



2010 Niagara Food Festival

Vendor Participation Application

The Peninsula's Tastiest Party would like to invite you to be a part of Niagara's biggest food festival and to join many other local growers, producers, restaurateurs, chefs, wineries, and entertainers in the celebration of the best the Niagara region has to offer.

Policies and Guidelines

To ensure your participation in this year's Niagara Food Festival, the Peninsula's Tastiest Party must receive a completed application with a non-refundable deposit of 50% by **June 30, 2010**.

Vendor Criteria

The following information needs to be included in your application to be considered:

- A cheque or money order is required for the 50% deposit (Cheques payable to: Peninsula's Tastiest Party)
- A completed Vendor Application Form
- Product Description, Electrical Request, Table Request and price Forms
- Health Forms-Food Vendors Only
- Proof of Insurance
- Signed Contract

Applications will receive consideration based on the following:

1. Date Application Was Received
2. Completed Application
3. Type Of Product
4. Deposit Included
5. Space Availability

Festival Hours of Operation

Friday, October 1, 2010	5:00 pm – 11:00 pm
Saturday, October 2, 2010	11:00 am – 11:00 pm
Sunday, October 3, 2010	11:00 am – 5:00 pm

Site Preparation

Set-up time is from 10:00am until 3:00pm on Friday, October 1, 2010 at which point all vehicles must be cleared from festival grounds without exception. **Please note:** Vehicles will not be allowed to remain on-site during the festival, with the exception of designated areas and on a strict schedule. Restocking for the remainder of the festival will be allowed during the following times:

Friday (<i>Set Up</i>)	10:00 am – 3:00 pm
Saturday (Restocking)	7:00 am – 10:00 am
Sunday (Restocking)	7:00 am – 10:00 am
Sunday (<i>Tear Down</i>)	5:00pm – 9:00 pm

Site Clean-Up

Upon completion of the Festival, vendors are responsible for removing their equipment and waste and returning their site to its pre-festival condition. This must be completed immediately upon the closing of the Festival on Sunday, October 3, 2010, by 9 pm.

Sales, Ticketing and Financial Controls

Patrons will pay vendors directly with all proceeds to be kept by vendor.

Note: Each vendor is required to have: (Minimum of 3 menu choices to a maximum of 5)

- (a) 1 item at \$2
- (b) 1 item at \$3
- (c) 1 item at \$4
- (d) 1 item at your choice of price, however no more than \$8

Menu & Products

The Niagara Food Festival has been designed to provide patrons with a comprehensive variety of food items and wine options.

Vendors are to limit portions to what might be considered a tasting presentation. This allows patrons to experience a wide variety of food.

All menu items shall be served on compostable/recyclable plates and utensils.

All wine varieties shall be served in recyclable and/or compostable “tasting” glasses.

All compostable/recyclable supplies are to be approved by the Niagara Food Festival Board.

NOTE: *Use of compostable/recyclable supplies will be enforced throughout the festival.*

Site Information

Peninsula's Tastiest Party will supply tents, limited electrical and water distribution in keeping with standard health and utility regulations.

Food, wine and selected specialty vendors will be allocated specific locations within Festival grounds by the Niagara Food Festival Vendor Committee.

Security

Festival security will patrol the Festival grounds overnight; however, they cannot provide 24-hour security presence solely for the vendors. Therefore, we recommend that vendors cover their booths at night and recommend during tear down that you have an employee remain with your booth until all items are packed up.

Product Policies

- Vendors must have all items approved by the Niagara Food Festival Vendor Committee
- Each food vendor may submit up to five (5) food items to be served at the festival. **No exact duplication of items will be allowed to ensure a diverse and interesting range of food items.** We will ask you to please provide an alternate food item for each choice in the event this item has already been approved for another vendor.
- Each vendor will be notified on or before **July 30, 2010** of menu confirmations.
- Wine vendors may sell similar varieties and are not held to exclusivity requirements.

Insurance

Each vendor must be covered with a **\$2 Million** Insurance Policy and provide this to the Peninsula's Tastiest Party naming the Peninsula's Tastiest Party as additional insured to the commercial liability rider of the vendor's policy. This must be completed and received by **July 30, 2010**.

Vendor Location and Spacing

Vendor spacing will be allocated by the Niagara Food Festival Vendor Committee. Please remain within the parameters you have been assigned.

Garbage/Recycling/Compostable/Cardboard

Vendors are responsible for their individual sites. Garbage must be put in designated pick up areas. It is the responsibility of the Niagara Food Festival to remove this garbage from the designated area. Vendors must leave their site as they found it, clear of all garbage (see below).

