

## 2017 Food Vendor Application Form

Company:			
Contact Name:			
Mailing Address:			
Phone #:		Cell	
Email:			

The Festival's Vendor contact can be reached by calling the Operations Coordinator:

Chris Elms - 613-241-2633x 107 or by Emailing: [chris@ottawajazzfestival.com](mailto:chris@ottawajazzfestival.com)

The Festival reserves the right to determine the location of all Vendors/Exhibitors/Artisans on site. The Festival reserves the right to accept or reject any application for any reason whatsoever.

**Attention:** Applications with the City Of Ottawa must be submitted to Ottawa Public Health **NO** later than June 8<sup>th</sup> 2017.

## **FESTIVAL RULES**

### **DEFINITIONS**

A Vendor sells products or services and may provide promotional samples of products on site. An Exhibitor does not sell on site, but may provide promotional samples of products. An Artisan sells hand-made products and will not re-sell pre-bought items at the festival.

### **PRE-FESTIVAL**

The Festival Operations Manager will contact all Vendors/Exhibitors/Artisans no later than the week of May 20<sup>th</sup> 2017 to review all requirements. Accounts must be in order. At that time your booth location will be confirmed. Vendors/Exhibitors/Artisans with outstanding accounts may be rejected and deposit forfeited.

### **LOAD IN**

Load in schedules will be worked out prior to the week of May 26<sup>th</sup> with the Operations Coordinator.

All food vendors must be set up and ready for health inspection by 12 p.m. on Thursday, June 22. No payments will be refunded for late arrivals.

All Vendors/Exhibitors/Artisans must be on-site and operational by 3:00 p.m. Thursday, June 22, 2017 and open to the public during Festival hours. There will be no exceptions to this rule and no refunds given for any reason.

## FESTIVAL HOURS 2017

<i>Vendor Hours</i>			
June 22	5pm-10pm	June 29	5pm-10pm
June 23	5pm-10pm	July 30	5pm-10pm
June 24	12pm-10pm	July 1	11am-8pm *Canada Day*
June 25	12pm-10pm	July 2	12pm-10pm
June 26	5pm-10pm		
June 27	5pm-10pm		
June 28	5pm-10pm		

## RESTOCKING

Deliveries and pick-ups are to be made through the delivery gate as specified on the site plan. No vehicles are permitted on site during Festival hours for any reason. Restocking must be done by hand cart. Contact Festival Operations Assistant for restocking times as they may change from day to day. No restocking is to be done after 4pm on any day of the festival, please be prepared.

## LOAD OUT

Load out commences at 7:00 a.m. on July 3, 2017. Please arrange a load out time with the Operations Manager. Once you are ready to load your vehicle, please notify Festival Staff, who will determine if you may enter the site. This is to avoid blocking roadways and to ensure that vehicles enter and leave safely and in an orderly fashion.

Special arrangements can be made to accommodate early load out after closing on July 2, 2017. Please contact [chris@ottawajazzfestival.com](mailto:chris@ottawajazzfestival.com) or 613-241-2633x 107.

## VEHICLES

**There is no parking for vendors on site.** No vehicles are to be left on the Festival site after load in or before tear down. Deliveries and pick-ups are to be made through the delivery gate as specified on the site plan. Any vehicles found on site during the restricted times will be ticketed and/or towed at the owner's expense. Vendors driving vehicles on site will forfeit their deposit.

## ALCOHOL

The Festival site is licensed. The Festival shall be the only vendor of alcoholic beverages. Should you experience any difficulties with intoxicated individuals, please refer the matter immediately to a Festival organizer or security personnel. They will resolve the matter. Vendors consuming alcohol will not be tolerated and will be asked to leave immediately.

## **PRODUCTS AND PRICING**

The Festival reserves the right to limit the number of Vendors/Exhibitors/Artisans and to determine the number of similar applicants. There will be no under-cutting of a competitor's pricing. Should a problem of this nature arise, the Festival will set a fair price, at the Festival's sole discretion, to be observed by all parties.

## **GIVE-AWAYS and SPECIAL PROMOTIONS**

Samples of promotional items or give-away items or draws must be provided to the Festival for approval prior to the event. No exceptions.

