



July 7-9, 2017

## WEXFORD HEIGHTS BIA MEMBER NON-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 **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](mailto:Lauren@sphereentertainment.com)  
Fax: 416-778-4016

**FEE: \$200.00\* + HST (13 %)**

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

### 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. Failure to keep a clean area will result in the forfeit of the deposit without exceptions. Failure to stop selling items after the festival has closed will result in the forfeit of the deposit without exceptions. 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.

### PAYMENT OF VENDOR FEE

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

- Registrations and fees are due no later than Friday June 30, 2017
- NO applications will be excepted after 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.

### DEPOSIT/CANCELLATION

All deposits are **Non-Refundable**.

Vendor has the right to cancel this agreement for a refund less the 25% deposit by May 1<sup>st</sup>, 2017.

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

### WEXFORD HEIGHTS BUSINESS IMPROVEMENT AREA

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

[wexfordbia@rogers.com](mailto:wexfordbia@rogers.com) | [www.wexfordbia.ca](http://www.wexfordbia.ca) | [www.tasteoflawrence.com](http://www.tasteoflawrence.com)



## 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 15AMP 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 your booth must be negotiated with the Event Manager
- 1 - 15 AMP power outlet

### 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 for you).**



**TASTE OF LAWRENCE  
INTERNATIONAL FOOD + CULTURAL FESTIVAL**

**July 7-9, 2017**

**Please complete, sign and return the following 3 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

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.

**Cost: \$200.00 for a 10' x 10' booth**  
<1 power outlet included with price>

**Fee:** \_\_\_\_\_

**20 x 10 booth space add \$150.00**

**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

**+ 13% HST** \_\_\_\_\_

**TOTAL FEE ENCLOSED:** \_\_\_\_\_

**PLUS refundable Compliance/Clean-up Deposit\***  
**Please send separate cheque**

**Fee: \$100.00**

\*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. Failure to stop selling items after the festival has closed 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. The organizer's posted load in, set-up, and load out times must be adhered to without exception.
4. Vendor booths must be fully operational throughout all posted hours of the festival.
5. 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, the festival will keep the vendor's compliance deposit.
6. Lost, stolen or damaged Festival property (power equipment, etc.) will be charged back to the Vendor.
7. A minimum of one staff member must be present in each Vendor's booth at all times-cannot be left unattended.
8. All staff must be 18 yrs of age or older.
9. All Vendors must maintain their booths in a respectable order and all accumulated garbage must be bagged for pick-up throughout the event.
10. Each Vendor will receive Vendor Passes as their credentials for the Festival.
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.
- 12.

### **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.