

# Policies and Guidelines

To ensure your participation in this year's Niagara Food Festival, the Peninsula's Tastiest Party must receive **by June 30, 2009**, a completed application with a non-refundable deposit of 50%.

## 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

## Hours of Operation

Friday, October 2, 2009	6:00 pm – 11:00 pm
Saturday, October 3, 2009	11:00 am – 11:00 pm
Sunday, October 4, 2009	11:00 am – 5:00 pm

## Site Preparation

Set-up time is from 7:00am until 3:00pm on Friday, October 2, 2009. All vehicles must be cleared from festival grounds no later than 3:00pm on Friday October 2, 2009. Vehicles will not be brought in or allowed to remain on-site during the festival, with the exception of designated areas and on a strict schedule.

## 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 4, 2009, no later than 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: (Maximum of 6 items)

- (a) 1 item at \$2
- (b) 2 items at \$3
- (c) 1 item at \$4
- (d) 1 item at \$5
- (e) 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 plates and utensils. All compostable supplies are to be approved by the Niagara Food Festival Board.

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

## Site Information

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

Food, wine and selected specialty vendors will be allocated specific locations behind City Hall, on Cross Street and on Main St. 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 six 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. 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 31, 2009** 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 31, 2009**.

### 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

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).

### Refundable deposit (NEW)

Each vendor will be required to submit a deposit of \$250 which is fully refundable provided they return their site to a clean re-Festival state. Vendors not fulfilling this obligation will surrender their deposit to help cover the costs incurred by the Festival for clean up.

### Environmental Awareness

The Peninsula's Tastiest Party is targeting a zero garbage policy and is requiring biodegradable plates and utensils. We are working with suppliers to provide appropriate formats and sizes needed. More information will be forthcoming before the Festival.

### Final Payment

Final payment must be received by **Friday, August 28, 2009** 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**.

### Pre-Festival Conference

Each vendor is required to attend a pre-festival meeting with Niagara Food Festival and Health Department officials to review obligations and expectations prior to the beginning of the event. This provides an opportunity to address any concerns and have questions answered.

# 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

\_\_\_\_\_ Retail Vendor

I wish to be considered to be located in: (see map attached separately)

\_\_\_\_\_ behind City Hall off Cross St.

\_\_\_\_\_ Canal side

Every effort will be made to accommodate your preference; however, 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.

We will have a vendors meeting on Wednesday, August 19, 2009 at City Hall in room 108-109 from 5-7. **Please confirm your attendance prior to the meeting.**

Fees

Each Food Vendor is required to pay:

Single Booth Frontage	\$995.00 + GST
Double Booth Frontage	\$1,400.00 + GST
Self Contained Unit Frontage (location subject to Committee approval)	\$2,000.00 + GST (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 = \$ \_\_\_\_\_

GST + \$ \_\_\_\_\_

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 14, 2009.

Fees

Each vendor is required to pay:

Coffee/Water Single Booth Frontage	\$800.00 + GST
Retail Single Booth Frontage	\$800.00 + GST
Community Group Single Booth Selling Lottery Tickets/Merchandise	\$50.00 + GST
Single Booth Information only Frontage	\$300.00 + GST

Beverage Single Booth at \$800.00 = \$ \_\_\_\_\_

Retail Single Booth at \$800.00 = \$ \_\_\_\_\_

Community Group Single Booth at \$50.00 = \$ \_\_\_\_\_

Retail Business Single Booth at \$300.00 = \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

GST + \$ \_\_\_\_\_

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 14, 2009

## 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
  - 2) at least 2, large containers to catch ALL grey water
  - 3) electric extension cord
  - 4) preparation and serving tables (two 4' x 8')
  - 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 at the cost of the Vendor.**
- C. May only dump grease and grey water in appropriate, clearly labeled containers which will be provided at the festival site. Grey water must be free of any foreign objects (food, packaging, etc)
- D. All cooking areas **must be covered** with a non-permeable covering (plywood). The only Exception will be vendors who are not cooking and have and have pre-packaged material (peanuts, etc.)
- E. 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.
- F. Must install all necessary equipment and decorate their booth **by 3:00pm on Friday, October 2, 2009**. All vehicles must be cleared by this time.
- G. Must leave their area as they found it and remove all equipment, garbage, promotional and or decorative materials by 9pm Sunday, October 4, 2009. **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.**
- H. Will **NOT** be permitted to bring or leave their vehicles on the site during festival hours.
- I. Agree to participate in all Food Festival competitions as may be required
- J. Are required to post Niagara Food Festival brochures and posters in their establishment.
- K. Are to keep 1 completed copy of the Application Agreement.
- L. 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.
- M. Must provide a sample (hardcopy or digital image) of your serving utensils for approval

## Duties of the Niagara Food Festival

The Niagara Food Festival shall provide:

Covered 10' x 10' or 10' x 20' preparation and sales area. An additional cooking area will be provided behind the canopies (Vendors wishing to supply their own shelters are encouraged to do so, but must contact the Festival Office by **August 28, 2009** to confirm permission).

### **Menu sign.**

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

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: \_\_\_\_\_

# 2009 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 29, 2009.**

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 from 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 \_\_\_\_\_, 2009 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

**Please fax your vendor registration to Niagara Food Festival  
at (905) 734-9952 along with a copy of your insurance policy  
Mail all cheques payable to Peninsula's Tastiest Party  
c/o City Hall, 60 East Main Street, Welland ON L3B 3X4  
(905) 735-1700 ext. 2133 or (905) 735-7212 ext. 2143  
info@niagarafoodfestival.com**