



Vendor Application

P.O. Box 59069
 Ottawa, ON, K1G 5T7
 613.898.0RF1 (6731)

The following are the vendor fees for the Ottawa Reggae Festival. August 20-22, 2010 at Le Breton Flats Park:

Merchant Vendor Fees			
Item	Amount	Number	Total
(1-10x10 Tent) and (1-15 amp outlet, 1 table & 2 chairs)	\$500		
Refundable damage deposit			\$100
Additional 1-15 amp outlet	\$105		
Additional table	\$15		
Additional chair	\$5		
		Total	

Food Vendor Fees			
Item	Amount	Number	Total
Vendor not providing a mobile facility Festival will provide 1 electrical outlet to their specification, 1-20x10 Tent, Flooring and 2 tables & 2 chairs	\$1,200		
Vendor providing a mobile facility Festival will provide 1 electrical outlet to their specification	\$1,000		
Refundable damage deposit			\$100
Extras Vendors can request additional electrical outlets at the following costs:			
15amp / 110 Volts Circuit	\$105		
30amp / 220 Volts Circuit	\$165		
50amp / 220 Volts Circuit	\$225		
Additional table	\$15		
Additional chair	\$5		
		Total	

Snack Vendor			
Item	Amount	Number	Total
(1-10x10 Tent) and (1-15 amp outlet, 1 table & 2 chairs)	\$500		
Refundable damage deposit			\$100
Additional 1-15 amp outlet	\$105		
Additional table	\$15		
Additional chair	\$5		
		Total	

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Community Space			
Item	Amount	Number	Total
1-15 amp outlet, 1 table & 2 chairs – No Tent Provided	\$225		
Additional 1-15 amp outlet	\$105		
Additional table	\$15		
Additional chair	\$5		
		Total	

Please initial beside each policy to agree to the terms and conditions of vending/displaying at the 2010 Ottawa Reggae Festival. Failure to agree with all of the Ottawa Reggae Festival's Rules and Regulations will void application to the festival.

The vendor(s) acknowledge the following:	Initial
There is NO Parking available at the festival (paid parking at the Canadian War Museum or meter parking is available, space is limited). Vehicles are permitted on the festival grounds only during the set-up and teardown but are restricted to the designated paths.	
There will be no glass products and materials permitted on the festival grounds.	
The festival's designated beverage supplier of all non-alcoholic beverages including bottled water, negates vendors from selling any other products of this nature.	
The vendor Must purchase all non-alcoholic beverages (unless otherwise specified) from the Ottawa Reggae Festival. Failure to so will lead to expulsion from the festival with No reimbursement and vendor will be excluded from participating with the festival in the future.	
All garbage produced by the vendor must be taken to the designated garbage area and placed in the respective bins otherwise vendor will not receive the refundable damage deposit of \$100.00 and additional charges maybe incurred.	
Festival grounds will be inspected and photographed before, during and after the festival by Festival Management and the NCC to ensure there is no damage to the festival grounds. Vendors will be not receive the refundable damage deposit if there are any damages done to the location in which they have been placed.	
All grey water must be disposed of by the vendor	
The vendor will recycle all plastics and aluminium products in the recycling bins provided by the festival.	
Vendor(s) will not take additional supplies, such as tables and chairs from the festival, aside from what has been agreed upon in this contract, unless authorized by festival management representative.	
Vendor(s) is responsible for Internal lighting during the evening if the vendor chooses to vend after Sundown. An outlet will be provided for power. Vendor(s) that Do Not have lighting will	

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discontinue sales and service at 9:00PM (sundown).	
Two vending passes will be provided to the merchant vendors, snack vendors and community vendors. Any additional passes will be purchased at the regular festival admittance price.	
Four passes will be provided to the food vendors. Any additional passes will be purchased at the regular festival admittance price. If there will be staff rotation during the festival please advise the Vendor Coordinator on-site personnel.	
Vendor(s) acknowledge that they will be monitored during the festival to ensure they are abiding by the rules and regulations set forth in these policies.	
No alcohol is permitted inside the festival, vendors and staff caught with alcohol will ask to leave the festival no exceptions.	
Vendor(s) and/or staff are not permitted to drink alcohol during the festival and will be removed from the festival if this policy is violated.	
The festival will operate rain or shine, No refunds available.	
Vendor(s) cannot sell any item with the name or image of any band or performer playing the Festival, unless they are prior arrangements made with festival management.	
Vendor(s) cannot sell Ottawa Reggae Festival merchandise or any item with the name or image of the festival without written consent from the Ottawa Reggae Festival.	
A blanket permit will be provided for merchant vendors. Food vendors are required to obtain their own vending permit.	
Food vendor(s) will be inspected by Public Health once they are setup and must abide by their Rules and Regulations otherwise the food vendor will be removed from the festival with no reimbursement.	
Festival management, duly assigned representatives and/or government authorities reserve the right to remove any vendor(s) and/or their representatives who do not abide by the policies or maybe deemed inappropriate and/or unsuitable.	
Vendor(s) violating any of the above policies will be removed from the festival without reimbursement and will be excluded from future festivals and related events.	

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Vendor information					
Company Name:					
Contact person:		Email:			
Mailing address:					
City :		Province :		Postal code:	
Website :					
Phone:		Evening:		Fax:	
Emergency contact:				Phone:	
Name of staff:					
Name of Staff:					
Name of Staff (Food Vendor only):					
Name of Staff (Food Vendor only):					
Description of product or service:					
Comments:					

Vendor setup will be Thursday, August 19, 2010 at 9 a.m. you must confirm time of setup with vendor coordinator. Setup must be completed by 6:00 p.m. Thursday, Aug 19, 2010.

Please make money order payable to: **OTTAWA REGGAE FESTIVAL**

Mail to: **OTTAWA REGGAE FESTIVAL, P.O BOX 59069, OTTAWA, ON, K1G 5T7**

You will be notified of your acceptance with a confirmation email.

We reserve the right to ask you to remove any misrepresented items in your booth.

Signature: _____ Date: _____

By signing this agreement you expressly release, Ottawa Reggae Festival Group and their agents, from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of exhibit space by the applicant(s) You agree not to hold Ottawa Reggae Festival of any loss or damage by reason thereof. You are not allowed to serve alcohol or drink beverages. Ottawa Reggae Festival may choose to terminate this agreement at any time. Ottawa Reggae Festival reserves the right to make changes to this agreement as needed. Vendor fee will not be refunded in the event that you do not attend or if all or part of the show is canceled due to fire, calamity or any other act of God, public enemy, strikes, statutes or ordinances or any legal authority or any other cause beyond our control.

PAYMENT IS DUE IN FULL ON OR BEFORE JUNE 18, 2010

Contact:

Antoinette Smith | Operations Manager | 613-898-6731 | vendors@ottawareggae festival.com