



July 7-9, 2017

Wexford Heights BIA Member
Food Vendor Contract

Thank you for your interest in participating at the Taste of Lawrence Festival in 2017.

Please submit the completed and signed Vendor Contract, Booth Registration, Festival Policies and Regulations along with your payment and the Toronto Public Health forms **to the address below:**

Attn.: Lauren Reynolds
Sphere Entertainment
5415 Dundas St. W. Suite #207
Toronto, Ontario
M9B 1B5

Phone: 416-461-1844 E-mail: lauren@sphereentertainment.com
Fax: 416-778-4016

FEE: \$ 300.00* + HST (13%)

* Mandatory power (1 outlet – 15 AMP) fee included in price

* HST # 863471744RT0001

COMPLIANCE FEE: \$100

Please provide a **SEPARATE CHEQUE** for the refundable fee of **\$100** for compliance and clean-up deposit. We hold this cheque after the event until your vending area has been approved of as clean by festival staff. The Wexford Heights BIA also maintains the right to cash this cheque if a vendor refuses to stop selling food after the festival is closed. Please provide us with an **envelope with your name and address** written on it so that we can return your deposit to you upon compliance.

* This year all vendors will be asked to provide one menu sample plate or item for \$5.00 or less. **This is Mandatory.**

PAYMENT OF VENDOR FEE

Cheques or money orders should be made **payable to Wexford Heights BIA:**

- Regular registrations and fees are due no later than Friday June 30, 2017
- **NO applications will be excepted after Friday June 30 2017. First paid first booked.**

FESTIVAL HOURS

Friday, July 7, 2017 – 6 p.m. – 11 p.m.
Saturday, July 8, 2017 – 11 a.m. – 11 p.m.
Sunday, July 9, 2017 – 11 a.m. – 7 p.m.

WEXFORD HEIGHTS BUSINESS IMPROVEMENT AREA

1720 Lawrence Ave East Suite 102 Scarborough Ontario M1R 2Y1 416-288-1718

wexfordbia@rogers.com | www.wexfordbia.ca | www.tasteoflawrence.com



DEPOSIT/CANCELLATION

All deposits are **Non-Refundable**.

Vendor has the right to cancel this agreement for a refund less 25% of the fee paid by May 1st, 2017.

Cancellations made after May 1st, 2017 will forfeit the entire amount paid for the booth space(s).

TERMS OF SPACE AGREEMENT

The contracted vending space is to be used solely for the Vendor or whose name appears on the signed contract, and it is agreed that the Vendor will not sublet or assign any portion of the space without written permission from Wexford Heights BIA.

Wexford Heights BIA and Sphere Entertainment reserve the right to modify the designated exhibit space in the event that a change in the original assignment is necessary. Those refusing to cooperate will be removed from the festival.

Those who change their location, swap locations, or move their locations without the express permission of the lead event organizer from Sphere entertainment will be removed from the festival without refund.

Vendors who have a preferred location can choose the ``premium space`` option on their booth registration form for an extra fee.

Upon arriving at the agreed upon location on the day of the event, all vendors agree to unload all necessary equipment in an efficient and time sensitive manner. After the vendor unloads their vehicle they must **REMOVE THEIR VEHICLE FROM THE FESTIVAL GROUNDS BEFORE THEY BEGIN SETTING UP THEIR BOOTH**. The Vendor may leave some of their staff to begin booth setup, but a responsible driver must remove the vehicle as soon as equipment has been unloaded.

LIABILITY

Wexford Heights BIA, its Officers, Staff and Sphere Entertainment shall not be responsible for injury, loss, expense or damage to persons, goods, equipment or decorations, caused by accident, or any other cause, either directly or indirectly, during load in and load out preparations or during the duration of the Taste of Lawrence Festival (July 7-9, 2017). This applies to any injury, loss or damage to persons, goods, equipment or decorations which occur during transportation of goods, and/or other cause beyond the control of Wexford Heights BIA, its Officers, Staff and Sphere Entertainment who shall be in no way whatsoever liable.

It is recommended that vendors have Liability insurance

POWER

1 power outlet of 15 AMPs is included in the fee. If the vendor requires additional outlets they must indicate on the application form. Each additional 15 AMP outlet costs \$100 plus HST.

If vendors have equipment that requires more than 15AMPs of power (i.e. 30 AMP, Stove plug etc.) they must indicate on the application form. If the vendor is unsure of how much power their equipment requires they must contact the event manager from Sphere Entertainment with the equipment's NEMA code.

If the vendor arrives onsite with equipment that requires more than 15 AMPs of power the vendor will be required to pay an additional fee on-site before receiving power.

