



SEPTEMBER 16, 17 & 18, 2011

HARMONY SQUARE, BRANTFORD, ON

FOOD & GENERAL VENDOR APPLICATION

Company Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

Signature _____ Date: _____

Retail opportunities for vendors will fall into one of the following classes:

1. Artisan Booths - Sellers of handcrafted items - Artisan must be in booth.
2. Concession – Food and Beverage Sales.
3. Corporate Vendors – Any other booths than Handcrafted or Concession providing information or products for sale.

Note: There are a limited number of spaces available in the this years festival.

Please choose option: _____

<u>Hours of Operation:</u>	<u>Site Options:</u>	<u>2-Day Fee</u>
Sept. 17 & 18, 2011 Noon - 6:00pm	10' x 10'	\$325.00 + HST -----
	10' x 10' with Hydro	\$375.00 + HST -----

FOOD VENDOR POLICY:

Persons permitted and licensed to operate a VENDING CART OR MOTORIZED MOBILE CONCESSION pursuant to this policy shall:

1. Comply with the provisions of all Canadian and Province of Ontario laws, City by-laws and other applicable regulations and the requirements of the Chief Building Official, the Fire Department and the Medical Officer of Health.
2. Use only manually propelled vehicles having dimensions no larger than 3' x 6', for which the City Clerk shall provide a licence.
3. The City licence shall be carried by the licensee during all hours of operation.
4. Provide said equipment with a refuse container.
5. Sell / offer only the products and/or services specified and approved.
6. Be neat, wear clean apparel and operate with proper hygiene practices and practise good customer service principles.
7. Conduct business only within the space allocated.
8. Do not use any loudspeaker, amplifier, hailing device or music player.
9. Clean up any debris from the site throughout each day as required and upon the conclusion of daily business.
10. Remove the vending cart, garbage container and debris from the site each day upon the conclusion of business.

Applicant shall provide for public liability insurance coverage for at least the amount of two million (\$2,000,000.00) naming the **Brantford International Jazz Festival Inc.** and **City of Brantford** as an additional insured there under.

An insurance certificate confirming such coverage shall be provided to the Festival or their designate prior to the issuance of a license, and occupation of the site.

The said policy shall remain in effect during the entire term of the agreement, and shall contain a clause requiring the insurer to notify the Festival or their designate prior to the cancellation of the policy.

GENERAL INFORMATION:

1. Vendors may start setting up at 6:30 a.m. and must be set-up by 11:00 a.m. and are expected to stay until 6:00 p.m. each day.
2. The Festival Board of Directors reserves the right to limit the number of exhibitors in any one category and the right to final decision regarding entry into the Festival.
3. Please be advised that you will be responsible for creating your own booth, no supplies will be provided. Tables and chairs will not be available.
4. All exhibitors making sales to the public are responsible for collecting and submitting their own P.S.T. and G.S.T.
5. Festival dates are rain or shine.
6. Festival management is not responsible for lost or damaged articles or displays under any circumstances.
7. No vehicle movement will be allowed after 11:00 a.m. each day.
8. Booths will not be provided with running water.
9. All food vendors must supply their own functioning fire extinguisher at all times for their booth.
10. The Festival will provide security outside of operating hours. This security, however, will not be dedicated to vendor booths. Vendors will be required to adequately secure equipment and inventory during and outside of operating hours. The Festival assumes no responsibility for lost or stolen items.
11. Vendors will be allowed to camp inside the perimeter of their booth during non-operating hours to maintain security for their own booth (1 camper per vendor booth). Arrangements must be made prior to staying overnight with the Festival. This will ensure that night security knows who has permission to stay on the grounds overnight.

Note: There are a limited number of spaces available in this year's festival.

Please send your signed contract, proof of insurance and payment in full by 4:00 pm on September 4th, 2011. (NSF cheques will be subject to a \$25.00 service charge.)

ABSOLUTELY NO VENDORS WILL BE ACCEPTED AFTER THE DEADLINE

Fees are non-refundable.

Brantford International Jazz Festival Inc.
157 Elgin Street
Brantford, ON N3S 5A4
Attention: Mr. Frank DiFelice
Phone: 519-304-9300 or 519-753-1543