



## 2010 Ottawa Folk Festival Food Vendor Guidelines & Application Info

**The deadline for on-line applications is May 15, 2010**

We would like to welcome you to apply to the 2010 Ottawa Folk Festival. Concessionaires play a vital role in the Festival, helping to nourish festival-goers and give 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 guidelines carefully. Apply online at [http://www.ottawafolk.org/vendor\\_application.html](http://www.ottawafolk.org/vendor_application.html) available early March.

The 17<sup>th</sup> Annual Ottawa Folk Festival will take place **August 13 to 15, 2010**. The Festival site will be open to the public from 4:00 p.m. to midnight on Friday, and from 10:30 a.m. to midnight on Saturday and Sunday (hours may change slightly but will be finalized by July 15, 2010).

Concessionaires may rent a 10' x 10' tent from the Festival, bring their own tent, or use their own trailer. Tents and trailers must meet fire regulation standards.

### Important Notes for Concessionaires for the 2010 Ottawa Folk Festival:

#### FEES

- The fee have remained the same as 2009: \$804.00
- **Before July 1<sup>st</sup> 2010** GST applies at 5%: \$804.00+\$40.20 GST = **\$844.20**
- **After July 1<sup>st</sup> 2010** HST applies at 13%: \$804.00 + 104.52 HST = **\$908.52**
- A cheque payable to the *Ottawa Folk Festival* is due upon confirmation of acceptance as a vendor. Payment in full (plus the value of any extra services ordered) is required to reserve a space at the Festival.
- **Please note:** 50% (\$402 plus applicable taxes) of the Concessionaire fee is considered non-refundable in the case of cancellation or termination of an accepted Concessionaire application.
- The fee includes:
  - a space in the Ottawa Folk Festival Food Court large enough for a 10x10 tent or trailer (*a limited amount of larger spaces are available for an additional fee*)
  - the use of one 15 amp/110 volt electrical circuit. (*Additional electrical service may be made available to individual Concessionaires, subject to Festival approval in advance of the Festival.*)
  - a maximum of one vehicle parking pass for the car park area, if required
  - up to six gate passes for workers that will be assisting you.

#### ENVIRO-FRIENDLY PRACTICES

Ottawa Folk Festival, 858 Bank Street, Ottawa, Ontario K1S 3W3  
Phone: 613-230-8234 Fax: 613-230-1113 [siteoperations@ottawafolk.org](mailto:siteoperations@ottawafolk.org)

- This year the Festival will again be plastic water bottle free and NO plastic water bottles are to be sold on the Festival site. Municipal water will be made available to Festival goers.
- In order to continue moving forward with our environmental mandate, the re-usable plates program will again be mandatory for all concessionaires during the 2010 Festival. Should you wish to be a Concessionaire for the 2010 Festival, you **must** use our re-usable plates. Since you may not use disposable plates, we will guarantee that our reusables will be replaced hassle-free for the entire weekend. *(Please call the Site Operations Coordinator if you have any questions.)*

## **MENUS**

- 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.

## **VEHICLE ACCESS**

- We cannot allow ANY vehicles on the Festival site after the gates are open to the public. Therefore, Concessionaires must bring their own carts or trolleys in order to transport supplies from the parking area to their space after the gates are open. Concessionaires may drive on site on Friday until 2:00 PM and until 10:00 AM on Saturday and Sunday and designated security personnel MUST be on hand.

## **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, including Concessionaires, 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 candles and lanterns using combustible fuels such as kerosene and Naphtha, as they are fire hazards.

## **OPTIONAL ELECTRICAL SERVICE**

If accepted to the Ottawa Folk Festival, 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 Festival. **Your list of electrical needs is subject to Festival approval.**

If you require extra electrical service at your concession, it may be available for an additional fee. The Festival cannot guarantee that they 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 Festival. The Festival cannot honor on-site last minute requests. **The Festival must be notified in writing by July 20, 2010, of any extra electrical requirements, beyond the standard one 15 amp service.**

Electrical Service Requested	Cost Per Circuit	GST 5%/PST 8% per Circuit	Total Cost Per Circuit	Number of Circuits Requested
<b>Basic Service</b> (one 15 amp/110 volt circuit, plug)	<b>Included With Concession Fee</b>			
15 amp/110volt circuit (optional)	\$60	\$7.80	\$67.80	
30 amp/220 volt Circuit (optional)	\$155	\$20.15	\$175.15	

Optional Rentals:

Tent(s) or fire extinguisher(s) are available for rent through the Ottawa Folk Festival,

<b>Optional Rentals:</b> fees are due with receipt of signed contract				
Description of item	Amount per item	Tax Applicable GST 5%/PST 8%	Total cost per item	Number of items
Tent Rental 10x10 Tent	\$285	\$37.05	\$322.05	
Tent Damage Deposit	\$100	No Tax on damage deposit	\$100.00	
Rental of Fire Extinguisher	\$29.20	\$3.80	\$33.00	

If your application is accepted, a contract will be returned to you, along with a Concessionaire information package. If you have any questions please do not hesitate to contact us.