



P.O. Box 484
Collingwood, ON
L9Y 4B2
Email: vendors@collingwoodelvisfestival.com
Website: www.collingwoodelvisfestival.com

Dear Food Vendor:

Thank you for your interest in participating as a Vendor in our Collingwood Elvis Festival 2012. This year's event is being held July 26 to 29, 2012 however **vending opportunities will begin Friday, July 27 at 9 a.m.** and continue throughout the weekend. We are looking forward to a wonderful and successful event full of fun and excitement.

You will find attached a Food Vendor Application Form, which we ask you to complete and return to us as soon as possible, along with the appropriate registration fee and supporting documentation. **Please note that your payment will be held pending decision of selected vendors.**

This year's deadline for submission is April 27, 2012. Vendors submitting their application after this date may be considered and a 10% administrative surcharge will apply. Decisions on the initial applications will be finalized by May 11/12. Successful applicants will be notified by telephone or by email if selected. Your payment will then be processed **immediately.**

All applicable fees must be paid in full and all necessary paperwork received by May 25th in order to receive your Official 2012 Vendor License. **If payment remains outstanding after this date, you WILL NOT be considered as accepted and your paperwork will be returned to you.** The Vendor License will need to be displayed prominently within your Vending location and must be signed by the Festival General Manager to be valid.

Hours of operation are as follows: Friday, July 27th 9 a.m. – 12:00a.m. Saturday, July 28th 9 a.m. – 12:00 a.m. Sunday, July 29th 9 a.m. – 5p.m. Hours will be enforced.

NEW LOCATION: You will be placed in a location along Simcoe Street throughout the weekend.

If you are NOT selected as a 2012 Vendor you will receive a written notification via email and your payment (payment information) and supporting documents will be destroyed.

The Festival Organizers would like to inform you that submission for consideration as a Food Vendor is **not on a first come first serve basis**, but rather we are taking time to select our Vendors carefully in order to offer a wide variety of food selections from which our visitors may choose. The type(s) of food vendors and the number of food vendors accepted is solely at the discretion of the Collingwood Elvis Festival. As always, we want to provide our visitors with Vendors who display a professional attitude and top quality product.

We wish to inform you that we hereby reserve the right to accept an *exclusivity* agreement with one of our major sponsors to provide only the sale of specific name brand products exclusively under their sponsorship agreement with our Festival. (ie. Sponsor – Coke, you could only sell Coke products as beverages. Sponsor – President's Choice, you could only sell President Choice beverages, etc.) In that event, **you will be specifically restricted to the sale of these products should you be selected as a Food Vendor at this year's event.** You will be notified accordingly.

To that end, we encourage you to submit your application early and we look forward to working with you this summer at Collingwood Elvis Festival 2012.

If accepted, any cancellations must be received prior to June 18th, 2012. There will be a 25% charge deducted from your registration fee before refunding the balance to cover administrative costs. No refunds, or portion thereof, will be issued for cancellations received after June 18th, 2012. All cancellations must be received in writing.

Sincerely,

Ryan Gardhouse
Vendor Chair

John Gabriele
Vendor Liaison

POLICIES & PROCEDURES

FOOD VENDORS

1. The quantity, type and placement of Vendors accepted shall be at the sole discretion of the festival. Selection will not be made on a first come first serve basis.
2. Digital photo image of tent/fabric tag showing **CAN/ULC S-109M** or **NFPA # 701** Standard for flame tests of Flame Resistant Fabrics and Films **MUST accompany your registration form as proof of fire & safety standards compliance for all tents and fabrics.**
3. Preferential treatment is given to major event sponsors, long standing and local vendors.
4. All vendors are responsible to keep their vending space clean and free of garbage and or safety hazards.
5. Vendor licenses may be denied, terminated or revoked at the discretion of the festival should the organizing committee deem there justifiable cause or concern, of any nature or kind whatsoever that could blemish or disparage the good reputation or license requirements of the festival. Licenses terminated/revoked for justifiable cause/concern shall not receive a refund of fees paid.
6. Applications, all necessary documents and fee payment, must be received by the submission deadline to be considered for inclusion. If selected, all Vendor Fees must be paid in full by May 25th in order to receive a valid 2012 Vendors License. **If payment remains outstanding after this date, you WILL NOT be considered as accepted and your paperwork will be returned to you.**
7. A valid contact name and on-site Cell phone number must be provided on the Application Form for the Vendor to be considered for inclusion.
8. Please note that only skeletal security staff is on site overnight. *The Festival, or their agents or representatives, will not accept any responsibility or liability whatsoever for product(s) left behind, exposed or unsecured once a vendor has closed down their booth or left that booth unattended for any length of time.*
9. **To Vendors requiring electrical power: Please ensure that you are “self contained” and have adequate power supply at the time of your application.** The Festival will NOT be offering available power to Food vendors due to the location available for placement. **ALL FOOD VENDORS MUST HAVE A GENERATOR OR SELF CONTAINED UNIT.**

SET-UP/TEAR-DOWN REGULATIONS:

