



Gardhouse Enterprises Inc.  
15 Chamberlain Crescent  
Collingwood, ON L9Y 0E3  
Email: [ryangardhouse@hotmail.com](mailto:ryangardhouse@hotmail.com)

Dear Food Vendor:

This year's event is being held July 27th to 29th, 2018, with **vending opportunities beginning Friday, July 27 at 9 am** and will continue throughout the weekend. Setup MUST occur Thursday, July 26th starting at 6pm (specific times TBD).

Included is our 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. **Payments will be processed as soon as you are accepted which could be immediately upon receiving your application. Pricing continues to remain the same for the 4th year in a row!!!**

**Minimum hours of operation are as follows: Friday, July 27th 11am – 10pm, Saturday, July 28th 11am – 10pm, and Sunday, July 29th 11am – 5pm. Hours will be enforced but you may open up to 2 hours early and remain open 2 hours later (except on Sunday). This is at your discretion.**

**If you are NOT selected as a 2018 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 any 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 the Collingwood Elvis Festival.

***If accepted, any cancellations must be received prior to June 1st, 2018. 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 1st, 2018. All cancellations must be received in writing.***

Sincerely,

Ryan Gardhouse & John Gabriele  
Vendor Coordinators

## 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. **CAN/ULC S-109M** or **NFPA # 701** is the minimum standard for flame tests of Flame Resistant Fabrics and Films. You are required to also adhere to any local, provincial, or federal fire regulations as they relate to you booth/cart/tent/etc. If you are shut down by the Collingwood Fire Department, you forfeit your vendor permit and your vendor fees without recourse to the Festival or its organizers.
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.  
**ALL VENDORS MUST ARRIVE TO THE SITE WITH \$200 CASH**  
**\$100 applied as a "Garbage Deposit" and \$100 as a "Clean up Deposit".**  
**This is fully refundable at the discretion of the organizers. It is designed to ensure that your space is clean prior to move out at the end of the festival and to ensure that garbage is placed directly in the designated bins and NOT the cans in public spaces.**
5. Vendor licenses may be denied, terminated or revoked at the discretion of the festival should the organizing committee deem there is 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.
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 and 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:** Specific details as they relate to your power needs, if needed, must be clearly identified in your application. If the festival is unable to provide you with your power needs, we will discuss any options that we have with you prior to accepting your vendor application.

### SET-UP/TEAR-DOWN REGULATIONS:

- a) Please report to the Vendor Coordinator or their Agent to sign-in and be directed to your location.
- b) Be on-site by 6pm and set-up by no later than 11pm 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 7pm 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, additional costs being levied against you and or loss of your deposit(s) should extra waste management services become necessary.**
- f) Minimum hours of operation: **Friday** 11am to 10pm. **Saturday** 11am to 10pm **Sunday** 11am to 5pm
- g) You are required to remain open and on-site during all operating hours and until 5pm Sunday evening



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**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**.

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, have

- thoroughly read and completely understand the cover letter,
- thoroughly read and completely accept and understand the ‘Policies & Procedures’ and ‘Set Up/Tear Down Regulations’,
- thoroughly read and will adhere to the Safety Policies as written
- initialed each page of this application 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 the Festival will inform me of those changes in writing.

Name (Print) \_\_\_\_\_

Company Name \_\_\_\_\_

Signature \_\_\_\_\_  
I have the authority to sign this acknowledgement on the Company’s behalf

Date \_\_\_\_\_

The Collingwood Elvis Festival 2018  
**FOOD VENDOR APPLICATION FORM**  
July 27-29, 2018

Gardhouse Enterprises Inc.  
15 Chamberlain Crescent  
Collingwood, ON L9Y 0E3  
Email: [ryangardhouse@hotmail.com](mailto:ryangardhouse@hotmail.com)

**(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.

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. **LENGTH MUST INCLUDE TONGUE AND ANY SETBACK SPACE REQUIRED ON EACH END.** Units larger than 22' X 10', additional charges of \$100/linear foot will apply. **Size stated must include all preparation area required as well as the trailer 'tongue'.**

	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: \_\_\_\_\_

**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.**

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 1st, 2017**, 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 1st, 2017. 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 Gardhouse Enterprises Inc.  
General Information: (416) 951-4709 Email: [ryangardhouse@hotmail.com](mailto:ryangardhouse@hotmail.com)



## 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 (current dated cheque, bank draft)** 
  - **Ensure HST has been included at 13%**
- **Acknowledgement – completed, signed and dated** 
  - **Ensure you have initialed each page in bottom right corner**
- **Complete & accurate list of products offered for sale or sample**
- **Photos of your “set-up” for our records**
- **Resume outlining other events you have attended in past.**

**Documents to be received prior to July 1<sup>st</sup>, 2018:**

- **Health Unit Event Application Submitted and cc'd to Festival**
- **Copy of proof of insurance of not less than \$2M** 
  - “Collingwood Elvis Festival” and “Gardhouse Enterprises Inc.” both named as additional insured
- **Photo of Fire tags on all tents & fabrics, suppression, TSSA**