized.

- All garbage receptacles must be covered.
- Disposable paper towels should be used for drying hands.

SANITIZE (Bleach and water should be used to cleanse all work surfaces)

- All types of grease, including cooking grease, must be poured into containers and sealed prior to disposal.
- All waste must be disposed of in a garbage receptacle/garbage bag. No waste of any kind shall be thrown on the ground.
- Participants serving food/drinks must not handle money.

IN-USE UTENSILS, BETWEEN-USE STORAGE

During pauses in food preparation or dispensing food preparation and dispensing utensils shall be stored:

- ✓ In the food with the handles above the top of the food and the container.
- ✓ On a clean portion of the food preparation table or cooking equipment, but only if the surface of the preparation table or cooking equipment is clean.
- ✓ In running water of sufficient velocity to flush particles to the drain if used with foods, such as ice cream and mashed potatoes.
- ✓ In a container of water, if the water is maintained at a temperature of 135 degrees Fahrenheit or above.

ELECTRICITY:

- If you require electricity at your tent, please indicate such on the application. **Please note: If yes, it is mandatory that you have a 12 gauge or higher extension cord.**
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- **Food truck vendors must have a 30 amp, 240 volt twist lock plug to connect to the power supply.**
- NO GENERATORS PERMITTED.

CANCELLATION

- Vendors must contact International Capital & Management Company at least 72 hours in advance if you must cancel, if not, your **vendor fee will not be refunded.**