

Stewart Park Festival



FOOD VENDOR TERMS AND REGULATIONS 2019

****Vendors with diesel-powered vehicles or displays need not apply.***

1. Selection A jury will review your application including (if provided) five (5) photos of your product. You will be notified of their decision by email on or before April 12, 2019. If selected, an email will be sent to you along with: contract, invoice for payment, information on insurance requirements, and other Festival specific information. If you are not selected, you will receive an email notifying you of the jury's decision. Items that have not been pre-juried will not be allowed for sale.
2. Food Containers The Stewart Park Festival is a green festival. Therefore, Food vendors are asked to serve their food in only recyclable or compostable food containers. Garbage and recycling bins will be provided on site.
3. Plastic Water Bottles **The sale of water in plastic bottles is prohibited at the Stewart Park Festival.** Refillable water containers will be sold at the Festival's Information-Souvenir booth. Water refill stations will be available on site.
3. Taxes Food vendors are responsible for their own sales, collections of sales taxes, and any licensing costs.
4. Security Overnight security is provided from 9:00 p.m. to 9:00 a.m. during the Festival. Exhibitors will be responsible for equipment or goods left in the park overnight. We advise you to pack and remove your crafts for this period of time. Festival organizers are not responsible for lost, damaged, or stolen goods. Please check your insurance policy.
5. Set-up/tear down Set-up must be complete by 12:00 p.m. on Friday, July 19, and must remain set up for the duration of the Festival. For the safety of festival goers, volunteers, and vendors, tear down will take place 30 minutes after the last performance on the Main Stage on Sunday, July 21, 2019.
6. Hours of Operation The Festival Marketplace hours of operation are as follows:
Friday, July 19: 12:00 pm to 9:00 pm*
Saturday, July 20: 10:00 am to 9:00 pm*
Sunday, July 21: 10:00 am to 5:00 pm*
**or 30 minutes after the conclusion of the final performance on the Festival's Main Stage*

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7. Electrical Electric hookup is available to Food vendors. You must provide your own extension cord of type SOOW and have GFCI Class "A" protection on all circuits. Please indicate electricity requirements on your application form.
8. Vehicles in marketplace **For the safety of all, no vehicles are permitted in the Marketplace during market business hours.**
9. Inspection Successful Food Vendors will be required to complete forms for the Lanark County Health Unit. These forms will be made available to you upon acceptance. Food vendors should be prepared for a visit from the Health Unit as well as the Fire Inspector. Hand washing stations, fire extinguishers, fridge thermometers, etc., will be checked. Food vendors are encouraged to barricade all hot surfaces from the public.
10. Parking Participants have access to **one (1) off-site parking space per booth. Please adhere to this.** Parking passes are allocated upon arrival by the Market Coordinator. Non-compliance will be noted for future reference. Remember, the object is to bring customers closer to you!
11. Booth Food vendor exhibition spaces vary in size. Please refer to the *Food Vendor Instructions* for booth sizes and rates. Food vendors are responsible for their own canopy or cover which cannot display unrelated commercial advertising. Please notify the Market Coordinator of any size variance as this may effect vendor placement. Also, 6' tables may be pre-ordered on your application at a rental charge of \$10.00 each.
12. Site Assignment Placement of Food vendors on site will be determined solely at the discretion of the Market Coordinator. Please keep in mind that this is an outdoor site and be prepared for uneven ground, slopes, trees, wet grounds, and pavement in some cases. The Festival sometimes experiences strong winds, so be sure your canopy is weighted down. If you indicate any restrictions imposed by your booth design, an attempt will be made to accommodate your request. The Stewart Park Festival does not guarantee returning Food vendors will have the same site as in previous years. A map of the Festival Marketplace and its vendors will be available to Festival goers.
13. Fees The vendor fees for Food vendors are listed on the *Food Vendors Instructions*. The fee covers all three days of the Festival. Additional fees may be applied for larger units.

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14. Insurance Once accepted as a vendor, you are required to show proof of \$2 million liability insurance. You must provide the Festival with an insurance certificate issued by your insurance company, listing the following as *additional insured*: The Town of Perth, Downtown Heritage Perth Business Improvement Area, and Stewart Park Festival. You will also need to make sure the date of the Festival is listed as July 19th to the 21st, 2019. Please list your limits of liability (CGL), and include a 30-day notice of cancellation clause. **All details are necessary for completion.** *Festival Insurance is available through the Town of Perth (ToP). Please indicate on your interest in purchasing the ToP insurance on your application form.*

15. Contact Please contact Anne Davis Richardson. Marketplace Coordinator, at SPFMarket2016@gmail.com or contact Kari Clarke, BIA Coordinator, at the BIA office at 613-267-3311 ext. 2251.