

2018 Food Vendor Guidelines

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Introduction

Festival food is an essential element of the RBC Bluesfest experience. We are committed to providing our city's best and most diverse festival dining experience for our patrons to enjoy! There will be an estimated 20 food court vendors in the categories of entrées, dessert/snacks, and beverages. Thank you for your interest, and we look forward to receiving your application!

Important Dates

March 9, 2018

Deadline - Food Vendor Application Submission

March 29, 2018

Successful applicants will be notified of acceptance

May 11, 2018

Deadline - Contract, Deposit, Void Cheque, General Liability Insurance

If these items are not received by May 11, 2018, RBC Bluesfest will withdraw said vendor's 2018 application and reallocate the space to waitlisted vendors.

July 3-4, 2018

Food vendor load-in begins. RBC Bluesfest will confirm dates and times.

July 5, 2018

Booths must be completely set up and secured by 12:00 PM for inspection.

July 5-15, 2018

Festival dates. Vendor operating hours are 3:00 PM to 11:00 PM on weekends and 5:00 PM to 11:00 PM on weekdays.

July 9, 2018

No programming is scheduled on July 9; the festival will be closed on that date.

July 16, 2018

Vendor load-out as per pre-arranged schedule. ALL vendor items must be removed from the site by 5:00 pm.

Note: All dates and times are subject to change, vendors will be notified on all festival changes

Vendor Fee Payment (\$8,500.00)

Under the supervision of the festival, vendors will be assigned up to three point of sale (POS) tablets in order to process transactions. Vendors are not permitted to supply their own point of sale system (POS).

Vendors will be charged a \$2,500.00 deposit fee due May 11th. The balance of the on-site rent will be paid in the form of two equal payments of \$3000.00. The two installments will be paid in the form of postdated cheques required on May 11th.

Vendors will also be charged a 4% processing fee on all credit cards and RFID transaction (not on cash transactions).

The total revenue dollar (including HST) is solely used as a basis for monetary calculation to determine rent; the percentage figure calculated as RENT does not represent any portion due to CRA. It is understood by the Vendor that all on-site sales include HST, and it **is the responsibility of the Vendor to remit these taxes to Canada Revenue Agency in full**. Rent charged by the festival does not include HST. The vendor must provide the Ottawa Bluesfest with a VOID cheque in order to setup and test the electronic funds transfer system.

In addition, if the vendor reaches above \$40,000 they will be guaranteed acceptance for the following year (without an application needed).

**Congratulations to our returning food vendors:
Golden Fries and Green Papaya Thai Cuisine**

Tablet Training

Training will be offered to all vendors and their staff before the event. If you would like a training session please contact the Vendor Liaison in order to schedule an appointment.

Penalties

Vendors will be under video surveillance for the duration of the festival. If a vendor is caught falsifying or fraudulently reporting sales, penalties will be imposed. The vendor will face a \$500.00 fine for the first offence, and asked to leave if a second offence is committed.

Deposit (upon acceptance of offer)

The festival will extend a letter of offer to the selected vendors for the 2018 activities. If the vendor chooses to accept the offer, he or she will need to provide the festival with a \$2,500.00 deposit in order to secure and hold their spot. Failure to provide the \$2,500.00 deposit, alongside the necessary paperwork by **May 11th**, will result in a “non-guarantee” of the vendor’s place in the 2018 intake.

2018 Vending Options – Main Stage and Side Stage Main Stage Food Court (Maximum of 6 items)

Description: Main Stage Vendors are prominently located in the food court’s main festival bowl. The vendor will be placed under a 10 ft. X 20 ft. tent to serve patrons with up to 30 ft. behind the tent for storage and/or a trailer. As part of the application process, vendors will present a maximum of **six (6)** individually priced items that will be sold from the vending booth. (Combination items and plates are encouraged.) Final menu is subject to approval and may not be modified without advance permission from festival management.

Services Included: (value > \$2500)

Vendor Space	10 ft. x 20 ft. tent and flooring constructed by Bluesfest. Each booth has up to an additional 30 ft. of available space behind the main tent.
Items Served	Beverages count as one (1) item sold (e.g., Pepsi, 7up, etc). Only non-alcoholic beverages may be served. Beverages must be arranged via festival suppliers and may not conflict with sponsorship agreements. Vendors must sell products out of pre-approved fully compostable serving ware.
Power	Electrical needs must be requested in advance through the festival's Electrical Requirements Form.

Signage & Branding	Provided and constructed by RBC Bluesfest to create a uniform themed appearance. Signage is 2 ft x 10 ft, bilingual and includes vendor name, items and prices with HST. No additional signage or lighting on tent exteriors or on/around the serving area is permitted in front of booth. Additional themed décor is also provided by the festival.
Additional Services	Grey water bin and pumping (10 nights), potable water access, security throughout event duration, used vegetable oil bins, and working access to site.