- a) Please report to the Vendor Chair or their Agent to sign-in and be directed to your location.
- b) Be on-site by 6 p.m. and set-up by no later than 11:00 p.m. on Thursday of Festival weekend. You may only set-up your location at this time. No product is to be sold on Thursday evening.
- c) Locations will be assigned in advance. The festival reserves the right to relocate vendors upon arrival to the festival for any reason, at the sole discretion of the festival or its organizers.
- d) Keep adequate supplies and staff to maintain your location all weekend.
- e) Your area is to be cleaned and cleared, all garbage bagged and removed and your unit packed by no later than 7 p.m. Sunday night. It is your responsibility to collect and remove garbage from your location. Please keep it clean, tidy and free of safety hazards. **Failure to maintain your area in a clean & safe manner, throughout Festival weekend, can result in exclusion for consideration as a vendor in future years, and or additional costs being levied against you should extra waste management services become necessary.**
- f) Hours of operation: **Friday**–9:00 a.m. to 12:00a.m. **Saturday**–9a.m. to 12:00a.m. **Sunday**–9a.m. to 5p.m.
- g) You are required to remain open and on-site during all operating hours and until 5 p.m. Sunday evening

SAFETY POLICIES:

- a) No smoking or open flame devices permitted under tents. Tents must not be accessible to the public.
- b) Approved electrical cords only, and they must be covered with acceptable matting or securely elevated.
- c) Units that produce grease laden vapors must have an approved suppression system. Proper identification is required.
- d) All other cooking and food preparation type units must have an approved extinguisher on-site.
- e) All propane tanks must be secured and comply with appropriate liquid fuel handling regulations.
- f) Every tent, tarpaulins and decorative materials used in conjunction with tents shall conform to **CAN/ULC S-109M** Standard for flame tests of Flame Resistant Fabrics and Films or **NFPA # 701**.

I, _____, have thoroughly read and completely understand the cover letter, 'Policies & Procedures', 'Set Up/Tear Down Regulations', and 'Safety Policies'. I have initialed each page in the bottom right corner, and understand that, at any time, and for any reason, the festival or its organizers has the right to add, delete, or change any of the policies and that you will be informed of any changes in writing.

Name (Print) _____

Signature _____

Date _____

(PLEASE PRINT CLEARLY FOR LICENSING PURPOSES)

Company Name: _____ Contact: _____

Address: _____ Phone: _____ On-Site Cell Phone: _____

City/Town: _____ Prov/State _____ Postal/Zip Code _____ Fax: _____

Email: _____ Were you a vendor at this event in the past? _____ When? _____

Food Vending Site Location. Unit placement (location) is solely at the Selection Committee's discretion. No special preferences or guarantees will be provided to any Vendor. *Your location will not change after your confirmation of placement has been sent to you.*
You must be available for all three days. ⇒ Fri., Sat., & Sun. – Set-up must be completed by 11 p.m. on Thursday.

Please select your location size according to the size of your Vending unit. Width from the curb into the street is based on 10 feet. Sizes in brackets () indicates the **MAXIMUM** size permitted in that size option. Please ensure that your unit does not exceed the sizes indicated. Units larger than 22" X 10", additional charges of \$4.00/sq. ft. will apply. Size stated must include all preparation area required as well.

Small Unit (14' x 10') _____ Medium Unit (18' x 10') _____ Large Unit (22' x 10') _____
Cost: Small \$1,400.00 Medium \$1,800.00 Large \$2,200.00

Sub-Total: _____

(Don't forget the HST!) → HST (13%): _____

Total Payment Enclosed: _____

Number of Staff badges required for the weekend: _____

Electrical Requirements:

Please bring at least a 150 ft. extension cord that YOU must supply.

All Food Vendors must be "self contained" units. Generators are acceptable. No additional power supply will be offered or available on site due to the location restrictions.

Statement of Acceptance: We/I hereby understand and accept that should the Festival enter into any exclusive agreements with one or more major sponsors, that all Food Vendors will be exclusively restricted to the sale of those specific products listed under any such sponsorship agreements.

- 1) Copy of Liability Insurance in the amount of no less than \$5M.
- 2) Approvals from the Simcoe County Health Unit or equivalent.
- 3) A full & complete list of **ALL** products for intended sale.
We reserve the right to limit the type of product for sale.
- 4) This registration form with payment **in full**.
We accept cheque, money order or Visa/Mastercard/AMEX.
- 5) Photo of the unit with dimensions.
- 6) Brief resume of events you have participated in as a Vendor.

You will receive a Confirmation & Notice of Placement if you are selected as a Vendor. Please note that if you are selected as a Vendor and cancel prior to June 18th, 2012, there will be a 25% holdback charge deducted from your registration fee before refunding the balance to you, to cover administrative costs. No refunds, or portion thereof, will be issued for cancellations received after June 18th, 2012. All cancellations must be received in writing to be valid.

I have read and understand the Policies & Procedures attached to this Registration Form and have attached a signed copy to this application and I agree to abide by the said terms and conditions.

Signed: _____ Dated: _____

**Please make cheque/money order payable to the Collingwood Elvis Festival
P.O. BOX 484 COLLINGWOOD, ON L9Y 4B2**

The Vendor Checklist

*This checklist was created for your convenience only.
It **does not** have to accompany your registration forms.*

Please ensure that all of the following items are included before sending:

- **Completed registration form – with signature**

- **Payment (cheque, money order or credit card #/expiry & CV code)**
 - **Ensure HST has been included at 13%**

- **Digital photo image of Fire tags on all tents & fabrics**

- **Complete & accurate list of products offered for sale or sample**

- **Photos of your “set-up” from any event for our records**

- **Approvals from Simcoe County Health Unit or equivalent.**

- **Resume outlining other events you have attended in past.**

- **Copy of proof of insurance of not less than \$5m.**
 - **Collingwood Elvis Festival named as additional insured party**