



2008 Ottawa Folk Festival Concessionaire Application Form

We would like to welcome you to apply to the 2008 Ottawa Folk Festival. Concessionaires play a vital role in the Festival, helping to nourish festival-goers and giving them a chance to enjoy a variety of healthy foods. We have listened to many of your suggestions and strive to make the Ottawa Folk Festival a place where you may prosper along with the Festival. Please read the following application carefully as there are important changes to the application this year. If you have any questions please do not hesitate to contact us. Please complete this form and mail it, a cheque, and all other requested documents to the address below. **The deadline for applications is June 20, 2008.**

Important Notes and Changes for Concessionaires for the 2008 Ottawa Folk Festival:

- The fees have been increased to \$625.00 + \$31.25 GST = \$656.25. These changes are due to the increase in fuel prices as all of our electricity comes from the fuel powered generator. We do expect higher attendance and therefore increased demand for the concessionaire services.
- The food vendors must use the supplier designated by the Ottawa Folk Festival. No other water may be sold.
- In order to move forward with our environmental mandate the re-usable plates program will be mandatory for all concessionaires during the 2008 Festival. This requires the use of our re-usable plates and cutlery, and no disposables. Should you wish to be a Concessionaire for the 2008 Festival you must participate in the re-usable plate program (call me if you have any questions). Re-usable plates will be used exclusively by concessionaires and we will guarantee that plates will be replaced hassle-free for the entire weekend.
- The Contractor shall accept Festival meal coupons issued to festival performers. The maximum face value of each coupon is \$8.00 and no change is to be given.
- We cannot allow ANY vehicles on the site during the Festival, therefore contractors must bring their own carts or trolleys in order to transport their supplies from the parking area to their space. Designated vehicle load-in times (before the gate opens) may be arranged.

The 15th Annual Ottawa Folk Festival will take place August 14 to 17, 2008. Events at the outdoor Festival site in Britannia Park will run from Thursday, August 14, to Sunday, August 17, 2008. The Festival site will be open to the public from 5:00 p.m. to midnight on Thursday, and Friday, and from 10:30 a.m. to midnight on Saturday and Sunday (hours may change slightly but will be finalized by July 15, 2007).

Concessionaires may rent or supply their own 10' x 10' tents, and tents must meet all City of Ottawa fire-proofing standards.

Business Name: _____

The Concessionaire fees include:

- A 10x10 spot (a limited amount of larger spaces are available for and additional fee).
- One 15 amp circuit.

Do you require vehicle parking? Yes ____ No ____
(Maximum 1 parking pass per business)

PLEASE NOTE:

It is against the law to consume any form of alcohol on the Festival site, except when the alcohol is purchased from a licensed concessionaire and consumed inside a licensed area. Violations could put the Festival's liquor license in jeopardy. For that reason, any person who is found consuming contraband alcohol, or who is found consuming alcohol anywhere (including the Concessionaire area) that is not a designated licensed area, will be required to leave the Festival site immediately and their Concessionaire fees and/or cost of admission will not be refunded.

Britannia Park is a City of Ottawa facility. Camping and pets are not permitted. Open flames are not permitted, even if a glass chimney is used. This prohibition includes propane, barbeques, candles, and lanterns using combustible fuels such as kerosene and Naphtha, as they are fire hazards.

If your application is accepted, a contract, counter-signed by the Festival, will be returned to you, along with a Concessionaire information package. If your application is not accepted, your cheque will be returned.

By signing this application, you agree to the terms and conditions outlined by the Ottawa Folk Festival.

Applicant's signature: _____ Date: _____

Business Name: _____

Contact Person: _____

Address: _____

Business Name: _____

_____ Postal Code: _____

Phone (Day): _____ (Evening): _____

Cell: _____ Fax: _____

Email: _____ Website: _____

Names of workers that will be assisting you (6 passes are available):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Optional Electrical Service:

You must submit a written list of all electrical equipment and their electrical ratings at the time of your application (please specify whether the equipment is equipped with plug or whether it must be hardwired). This list will be reviewed by the City of Ottawa. **Your list of electrical needs is subject to City of Ottawa approval.**

Equipment	Electrical Rating	Plug or Wire

Business Name: _____

If you require extra electrical service at your concession, please fill out the table below. The Festival cannot guarantee that the City of Ottawa will be able to supply extra electrical service. Prior to the festival, you will be notified as to whether your needs can be met by the City of Ottawa. The City of Ottawa cannot honor on-site last minute requests.

Electrical Service Requested	Cost Per Circuit	GST 5%/RST 8% per Circuit	Total Cost Per Circuit	Number of Circuits Requested
Basic Service (one 15 amp/110 volt circuit, plug)	Included With Concession Fee			
15 amp/110volt circuit (optional)	\$	\$	\$	
30 amp/220 volt Circuit (optional)	\$	\$	\$	
Total due for extra electrical services Fees for extra electrical service are due with receipt of signed contract.				\$

Optional Rentals:

If you wish to rent a tent(s) or fire extinguisher(s) through the Ottawa Folk Festival, please fill out this table.

Optional Rentals: fees are due with receipt of signed contract				
Description of item	Amount per item	Tax Applicable GST 5%/RST 8%	Total cost per item	Number of items
Tent Rental 10x10 Tent	\$172.6	\$8.6 GST + \$13.8 RST	\$195.00	
Tent Damage Deposit	\$100	No Tax on damage deposit	\$100.00	
Rental of Fire Extinguisher	\$29.20	\$1.46 GST + \$2.34 RST	\$33	
Total Cost for optional rentals				\$
Notes: * if larger tent is required the cost will be quoted in final contract				

APPLICATION CHECKLIST

Business Name: _____

Please include the following with your signed application form:

- A cheque for \$328.13, payable to the *Ottawa Folk Festival*. This is half of your Concessionaire fee and is required to reserve a space at the Festival. **Please note** the remainder of the Concession fee is due when the signed contract is received by the Festival. If you are not accepted to the 2008 Festival, your cheque will be returned. The fee includes a space in the Ottawa Folk Festival Food Court large enough for a 10x10 tent and the use of one 15 amp/110 volt circuit electrical circuit. Additional electrical service may be made available to individual Contractors, subject to City of Ottawa approval in advance of the Festival.
- A copy of your menu, including prices. In order to protect exclusivity agreements with various Concessionaires, each Concessionaire must submit their menu to the Ottawa Folk Festival. Your menu must be approved and changes to the menu may only be made by mutual agreement between the Festival and the Concessionaire.
- List of optional rental requirements.
- List of additional electrical requirements, and all electrical appliances to be used on the Festival Site.