

VENDOR INSTRUCTIONS FOR CARIFESTA 2018

We look forward to working with you on Monday, September 3, 2018 for Carifesta. Please read the instructions below carefully in order to submit the necessary forms on time and for easy access onto the Plaza on the event day. Contact Sam Whately at (202) 312-1562 or SWhately@itcdc.com with questions.

Note: RRB/ITC is an acronym for the Ronald Reagan Building and International Trade Center.

PRIOR TO EVENT – FORMS

1) Loading Dock Form – **DUE no later than 5:00PM on Friday, August 17, 2018**

- ❖ This form provides you access to the Plaza. Complete the form and submit it to Sam Whately at SWhately@itcdc.com no later than 5:00PM on Friday, August 17, 2018.
- ❖ Without this form, you will **not** be granted access to the Plaza.
- ❖ Please print clearly and complete every field – incomplete forms will not be accepted

2) Burn Permit – **DUE no later than 5:00PM on Wednesday, August 22, 2018**

- ❖ This form allows vendors to cook. Complete the form and submit it to Sam Whately at SWhately@itcdc.com no later than 5:00PM on Wednesday, August 22, 2018.
- ❖ Without this form you will **not** be allowed to cook on the plaza (via electric, flame, or otherwise).
- ❖ All vendors that are cooking must supply the following:
 - i. Plastic Tarp – tarps must cover the full size of your booth, not just the space where cooking occurs
 - ii. Fire Extinguisher
- ❖ Please print clearly and complete every field – incomplete forms will not be accepted
- ❖ If your food products are pre-cooked or if you are not a food vendor, you do not need this form.

*****IMPORTANT for Carifesta Applications*****

All applications and payments to participate in Carifesta should be mailed to:

Carifesta Inc.
Attn: Arthur Griffin
30 Bryant Street, NW
Washington, DC 20001

RRB/ITC does **not** process applications and rerouting your application will slow down your approval process.

DAY OF EVENT – LOAD-IN PROCEDURES

If you are travelling in a sprinter van, personal vehicle with hitch, box truck, or oversize vehicle, then begin at **STEP ONE**.



If you are travelling in a personal size vehicle, skip ahead to **STEP TWO**.



STEP ONE: OFF-SITE SCANNING (45 MINUTE PROCESS)

- 1) Vehicles pictured in the green box on previous page, or vehicles over 12 feet tall, are required to visit our off-site scanning facility prior to their arrival at the Plazas. This facility is located at the corner of:

1800 2nd Street SW, Washington, DC 20024

- 2) Once you arrive on site, follow all instructions from Federal Protective Services (FPS) Officers.
- 3) Once the vehicle has been scanned and sealed, you will have 45 minutes to arrive at the building. Should the seal be broken for any reason, or if you exceed the 45 minute window, you need to return to off-site scanning to repeat the process.

STEP TWO: LOADING ONTO THE PLAZA

- 1) When you arrive at the RRB/ITC, please stop at the South Ramp entrance at the corner of 14th Street and Constitution (pictured below). **Do not enter the garage.**



- 2) Check in at the Security Booth on the South Ramp (see red circle above).
- 3) Once you are checked in, your vehicle will be escorted onto the Plaza.
 - ❖ Follow all directions from RRB/ITC Loading Dock Manager, RRB/ITC Staff, and FPS
 - ❖ Vehicles receive access on a first-come, first-serve basis.
 - ❖ A fixed number of vehicles are permitted onto the Plaza at the same time. If the Plaza is at capacity, please wait patiently until RRB/ITC staff escorts you onto the Plaza.
 - ❖ Booth placement has been pre-determined by Carifesta Event Staff.
 - ❖ Once granted access to the Plaza, please unload materials before setting up. **Your vehicle must be off of the Plaza before any tents or materials are set-up.** Other vehicles will be allowed on the Plaza as your vehicle exits.
 - ❖ **All vehicles must exit the plaza. No vehicles are permitted to park on the Plaza.**

STEP THREE: PLAZA GUIDELINES

1) Tarps

- ❖ Tarps are required for all vendors who are cooking.
- ❖ Tarps must be plastic and cover the full length of your booth, not just the cooking station.
- ❖ **Tarps must be waterproof, tear resistant, acid resistant, and fire proof. We are recommending the 10' x 12' Woven Poly-Tarp below. This one is re-enforced with grommets on all sides.**



- ❖ **Booths are not permitted to spill onto the grass area.**

2) Trash

- ❖ All trash/boxes/garbage must be taken off premises with you. Vendors are not permitted to leave anything here on site.