It is the vendor's responsibility to know exactly what their power requirements are. **The vendor agrees that if they damage a circuit on the festival power grid due to irresponsible use of the provided power source, they must cover the cost of the damages made.**

Power is not provided overnight after the festival closes.

PARKING

The festival does not provide parking for the vendors. Vendors are responsible for finding their own parking off of festival grounds. **Please note that vehicles parked at FOOD BASICS at 2131 Lawrence WILL BE TOWED.**

EACH VENDOR RECEIVES

- A 10ft by 10ft space on the festival site. Any additional space required for a booth must be negotiated with the Event Manager
- 1 power outlet (15 AMP)

EACH VENDOR PROVIDES

- Appropriate tenting, including sand bags, weights, water barrels, cinder blocks, or U-bases to secure tenting
- Tables, chairs and extension cords.
- Note: *Wexford Heights BIA, its Officers, Members and Staff, and Sphere Entertainment are not responsible for any lost, stolen or damaged equipment should such an incident occur during the Festival. Your equipment and products and their safekeeping are your sole responsibility.*

TENTING STRUCTURE

- All tenting must have a stable and firm frame support and be of durable and strong construction.
- The tenting structures should be similar in construction to the one pictured below. If the vendor has any questions regarding stipulations for the tent they must contact the event manager at Sphere Entertainment.
- The canopy covering the tent must be visibly clean and without any damage, discoloration marks or in need of repair due to wear and tear.
- Tenting must be secured to the ground through the use of **sand bags, weights, cinder blocks, U-bases, or water barrels. (These will not be provided).**



PUBLIC HEALTH INSPECTION

The vendor is required to pass an inspection conducted on-site by an inspector from Toronto Public Health. If the conditions of the vending space or any other aspect of the food items are deemed as unfit for the sales and consumption of food by the department of public health, the vendor is not permitted to participate as a vendor at the event and will be asked to leave.

The vendor agrees that their vehicles and food storage facilities are subject to an inspection by the department of Public Health prior to the event.

SET-UP OF BARBEQUES and HOT COOKING SURFACES

Please note that Barbeques and hot cooking surfaces cannot be set up in a way that is directly in front of patrons, which could pose a risk to their safety. *This includes situations wherein a patron needs to reach over the open flame or hot surface to pay for the goods they have purchased, or receive their food.*

The proper set-up of the Barbeque or hot surface will be to position the burners at the back of your display area as shown in the diagram. The only exception to this rule is if the vendor has a barricade placed between the customer and the BBQ/hot surface so as to avoid contact.

PROPANE BBQ's ONLY

Charcoal BBQs need to be reviewed by the event planner prior to admission.



FIRE EXTINGUISHERS

ALL FOOD VENDORS MUST HAVE A FIRE EXTINGUISHER IN THEIR BOOTH AT ALL TIMES. The fire extinguisher must be of the correct class to extinguish a fire caused by whatever cooking fuels the vendor is using (propane, fryer oil etc.) This rule must be followed without exception.

ICE

Vendors are welcome to bring their own ice with them or purchase ice from the ice vendor provided by the event staff. All other ice suppliers are prohibited.

COOKING OILS

Any Vendors using cooking oils must dispose of those excess oils in the Black Oil Collection Barrels that are located in the Waste disposal area at 2135 Lawrence Avenue E. at the South-East Corner of Lawrence Ave. and Underwriters Rd. Please note that the Black Oil Collection Barrels will be available for your use until Sunday July 9, 2017 at 9:00pm. The event ends at 7pm. This gives all vendors 2 hours to dispose of any excess/unwanted oils after the event is closed. In signing this contract you agree that you are responsible for disposing of all oils in a timely manner.

Any vendor caught disposing of their oils in any place other than the Black Oil Collection Barrels, will be fined by the city of Toronto, and barred from the festival.

If the vendor uses any cooking oils they must bring ABSORB-ALL or Kitty Litter with them to the event to clean up any potential oil spills that occur on the road. Any vendor that has oil spills left on the road in their location at the end of the event will not receive their compliance deposit of \$100, and can be fined by the City of Toronto.

Please visit this website for more information on Absorb-All and where to find it. It is a worthwhile investment if you use cooking oils at any event or industrial kitchen.

http://www.absorball.net/Home_Page.html

ONLY VENDORS WHO PAY THEIR FEE AND SUBMIT THEIR TORONTO PUBLIC HEALTH FORMS ARE ALLOWED TO PARTICIPATE IN THE TASTE OF LAWRENCE FESTIVAL. SPONTANEOUS BBQ'S BY RETAILERS OR RESTAURANTS, THEIR FAMILY OR FRIENDS WILL NOT BE ALLOWED.