## **PERMITS, REGULATIONS AND INSURANCE**

Deadline for providing the Festival with proof of liability insurance (minimum of \$2,000,000.00) is June 1, 2017.

It is the responsibility of the Vendors to ensure that all necessary permits and insurance forms have been properly obtained with proof provided to the Festival.

Ottawa Jazz Festivals **must** be named as additional insurer.

All Vendors must follow all federal, provincial and municipal regulations that apply. Each Vendor may be inspected by By-Law Department inspectors and must comply with any directions made by them and must provide a copy of their vendor license on demand.

## **PROPANE**

If you plan to bring propane tanks on site, you must inform the Festival, as we must report this to the Ottawa Fire Department. The vendor will be responsible and provide proof of fire inspection.

## **GENERATORS & FLOORING**

Portable generators **may not** be used on the Confederation Park site, however they may be allowed at the festival plaza. If your space requires flooring and it is not supplied by you, it must be ordered from the Festival. Only Festival approved flooring is allowed. Please note **ALL FOOD VENDORS** require flooring in food prep area, unless you are setup on concrete.

## **POTABLE and GREY WATER**

There is running water on site. Grey water barrels must be used for waste water. One barrel is supplied by the Festival. Additional barrels w/service must be ordered from the Festival at an additional cost. Sink units with hot water capability are the responsibility of the vendor and must be pre-approved by the festival.

## **HAND WASHING STATIONS**

All food vendors must provide hand washing stations within their food prep area. Should vendors require a wash station, one can be provided at an additional cost.

## **2017 PRICE LIST**

(Please use the information below to determine YOUR pricing)

### **SPACE RENTAL FEE**

**Be sure to calculate your space requirements including trailer tongues. Note that ALL Equipment must fit within the rented space.**

### **ELECTRICAL OUTLETS**

When determining the amount of electricity that is required, be sure to check the "electrical name plate" on each piece of equipment. Vendors/Exhibitors/Artisans who have requested power will find the connection(s) at their space.

If you require more power than you have requested, you will be charged for this additional rental. Final determinations of power use will be made by the Festival electrical supplier. Payment for extra requirement (if possible) is required before connections are made.

### **TENT RENTAL**

All vendors must be covered from the elements. Unless your tent is pre-approved by the Festival all tents must be rented from the Festival.

<b>2017 Pricing Chart</b>		
<b>Space Rental for Food Vendors</b>		
10 x 10 space	\$2,500.00	
15 x 15 space	\$3,300.00	
20 x 20 space	\$4,000.00	
<b>Additional Costs</b>		
<b>Electrical Outlets</b>		
2 -15 AMP outlets	\$100.00	
20 AMP outlet	\$175.00	
30 AMP outlet	\$200.00	
<b>Tent rental</b>		
10X10 tent rental	\$500.00	
15X15 tent rental	\$600.00	
20X20 tent rental	\$720.00	
<b>Extra Options</b>		
Table (no linen)	\$25.00	
Folding Chairs	\$10.00	
Plywood Flooring (per square foot)	\$1.00	
Grey Water Barrel w/ service	\$200 each	
<b>Total</b>		

\*\*Please note that you are no longer able to rent a sink and hot water unit from the festival. This must be provided at your own cost. If you wish to share the cost with a neighbouring vendor the festival will gladly provide you with contact info.

## **CODE OF CONDUCT**

All vendors will abide by the Festival's Code of Contact which will be included in your acceptance package. Failure to comply may result in expulsion from the Festival and no refund given.

### **Please add 13% HST to total amount**

All items are rented subject to availability. Please note that any items ordered AFTER May 31, 2017 are subject to a 20% surcharge. Please make certified cheques payable to the **Ottawa Jazz Festival**. The Festival accepts Visa, MasterCard, Amex and Debit payments. The deadline for payment is May 30<sup>th</sup>, 2016. Space is limited. Contracts are issued by the Festival once the application is approved.

DATED at Ottawa this \_\_\_\_\_ day of \_\_\_\_\_, 2017.  
I hereby agree to abide by the Festival Rules listed above

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**Please send us a picture or two of your setup so that we may take aesthetics into account when we arrange the vendor placements.**

**Please write us a brief description of your company or organization and provide your menu complete with all items to be sold and prices. (This is to help avoid overlap between sellers)**