Side Stage Food Court & Cart Vendors (Unlimited items)

A limited number of spaces are provided for Side Stage concessionaires. As part of the application process, vendors will present a minimum of **six (6)** individually priced items as a sample of the product offering. There is no limit to the number of items you may serve at the festival. Side Stage vendors are responsible for building their own structures (tent not provided) and producing their own signage. This category includes cart vendors. Vendor locations will be determined by the festival and communicated in advance.

Services Included: (value > \$2000)

Specifications	Description
Vendor Space	Determined based on size of unit. Each stand will have approximately 5 ft. prep space behind it. Flooring is not provided by the festival.
Items Served	Unlimited amount. Only non-alcoholic beverages may be served. Beverages must be arranged via festival supplier and may not conflict with sponsorship agreements. Vendors must sell products out of pre-approved fully compostable serving ware.
Power	Electrical needs must be requested in advance through the festival's Electrical Requirements Form.
Signage & Branding	Provided by the vendor. Must be bilingual and within the confines of the stand. RBC Bluesfest reserves the right to veto inappropriate signage at any time.
Additional Services	Grey water bin and pumping (10 nights), security throughout event duration, used vegetable oil bins, and working access to site.

Accreditation

Food vendors will be required to provide the number of employees, per day, in order to receive their working passes. Individual employees will need to check in at the designated location for vendors, in order to receive their daily accreditation.

Working Access to Site

Note that any form of access, pass, or accreditation is to be used only for working purposes, and not for festival access during off-shift hours or to view events. A drop off and pick up pass in addition to an off-site parking pass will be allocated to each vendor. There is no on-site parking available to any vendor; **vendors must leave the premises with their vehicle one hour before gates open.** Vendors are not permitted to purchase and/or consume alcohol while using festival accreditation.

Vendor Rules and Regulations

Vendors are responsible for knowing and following all festival guidelines. Knowledge of these guidelines is expected prior to application submission.

- Vendors will only be allowed to sell items approved by the festival. Vendors may not sell any item with the RBC Bluesfest logo, Bluesfest word mark, or any sponsor or contractor logo. Additionally, you may not sell any item with the name or image of any band or performer playing the festival.
- Festival provides all booths and exterior signage in the Main Stage Food Court area. Vendors may add additional signage or lighting to the interior of the tent (RBC Bluesfest reserves the right to veto

inappropriate or offensive signage). Side Stage vendors are responsible for their own structures, which will be inspected and approved by RBC Bluesfest prior to operation.

- Power and basic area lighting are provided by RBC Bluesfest. Vendor is responsible for supplying all interior lighting, extension cords, water hoses, and accessories for booth space. No generators or propane lanterns allowed.
- Booth space is allocated to a single vendor. No sub-leasing or space sharing.
- All cooking on-site must be done with the use of propane. Vendors must have a cut-off valve and proper TSSA certification (at vendors' expense).
- All sales must be made from a vendor's assigned booth only. No sales outside of the confines of the booth are allowed.
- No bullhorns or megaphones, flashing lights, speakers or amplified sound is allowed.
- No hawkers. A vendor cannot solicit or harass the crowd for sales.
- No motor vehicles. After load-in, no vehicles (including golf carts, scooters, etc.) of any kind are allowed on site by any vendor during the festival.
- No pets of any kind.
- \$125.00 fee if the vendor changes the menu sign (signage, administration).
- No alcohol consumption is permitted in vendor stands/booths/carts. Vendors are not permitted to consume alcohol or be intoxicated while working on the festival grounds.
- No overnight camping on the festival grounds or staff parking lot. Festival provides reasonable security on the park grounds during the festival and overnight.
- Final booth setup and display are subject to approval by the festival logistics coordinator[s].
- The Proof of Liability Insurance Certificate (*minimum of \$2,000,000.00 per occurrence*) must name Ottawa Bluesfest as an additional insured and must be in English.
- It is the responsibility of the vendor to ensure that all necessary permits and insurance forms have been properly obtained with proof provided to the festival. All vendors must follow all federal, provincial and municipal regulations that apply.
- Vendors must abide by these guidelines and follow instructions from festival staff.
- Acceptance and participation does not guarantee a space in future or affiliated festivals.
- Ottawa Bluesfest reserves the right to charge vendors for removal and cleanup costs if sites are damaged or left in an unclean state.

Disclaimer: Terms and conditions of this information package and agreements are subject to change before and or during the festival activities.