



2009 Food Concession Application Form

Company Name: _____

Contact Name: _____

Mailing Address: _____

Phone #: _____ Cell Phone #: _____

Email: _____ Fax: _____

Type of Food for Sale: _____

All non-alcoholic beverages sold on site must be a product of the Festival's Official Beverage Supplier. A separate order form for drinks will be sent with the Concession contract.

The Festival's FOOD CONCESSION CONTACT can be reached by calling 613-238-7711 x 221 or by email abrambles@dragonboat.net

The Festival reserves the right to determine the location of all Food Concessions on site. The Festival reserves the right to accept or reject any application for any reason whatsoever. Food Concessions are responsible for any permits, licensing and insurance they may require, including vendor licence and health permits. Food Concessions must maintain strict compliance with all food-related municipal, provincial and federal health codes and must provide a copy of their vendor licence on demand.

FESTIVAL RULES

PRE-FESTIVAL

The Festival Logistics Manager will contact Food Concessionaires no later than the week of June 2-6, 2009 to review all requirements. If your account is in order your booth location will be confirmed. Food Concessionaires with outstanding accounts will NOT be permitted to load in on Festival Weekend.

LOAD IN

Load in for all exhibitors is Friday, June 19, 2009 from 9:00 a.m. to 3:00 p.m. Vendors/exhibitors and artisans arriving after 3 p.m. will not be allowed on site. No payments will be refunded for late arrivals. Concessions must be onsite and operational by 3:00 p.m. Friday, June 19, 2009 and open to the public during Festival hours. There will be no exceptions to this rule nor refunds given for any reason.

FESTIVAL HOURS

Friday June 19, 2009	5:00 p.m. to 9:00 p.m.
Saturday, June 20, 2009	10:00 a.m. to 7:00 p.m.
Sunday, June 21, 2009	10:00 a.m. to 5:00 p.m.

RESTOCKING

Deliveries and pick-ups are to be made through the delivery gate as specified on the site plan. No vehicles are permitted on site during Festival hours for any reason. Restocking must be done by hand cart.

LOAD OUT

Load out commences at 5:00 p.m. on Sunday June 21, 2009. It is the Festival's policy that anyone found tearing down prior to the designated time will not be permitted to participate the following year. Once you are ready to load your vehicle, please notify Festival Staff, who will determine if you may enter the site. This is to avoid blocking roadways and to ensure that vehicles enter and leave safely in an orderly fashion.

VEHICLES

No vehicles are to be left on the Festival site after load in or before tear down. Deliveries and pick-ups are to be made through the delivery gate as specified on the site plan. Any vehicles found on site during the restricted times will be towed at the owner's expense. The only exceptions are emergency and Festival vehicles. Concession parking is available off-site and a parking pass is required. A parking pass will be provided prior to the Festival along with your site number and map, providing your account is in good standing.

ELECTRICAL

The electrical system on site is modular and powered by diesel generators. Food Concessions that have requested power will find the connection(s) at their space. If you require more power than you have requested, you will be charged onsite for this additional rental. Final determinations of power use will be made by the Festival electrical supplier. Payment for extra requirement is required before connections are made.

ALCOHOL

The Festival site is licensed. The Festival shall be the only vendor of alcoholic beverages. Should you experience any difficulties with intoxicated individuals, please refer the matter immediately to a Festival organizer or security personnel. They will resolve the matter. Do not attempt to police the situation.

PRODUCTS AND PRICING

The Festival reserves the right to limit the quantity of food styles and types and to determine the number of similar Food Concessionaires. There will be no under-cutting of a competitor's pricing. Should a problem of this nature arise, the Festival will set a fair price, at the Festival's sole discretion, to be observed by all parties.

GIVE-AWAYS and SPECIAL PROMOTIONS

Samples of promotional items or give-aways must be provided to the Festival for approval prior to the event.

PERMITS, REGULATIONS AND INSURANCE

It is the responsibility of the Food Concessionaire to ensure that all necessary permits and insurance forms have been properly obtained with proof provided to the Festival. All Food Concessions must follow all federal, provincial and municipal regulations that apply. Deadline for providing the Festival with proof of liability insurance (minimum of \$2,000,000.00) is June 2, 2009. Each Food Concessionaire will be inspected by Health Department and ByLaw Department inspectors on Friday, June 19 and must comply with any directions made by them.

PROPANE

If you plan to bring propane tanks on site, you must inform the Festival, as we must report this to the Ottawa Fire Department.

GENERATORS

Portable generators may not be used on site.

POTABLE and GREY WATER

There is no running water on site. Grey water barrels must be used for waste water and must be ordered from the Festival. Sink units with hot water capability are available and must be order through the Festival.

FLOORING

Flooring is required in all food preparation spaces. If your space requires flooring and it is not supplied by you, it must be ordered from the Festival.

2009 PRICE LIST

(Please use the attached work sheet to determine YOUR pricing)

SPACE RENTAL FEE

Be sure to calculate your space requirements including trailer tongues. Note that ALL equipment must fit within the rented space.

- 10 x 10 space - \$575.00
- 10 x 20 space - \$775.00
- 20 x 20 space - \$975.00

ELECTRICAL OUTLETS

The use of electrical system is optional. Please note that portable generators may NOT be brought on site by Food Concessionaires. When determining the amount of electricity that is required, be sure to check the "electrical name plate" on each piece of equipment.

- One 15 AMP outlet or direct connection - \$95.00
- One 20 AMP outlet or direct connection - \$150.00
- One 30 AMP outlet or direct connection - \$185.00

TENT RENTAL

The rental of tents is optional. If you provide your own tent, it must meet all municipal fire regulations.

- 10 x 10 tent rental - fee \$165.00
- 10 x 20 tent rental - fee \$240.00
- 15 x 15 tent rental - fee \$300.00
- 20 x 20 tent rental - fee \$385.00

EXTRA OPTIONS

- Table (no linen) - \$20.00
- Folding Chairs - \$10.00
- Table w/ linen tablecloth and skirt - \$30.00
- Plywood Flooring - \$1.00 per square foot
- Grey Water Barrel w/ service- \$25.00 each
- Sink and Hot Water Unit - \$750.00 each including electrical connection
(sink unit may be shared with other Food Concessionaires)

All items are rented subject to availability. Please note that any items ordered AFTER May 31, 2009 are subject to a 20% surcharge. Please make cheques payable to the Ottawa Dragon Boat Race Festival. The Festival accepts Visa and MasterCard payments. Applications are first-come first-served. The deadline for payment is April 30, 2009. Space is limited. Contracts are issued by the Festival once the application is approved.

DATED at Ottawa this ____ day of _____, 200__.

I hereby agree to abide by the Festival Rules listed above (pages 1-3 inclusive):

FOOD CONCESSION SIGNATURE

PRINT NAME