TASTE OF LAWRENCE
INTERNATIONAL FOOD + CULTURAL FESTIVAL

July 7-9, 2017

Please complete, sign and return the following 4 pages

VENDOR CONTACT INFORMATION:

Vendor/ Name: _____

Vendor's Permit? YES – Permit #: _____ NO

Name(s) of Contact(s): _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

For approval, please list YOUR MENU _____

Selling price(s) of Item(s): _____

BOOTH(S) REGISTRATION

Vendor Space required: 10 ft x 10 ft 20 ft x 10 ft 25 ft x 10 ft (please check off appropriate size)

Please be very specific when requesting your vendor space and that you have chosen a size that will fit all of your requirements. If your equipment/tenting exceeds the space purchased at time of registration, you will have to pay the correct fee and may be asked to remove it if we cannot accommodate it.

Option 1: \$300.00 for a 10' by 10' booth **Fee:** _____
(1 power outlet included with price)

20 x 10 booth space add \$150.00 **Fee:** _____

25 x 10 booth space add \$250.00 **Fee:** _____

Number of additional power outlets requested. \$100 each 1 2 3 **Fee:** _____
{Check off appropriate box}

(\$100 per each additional 15 AMP outlet requested)
All power requirements MUST be arranged prior to festival

30 AMP power outlet add \$450.00 **Fee:** _____

+ 13% HST _____

TOTAL FEE ENCLOSED: _____

PLUS refundable Compliance/Clean-up Deposit* **Fee: \$100.00**
Please send separate cheque

*Compliance/Clean-up Deposit will be returned upon compliance. A final inspection of the booth area will be done at the festival closing. Failure to keep a clean area will result in the forfeit of the deposit without exceptions.

FESTIVAL POLICIES & REGULATIONS

1. All Vendors must abide by all local health, safety, and fire regulations at their cost.
2. Vendors may NOT share Vendor space, without the express written consent of Wexford Heights BIA or Sphere Entertainment.
3. Vendors MUST stay category specific (i.e., food vendor cannot sell clothing/retail, and vice versa).
4. The organizer’s posted load in, set-up, and load out times must be adhered to without exception.
5. Vendor booths must be fully operational throughout all posted hours of the festival.
6. The festival has a zero tolerance policy for vendors who are selling/sampling after the festival has closed. If a vendor has been asked to stop vending after the festival is closed by any festival staff, the event planners, or authorities from the City of Toronto, and they continue to vend, they will be barred from the festival.
7. Lost, stolen or damaged Festival property (power equipment, etc.) will be charged back to the Vendor.
8. A minimum of one staff member must be present in each Vendor’s booth at all times-cannot be left unattended.
9. All staff must be 18 yrs of age or older.
10. All Vendors must maintain their booths in a respectable order and all accumulated garbage must be bagged for pick-up throughout the event.
11. All Vendors agree to give their full cooperation to festival staff with regard to booth placement, all festival policies, rules and regulations, and all the terms of this contract. There is a zero-tolerance policy for any vendor who disrupts the event with negligent, uncooperative, harassing, or violent behavior. If their behavior is deemed as unacceptable by festival staff, the Wexford Heights BIA, its officers, the event managers from Sphere Entertainment, security, or the Toronto Police department, the vendor will be removed from the event without refund.

AUTOMOBILES/VANS ON FESTIVAL GROUNDS

Vehicles are only permitted during move-in and move-out times, as designated by the Event Manager.

**No vehicles are allowed next to your booth or on the festival site
60 minutes prior to festival opening times – absolutely no exceptions.**

Automobiles/Vans will not be allowed in during Festival Hours to restock merchandise.

Signature: _____

Date: _____, 2017

**A SIGNED VENDOR CONTRACT ACKNOWLEDGES THE ABOVE
TO BE CONDITIONS OF THE CONTRACT**

The registrant by the execution of this document by its authorized representative accepts the terms and conditions as set out and agrees to ensure compliance by its employees, agents or representatives participating in the Festival. The registrant further releases the 2017 Taste of Lawrence International Food + Cultural Festival, Wexford Heights BIA, its Officers, Members and Staff, and Sphere Entertainment from any liability arising out of the participation in the Festival and operation of the Vendor of the registrant.

Signature: _____

Date: _____, 2017

Note: A contract will only be considered to be valid when it is completed in full and mailed, faxed or hand-delivered to the office of Sphere Entertainment with the proper payment included. "In full" means fully executed Vendor Contract, completed Public Health Forms, Booth Registration and a signed and dated Festival Policies and Regulations.