



THANKSGIVING GALORE MULTICULTURAL FESTIVAL 2022 VENDORS' Guidelines / Regulations

1. All vendors are to read, sign and submit the guidelines / regulations form with the application form and proof of full payment on or before 23:29 of August 30th2022. No deposits or partial payments. Please note that an incomplete application or an application without full payment will be declined.
2. The only accepted mode of payments are Interact to THANKSGIVINGGALORE@GMAIL.COM OR certified cheques made payable to **THANKSGIVING GALORE.**
3. All fees except the \$100 cleaning fee, are non-refundable.
4. All approved vendors will be communicated and a confirmation sent. If an application is not approved, a full refund will be made to the applicants.
5. Only one (1) vendor is authorized to sell under one (1) booth. Otherwise, the vendor is automatically removal from the festival site and there will be no refund.
6. All vendors equipment, signs, banners, etc, are to be displayed within their assigned area.

7. Vendors must have their registration/permit readily available on site and visible at all times during the festival. The compliance officer may have a need for it.
8. Procurement of personal and/or business insurance coverage is the sole responsibility of the vendor. The proof of an Exhibitor insurance that includes liability, bodily injury and property damage coverage of an amount of \$1,000,000.00 must be submitted to Thanksgiving Galore by email on or before August 30th, 2022 at info@thanksgivinggalore.org.
9. Complete and detailed list of items to be sold at the festival site must be submitted with the vendor's application. In order to maintain variety among the products and to avoid excess duplication, each vendor can only sell a maximum of 4 items.
10. HST (Harmonized Sales Tax) and RST (Retail Sales Tax) are at the discretion of the vendor.
11. Vendors are responsible for all their equipment / possession. Thus, vendors must be present in their booth at all times during the operating hours of the Thanksgiving Galore Multicultural Festival. Please do not leave your booth / items unattended / unsupervised all through the festival.
12. Food vendors are mandated to provide the Application Form for Food Service at a Special Event (<https://forms.ottawapublichealth.ca/Special-Event-Application-for-FoodVendors>) and a proof of completion of the Certified Food Handler Training offered by the Ottawa Public Health with their application.
13. The Ottawa Public Health Department will be inspecting all food concessions and have the right to evict any food vendor that does not comply with the Food and Safety Guidelines
14. There will be access to water for all vendors. However, vendors must bring their own equipment to hold portable water for use while in the park and their own container for holding grease and wastewater. No washing of dishes before, during or after the

festival. A fine will be imposed on the vendor if any of these is found at their allocated booth; grease, oil, left-over food or dirty water.

15. All food vendors must pay \$100 clean up fee at the time of application that will be reimbursed upon satisfactory inspection of their concession by Thanksgiving Galore compliance officer after the festival.
16. Ice will be available for sale on site.
17. The sale of alcohol **AND** water is prohibited. Any vendor found doing that will be evicted from the festival and be subjected to police action.
18. **ONLY** propane barbecues are allowed on the festival site, but they must mandatorily be enclosed within barricades. Each barbecue must come with access to a fire extinguisher.
19. Vendors must supply their own 100-foot long heavy-duty outdoor AC 120 VAC electrical extension cord to reach reserved electrical outlets. Each vendor will receive one free 15amp outlet and additional hydro will not be available to any vendor if the requested information is not submitted prior to the festival. Vendors who require additional electricity must indicate that on their application form and pay the extra fees.
20. Any vendors selling items with metal bottle caps and/or wooden skewers must remove them before handing them to the customer at the time of the purchase.
21. Parking of vehicles on the park ground is prohibited at any time except for the specific load-in and load-out times indicated. Parking is available in the immediate area at vendor's expense.
22. Stereo system, speakers and microphone are prohibited. Festival representatives reserve the right to restrict any source of amplified sound that interferes with the stage show or other booths.
23. Please submit your promotional literatures during your application. A section will be reserved to showcase all vendor's promotional literature. No distribution of any promotional literature outside of that space.

24. Although security will be present during all festival operating days / hours, the products, contents, inventory of all the concessions are the sole responsibility of the vendor.
25. Vendors must supply their own tables, chairs and tents/canopies that must be secured with sandbags or weights (ground stakes are not allowed).
26. All vendors must check in each day upon arrival at the festival at the **Information Booth**.
27. Barricades and fences put in place by the festival staff cannot be altered in any way.
28. Every vendor must supply their own garbage bags and all trash must be placed in appropriate provided containers and at the designated locations.
29. Any equipment or items left behind in the park after the designated load-out times will result into a fine for its assigned vendor.

Failure to comply to any of the listed rules and regulations will immediately result in loss of vendor privilege at the Festival without refund or a \$500 fine at the festival.

DISCLAIMER

THANSGIVING GALORE IS NOT RESPONSIBLE FOR ANY LIABILITY CLAIMS THAT ANY VENDOR MAY INCUR, ANY REMOVAL BY THE CITY OF OTTAWA'S BY-LAW ENFORCEMENT OFFICERS, OTTAWA POLICE AND/OR THE DEPARTMENT OF HEALTH, ANY PROFITABILITY OF

CONCESSIONS AND ANY ACTS OF GOD. THANSGIVING GALORE ALSO RESERVES THE RIGHT TO REMOVE ANY VENDOR FROM THE PREMISES, WHO FAIL TO COMPLY WITH ANY OF THE REGULATIONS MENTIONED IN THIS CONTRACT.

☐ Please check here to confirm that you have read, understood and agree to adhere strictly to the terms outlined on the guidelines and regulations. Failure to comply may result in immediate removal from the festival.

Vendor's Name:

Vendor's signature: _____

Date: _____