Clean Up/Green Up Refundable Deposit

The Peninsula's Tastiest Party is targeting a zero garbage policy and is requiring biodegradable/recyclable plates and utensils. Each vendor will be required to submit a deposit of \$250 which is fully refundable provided they adhere to the compostable/recyclable policy and return their site to a clean pre-Festival state. Vendors not fulfilling either obligations will surrender their deposit to help cover the costs incurred by the Festival for clean up.

Final Payment

Final payment must be received by **Friday, August 29, 2010** to ensure participation in this year's Festival. If final payment is not received, the application will become invalid and your deposit will not be **refunded**.

Vendor Application

Contract Information

Business Name: _____

Contact Name: _____

Mailing Address: _____

City: _____

Postal Code: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Vendor Type – Please check the appropriate category:

_____ Food Vendor

_____ Wine Vendor

_____ Community Group

_____ Sampling Vendor

_____ Retail Vendor

The Niagara Food Festival is currently in negotiations to move the festival grounds to a new King St. location. Whether this move is approved and the festival is moved or not, the Niagara Food Festival reserves the right to finalize all booth locations. If you have been a vendor at the Niagara Food Festival in the past, please realize that booth location is subject to change. Acceptance as a vendor in previous Niagara Food Festivals is also not to be considered as a guarantee into the current year's festival.

Food Vendor Fees

Each Food Vendor is required to pay:

Single Booth 10' Frontage	\$995.00
Double Booth 20' Frontage	\$1,400.00
Self Contained Unit Frontage (location subject to Committee approval)	\$2,000.00 (up to 25') (\$100 per ft. over 25')

Single Booth at \$995.00 = \$ _____

Double Booth at \$1,400.00 = \$ _____

Self Contained Unit at \$2,000.00 = \$ _____

Subtotal = \$ _____

13 % HST *** + \$ _____

Refundable Garbage Deposit + \$ 250.00

Grand Total = \$ _____

◇ Cheque
 ◇ Money Order

Deposit (50%): \$ _____

Balance Due: \$ _____ Balance Due Date: _____

**Please make all cheques/money orders payable to:
 Peninsula's Tastiest Party**

Any booth sizes not defined by the above measurements must be negotiated separately.

No refund for cancellation after July 13, 2010.

****Payments are subject to the new 13% HST (Harmonized Tax) as the festival takes place after the July 1st implementation date for the new Harmonized Sales Tax. ****

Retail and Community Vendor Fees

Each vendor is required to pay:

Retail Single Booth Frontage (10X10)	\$800.00
Community Group Single Booth Selling Lottery Tickets/Merchandise (10X10)	\$75.00
Single Booth Information/Sampling only Frontage (10X10)	\$450.00

Retail Single Booth at \$800.00 = \$ _____

Community Group Single Booth at \$75.00= \$ _____

Retail Business Single Booth at \$450.00 = \$ _____

Subtotal \$ _____

13% HST*** + \$ _____

Grand Total = \$ _____

- ◇ Cheque
- ◇ Money Order

Deposit (50%): \$ _____

Balance due: \$ _____ Balance Due Date: _____

**Please make all cheques/money orders payable to:
Peninsula's Tastiest Party**

Any booth sizes not defined by the above measurements must be negotiated separately.

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Duties of the Vendor

The Food Vendor shall agree to the following items:

- A. It is the Food Vendor's sole responsibility to comply with all Region of Niagara Public Health Guidelines for Outdoor Food Service.
- B. You are required to have, on site through the duration of the festival, the following:
 - 1) Two 50 cup coffee urns to comply with Health Department regulations, one for hot water and one for cold (or similar 3 component container)
 - 2) at least 2, large containers to catch ALL grey water
 - 3) electric extension cords
 - 4) preparation and serving tables
 - 5) booth decorations, table cloths, skirting, etc.
 - 6) portable fire extinguishers – CLASS K
 - 7) hand washing containers, disinfectant (Javex)
 - 8) covered trash containers and plastic liners
 - 9) single-use hand drying equipment i.e. Paper towels
 - 10) all required equipment (BBQ, grill, etc.) and propane tanks(s). **Propane is available on site at the cost of the Vendor.**
- C. May only dump grease and grey water in appropriate, clearly labeled containers. Grey water must be free of any foreign objects (food, packaging, etc)
- D. The Niagara Food Festival Vendor Committee Chair will be visiting each site prior to the festival opening to verify the correct food pricing on all menus. If pricing is not within required parameters, compliance to festival pricing guide will be expected. Refusal to do so may result in termination of service with no refund offered to the Vendor.
- E. Must install all necessary equipment and decorate their booth **by 3:00pm on Friday, October 1, 2010**. All vehicles must be cleared by this time.
- F. Must leave their area as they found it and remove all equipment, garbage, promotional and or decorative materials by 9pm Sunday, October 3, 2010. **After inspecting the site the Niagara Food Festival Vendor Committee will return your \$250 refundable fee within 2 weeks, but will retain the deposit if the area is not acceptably clean and free of damage and/or debris.**
- G. Must use compostable/recyclable plates, utensils and glasses. Failure to comply will result in the forfeit of the \$250 refundable fee.
- H. Will **NOT** be permitted to bring or leave their vehicles on the site during festival hours.
- I. Are required to post Niagara Food Festival brochures and posters in their establishment.
- J. Are to keep 1 completed copy of the Application Agreement.
- K. Must adhere to the menus approved by the Niagara Food Festival Vendor Committee. Any deviations will result in termination of service with no refund offered to the Vendor.
- L. Must provide a sample (hardcopy or digital image) of your serving utensils and plates for approval with your final deposit amount no later than **Friday August 29th, 2010**.

