



www.ottawareggaefestival.com
P.O. Box 59069, Ottawa, On, K1G 5T7
vendors@ottawareggaefestival.com
(613)-806-ORF1 (6731)

OTTAWA REGGAE FESTIVAL 2008

VENDOR APPLICATION

Between Ottawa Reggae Festival *herein also known as ORF*, and _____ for the provision of Vendor Space or Food Court Space details as illustrated below, in the **Merchant's Area** or **Food Court** within the assigned area, Saturday August 23, 2008 from 11:00 a.m. to 11:00 p.m. Vendors should be on site to set up designated space between 7:00 a.m. - 11:00 a.m. on the day of the event, and have all remaining products removed from space no later than midnight Saturday.

Name / Organization: _____

Contact person: _____ E-Mail _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Fax: _____ Web Site: _____

Emergency Contact: _____

Products to be sold: _____

Main Event prices: (Saturday August 23, 2008)

Table fee \$150.00 for approximately 10 X 10 space (includes one table, two chairs)

Kiosk fee \$250.00 for approximately 10X10 space. \$375.00 for 10 X 20. (includes two tables, two chairs)

Food vendor / Restaurant fee is \$500.00 for approximately 10x10 space. (includes two tables, two chairs, flooring)

****Opening night –Party in the Park (Friday August 22, 2008) 5 pm to 11 pm:**

Product Vendors add \$50.00 per space (table or kiosk)

Food Vendors add \$100.00 per space

Vendor fee: (includes one 10 x 10 open topped tent), flooring for food vendors. Spaces will be available at 8 a.m. on Saturday, August 23, 2008 to 11 pm at Le Breton Flats Festival Park. Deadline for submission of vendor application is Aug. 1, 2008, or until all spaces are sold.

Please Note:

1. Food Court Vendors are responsible for Individual Off-premise Permits/Insurance for Food Sales. Merchants' Area will be covered under Blanket Permit provided by ORF through the City of Ottawa.
2. Ottawa Reggae Festival Organizers will endeavour to space vendor types accordingly. We reserve the right to ask you to remove any misrepresented items in your booth.
3. Sale of Food Products and non-alcoholic beverages are restricted to the designated Areas and must comply with all Food Court & Vendor requirements. Access to water supply provided by the City.
3. Ottawa Reggae Festival Organizers reserve the right to restrict public display of inappropriate materials at this family attended event.
4. Personal cheques will not be accepted. Payments must be in cash, certified cheque or money order, or via Western Union. A surcharge will apply for last minute bookings after August 1, 2008.
5. See reverse side for additional specifications.

Please be aware that City by-law closes down any vendor for non compliance; the Ottawa Reggae Festival group is not responsible for the vendor not meeting the standards set out by the City by-law. If a larger space is needed, please inquire. Please attach a list of helpers. Food vendors receive four (4) staff passes, Product Vendors receive two (2) staff passes.

Friday Setup 5 pm, Gate opens at 6 pm. **Saturday Setup** time for all vendors is strictly 8 am to 10 am, Gates open at 11 am. Vendors are not permitted to sell any other item except the items agreed to by the Ottawa Reggae Festival Organization. Limit 2 passes for Kiosk vendor and 4 Passes for Food Vendors. Extra passes available where required (fee applies).



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Please indicate your requirements: **TABLE:** _____ **BOOTH:** 10x10 _____ 10x20 _____ **FOOD COURT:** _____
Electrical Requirements: please specify: _____

1. ELECTRICAL REQUIREMENTS

It is the responsibility of the Vendors to advise Marketing Committee of individual electrical requirements for their space, prior to August 1, 2008. Additional costing for electrical requirements or changes that may arise on or before August 22, 2008 with respect to individual Vendors' space, will be arranged and charged back directly to applicable Vendors - due in cash upon receipt.

2. FOOD STORAGE AND HANDLING

Food Storage and Handling policies as designated by the City of Ottawa Health Department, must be followed by all Vendors in the Food Court. (ie. Safe storage for hot foods {temp. 145 deg. F or higher} and cold food products {32 deg.F to 36 deg.F}). Vendors are responsible for their own equipment, supplies and materials. Handwashing areas and a gray bin will be arranged by ORF.

3. FIRE, HEALTH & SAFETY

Vendors are not to cook meals within confines of kitchen area - food supplies to be prepared in advance. Each Vendor should have a Fire Extinguisher within their designated space. A First Aid Section will be on site during the Festival. All standards for food service as established by the Regional Municipality of Ottawa-Carleton Health Department must be strictly adhered to.

4. VENDOR PERMITS & INSURANCE

Vendors in the Merchants' Area will be covered under a Blanket Permit through ORF however, Food Court Vendors are required to have individual Food Sale Permits. Off Premise Insurance- Validated and Present. There will be a random check of all Permits by City Licencing Inspectors. A copy of certification must be provided to Marketing Committee attached to each signed Agreement.

5. FOOD AND BEVERAGE EXCEPTIONS

Due to contractual restrictions and provisions of the City, alcoholic beverages may only be provided by ORF. Unless otherwise specified, carbonated soft drinks, juice and bottled water may only be provided by Sponsor (Coca Cola/Pure Spring). D&G sodas as well as home made ginger beer & similar traditional juices allowed.

6. PROPERTY DAMAGES & CLEANUP

Any resulting damages to or loss of rented space / Tables, Chairs etc., caused by misuse, abuse or theft of equipment etc., ORF reserves the right to charge back any costs incurred, directly to the applicable Vendor. Each Vendor is responsible to clean their area / rented space prior to departure from grounds - includes Merchandise area and Food Court and ensure rented materials are returned to the designated representative. ORF will not be responsible for Private Merchant Equipment Rentals - receipt or return. All Vendors and their Staff must report to Registration area upon arrival to grounds to receive passes, and must use designated entrance / exit only for all equipment and supply purposes.

Please fill out above completely, sign & submit application on or before Aug. 1, 2008. Please make **money order payable to: OTTAWA REGGAE FESTIVAL.** Our of town clients please contact us for details to send payments through Western Union.

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

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

Signature: _____ Date: _____
Approved by ORF: _____

By signing this agreement you 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. You agree not to hold Ottawa Reggae Festival responsible for any loss or damage by reason thereof. 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 any cause beyond our control.