3) Cash Boxes

- ❖ Cash Boxes are the sole responsibility of the vendor.
- ❖ Please be mindful of the location of your cash boxes and be aware of any unwanted access.
- ❖ Should a theft occur, please immediately reach out to a FPS Officer, Carifesta Event Staff, and Sam Whately with RRB/ITC.

4) Power Needs

- ❖ All power needs are supplied by the RRB/ITC, but are ordered through Carifesta Event Staff.
- ❖ The stringing of lights or power through the crowd is strictly prohibited.

STEP FOUR: LOAD OUT

- 1) Carifesta concludes at 8:00PM / 20:00 on Monday, September 3, 2018. Power will be cut at 8:00PM and you must cease all food prep and sales and begin breaking down.

Any vendor making sales past 8:00PM will be fined.

- ❖ Carifesta staff must complete an inspection of your space before your departure.
- 2) Please return to South Ramp entrance at the corner of 14th Street and Constitution for access.
 - ❖ If you visited off-site scanning in the morning, your vehicle will be scanned by a Canine (K-9) officer at the south ramp once the event has ended
 - ❖ If you came directly to the south ramp in the morning, you will return exactly the same way you did in the morning.
 - 3) Vehicles will be granted access once all attendees leave the Plaza for safety.
 - 4) Vehicles will be granted access to the Plaza once your set-up has been completely torn down.
 - 5) Please be conscious of any cooking oil, grease, or trash that has collected on tarps.
 - ❖ **You are not permitted to dump food or oil on the Plaza or grass. You are not permitted to leave any boxes, trash, or garbage on site. Any damage or leftover materials to event site will result in cleaning fees charged directly to you.**

1300 Pennsylvania Ave NW, Washington, DC 20004

Delivery Access Request

Samantha Whately
International Sales & Event Planning Manager
Office: 202-312-1562
swhately@itcdc.com

All fields must be completed and returned to Sam Whately no later than 5:00PM on Friday, August 17, 2018 or **the vehicle will be turned away.**

Please Check One: Loading Dock access: Plaza (Exterior) access: Paid Parking: (vehicles are limited to 7')

DELIVERY: Arrival Date: 09/03/2018 Arrival Time: _____

PICK UP: Arrival Date: 09/03/2018 Arrival Time: _____

PLEASE BE ADVISED THAT DELIVERIES AND PICK UPS ARE HANDLED ON A FIRST COME, FIRST SERVED BASIS AND WAITING TIMES MAY BE UP TO TWO HOURS AFTER YOUR REQUESTED TIME. ALL VEHICLES MUST ENTER VIA 14th STREET SOUTH AND ALL DRIVERS MUST HAVE A VALID PHOTOID.

Event/Conference or Tenant's name: Carifesta 2018 Event Room: Wilson Plaza, Moynihan Plaza

Company/ Courier name: _____

Company/ Courier Contact person: _____ Phone Number: _____

Shipment Contains: _____

Delivering vehicle year, make, model, type and size: _____

(Please see information below if making a delivery in a Sprinter van, box truck or larger)

Vehicle tag number and state: _____

Driver's name: _____

Point of contact at RRB/ITC: Samantha Whately Phone number: (202) 312-1562

MANDATORY POLICY FOR ALL LOADING DOCK DELIVERIES:

- Vehicles are limited to **13'** height and **56'** length (*tractor/trailer combined*) - **NO 45' TRAILERS**
- Sprinter Vans, Box Trucks & Larger Trucks **must go** to off-site scanning located at **1880 2nd Street SW** (adjacent to Ft. McNair on 2nd Street) prior to arrival at RRB/ITC. There is a **45 minute** time frame before security seal expires.
- Scanner Hours are Monday—Friday (**5am-5pm**) & Saturday (**5am-1pm**). All other times require K9 inspection at an additional cost.
- Neither personal vehicles nor trucks are allowed to park on the loading dock.
- On delivery, vehicle's contents may be placed on the dock and the vehicles will be instructed to leave.
- On pickup, contents must be on the dock, ready to load before the truck will be allowed on the dock.