Duties of the Niagara Food Festival

The Niagara Food Festival shall provide:

- Covered 10' x 20' or 10' x 40' preparation and sales area for Food Vendors. An additional cooking area will be provided behind the canopies *(Community Groups, Retail and Sampling Vendors must supply their own shelters. Food Vendors wishing addition shelter for their cooking areas are encouraged to do so, but must contact the Festival Office by **August 27, 2010** to confirm permission.)*
- Menu sign complete with your listings if provided by August 1st, 2010.
- Potable water supply
- Cool and dry storage. Food Vendors will use the storage/refrigeration facility at their own risk and waive all claims against the Peninsula's Tastiest Party relating to refrigeration and theft of any products or supplies.
- Site Security
- Washroom facilities
- Electricity (see accompanying electrical information sheet)
- Free off-site parking for 2 vehicles per vendor at nearby, convenient location to be advised by the Niagara Food Festival Vendor Committee
- Continual garbage pick up in designated garbage pick up areas

Product Description

Please list all items you wish to sell:

Product	Price	Description

Food Vendor Electrical Equipment Request Form

Vendor Name: _____

Phone Number: _____

Contact Person: _____

In an effort to supply each exhibitor the electrical service needed, it is imperative that you list your exact needs. Any additional appliances or requirements not listed here will not be allowed.

All electrical requests are subject to approval by our electrical contractor. If the Niagara Food Festival feels your requests are not feasible, you will be contacted to discuss further.

Name of Equipment: _____

For What Food Items: _____

Watts/Amps: _____ Phase: _____ Volts: _____

Name of Equipment: _____

For What Food Items: _____

Watts/Amps: _____ Phase: _____ Volts: _____

Name of Equipment: _____

For What Food Items: _____

Watts/Amps: _____ Phase: _____ Volts: _____

2010 Food Vendor Table Request Form

Vendor Name: _____

Phone Number: _____

Contact Person: _____

Tables are not included in the exhibitor fee

If you require a table, you must fill out the request form below before the festival and return it by **5:00pm, June 28, 2010**.

Note: Tables will not be available at the time of set up. If you have not requested a table in advance, you will not be provided one.

Table cost is \$45.00 per table for the weekend. Sign up sheets will be available to take and return table(s). If the table is not returned, you will be charged for the cost of the table(s), at \$100.00 each.

Number of Tables
for the Festival _____ **X \$45.00 = \$** _____

I, by signing, certify that I shall save harmless, The Peninsula's Tastiest Party form any and all claims, actions, proceedings and liabilities that may occur in law or equity arising from myself or those associated with me, participation in the Niagara Food Festival. I understand that my insurance coverage applies to all employees, volunteers, family members and anyone associated with my business and shall indemnify and save harmless, the Peninsula's Tastiest Party and Directors , from any and all claims and liabilities that my occur, including all costs of defending that same. I understand that Peninsula's Tastiest Party is not responsible for lost or stolen goods.

This agreement is made on the _____ day of _____, 2010 between the Peninsula's Tastiest Party and _____
(business name)

with a principal place of business at _____
(business name)

I hereby acknowledge and agree to the terms and conditions outlined in this document.

Authorized Vendor Signature

Printed Name of Authorized Vendor
Signature

Vendor Application Accepted by Niagara Food Festival Committee Chair

Return application and related material to:

**Niagara Food Festival
Attn: Vendor Coordinator
c/o City Hall, 60 East Main Street, Welland ON L3B 3X4**

Make all cheques payable to Peninsula's Tastiest Party

**Questions can be directed to:
(905) 735-1700 ext. 2133
info@niagarafoodfestival.com**