PLEASE PLAN ACCORDINGLY

Contact your event planning manager for additional information



DIRECTIONS FROM FPS MOBILE SCANNING FACILITY TO THE RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER

MOBILE SCANNING ADDRESS

- 1880 2nd Street SW, Washington DC
- Turn left out of mobile scanning onto 2nd St., SW
 - Turn left onto V St., SW
 - Continue onto Half St., SW
 - Turn left onto Potomac Ave., SW
 - Turn right onto First St., SW
 - Turn left onto M St., SW and continue onto Maine Ave., SW
 - Turn right on 12th street and left on independence
 - Turn right on 14th St.,NW arrive at 14th St. South Parking Entrance

Delivery access forms must be submitted to **loadingdock@itcdc.com** within 72 business hours of delivery/pickup.

**PERMIT FOR WELDING,
CUTTING, OR BRAZING**

1A. NAME OF EMERGENCY CONTACT

1B. TELEPHONE NUMBER

2. OFFICE ISSUING PERMIT

3. LOCATION FOR PERMIT

A. BUILDING NAME

Ronald Reagan Building

B. SPECIFIC LOCATION WITHIN BUILDING

Moynihan Plaza

4A. DATE OF WORK

09/03/2018

4B. START TIME

a.m.

p.m.

4C. STOP TIME

08:00PM

a.m.

p.m.

5. SPECIAL NATURE OF WORK

Cooking food
Food Sales
Food prep

6. ANTICIPATED HAZARDS DUE TO WORK (*Safety/Health/Fire*)

Minor cooking burns

7. LIST OF PROTECTIVE CLOTHING AND EQUIPMENT REQUIRED FOR WORK (*Include personal protection and public production*)

Closed toe shoes

Gloves

Fire extinguisher

8. NAME OF PERSON PERFORMING WORK

9. NAME OF FIRE WATCH AT SITE

10. EMERGENCY PRECAUTIONS (*Include type of required fire extinguisher*)

Fire extinguisher

11. PREWORK SITE INSPECTOR

A. SIGNATURE

B. NAME AND TITLE

C. DATE

12. PERMIT ISSUED BY

A. SIGNATURE

B. NAME AND TITLE

C. DATE

13A. SIGNATURE OF POST-WORK CHECKUP INSPECTOR

13B. DATE

INSTRUCTIONS

General: A permit must be issued prior to starting welding, cutting, or brazing, regardless of GSA Service involved. All welding, cutting, or brazing shall adhere to the relevant OSHA Standards (29 CFR 1910, or 29 CFR 1926). Every item on the form must be completed. The lack of signatures or any item not completed voids the permit. If the work is performed for a confined space entry task, a copy of this form is posted next to GSA form 3625, Permit for Confined Space Entry. Both forms must be clearly posed outside the confined space. Prior approval from the regional Safety and Environmental Management Office is mandatory if the permit is issued for a confined space entry task. Upon completion of the work, or when the expected stop time is reached (*whichever comes first*), the completed permit is returned to the issuing authority for filing. The issuance of the permit in no way relieves a contractor of responsibility for an accident resulting from negligence with the work.

<u>Item No.</u>	<u>Action</u>
1A-1B	Fill in the emergency name and telephone number in red (<i>preferred</i>).
4A-4C	Permit is not valid 30 minutes prior to the end of the scheduled work shift.
5	Validation for permit.
7	Protective devices also include screens and barricades for the protection of others.
8	Initial beside name to indicate knowledge and understanding of the form, its intended purpose, and safety precautions per OSHA Standard 29 CFR 1910, Subpart Q.
9	Initial beside name to indicate knowledge and understanding of the form and duties of a fire watch per OSHA Standard 29 CFR 1910, Subpart Q. The fire watch will not be the same person performing the work.
11	The pre-work inspection must be on the date of work before starting the operation. The supervisor in charge of the GSA employee performing the work or the Contracting Officer's representative conducts the inspection. The inspector ensures all combustibles are removed, covered, or protected.
12	Approved by the facility manager or authorized representative.
13	Conduct checkup 30 minutes after completion of work. Inspection should ensure the area is free of hazardous conditions.