



Minto Place 34-407 Laurier Avenue West  
Ottawa, Ontario, Canada K1R 7Y7  
Tel (613) 238-7711 • Fax (613) 565-2662  
[www.dragonboat.net](http://www.dragonboat.net)

### Concession Application Form

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Food for Sale: \_\_\_\_\_

**All soda pop, bottled water, and juice sold on site must be a product of Pepsi.**

**A separate order form for drinks will be sent with the Concession contract.**

**THE FESTIVAL CONCESSIONAIRE/EXHIBITOR CONTACT  
can be reached by calling 613-238-7711 x 224  
or by email: [admin@dragonboat.net](mailto:admin@dragonboat.net)**

The Festival reserves the right to determine the location of all the tents on site. The Festival reserves the right to accept or reject any application. Concessions are responsible for any permits, licensing and insurance they may require, including seller's permits and health permits. Concessions must maintain strict compliance with all food related city and provincial health codes and must provide a copy of their vendor licence.

**2008 PRICE LIST****SPACE RENTAL FEE**

(Choose one or more)

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

**ELECTRICAL OUTLETS** (Optional)

- 15 AMPS - \$95.00  
 20 AMPS - \$150.00  
 30 AMPS - \$175.00

**TENT RENTAL** (Optional)

- 10 x 10 tent rental - fee \$162.00  
 10 x 20 tent rental - fee \$238.00  
 20 x 20 tent rental - fee \$384.00

**EXTRAS** (Optional)

- Table (no linen) - \$20.00  
 Chairs - \$10.00  
 Tablecloth and skirt- \$25.00

**COST CALCULATOR:**

ITEM	QTY	TOTAL PRICE
SPACE FEE:		
TENT RENTAL:		
TABLES:		
CHAIRS:		
TABLECLOTH & SKIRT:		
Electrical Outlet 15 AMP		
Electrical Outlet 20 AMP		
Electrical Outlet 30 AMP		
	<b>SUBTOTAL:</b>	
	<b>GST: (5%):</b>	
	<b>TOTAL:</b>	

Please make cheques payable to the **Ottawa Dragon Boat Race Festival**. We accept Visa and MasterCard. Applications are first-come first-served and the final deadline for payment is **April 25<sup>th</sup>, 2008**.

**Space is limited. You will receive your contract after payment is made.**

## **Festival Rules & Guidelines**

### **FESTIVAL HOURS**

Friday June 20<sup>th</sup>, 2008            5:00 pm to 9:00 pm (To be confirmed)  
Saturday, June 21<sup>st</sup>, 2008        10:00 AM to 9:00 PM  
Sunday, June 22<sup>nd</sup>, 2008        10:00 AM to 6:00 PM

### **LOAD IN**

Load in for all exhibitors is Friday, June 20<sup>th</sup>, 2008 from 9 a.m. to 3 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.**

All concessions must contact the **Logistics Manager\*** during the week of **June 2-6, 2008**. If your account is in order your booth location will be confirmed. Exhibitors/vendors/artisans with outstanding accounts will NOT be permitted to load in on Festival Weekend.

\*Logistics Manager contact information will be provided prior to this date.

Concessions must be onsite and operational by 3 p.m Friday June 20<sup>th</sup>, 2008. and open to the public during Festival hours. **There will be no exceptions to this rule nor refunds made for any reason.**

### **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 p.m. on Sunday June 22<sup>nd</sup>, 2008. It is the Festival's policy that anyone found tearing down prior to the designated time will not be permitted to exhibit next year.

Once you are ready to load your vehicle, please contact the **Logistics Manager**, who will assign you a time to bring in your vehicle. 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**

Concessions who 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. Please contact the **Logistics Manager** immediately for any adjustments. Payment will be required at that time.

**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. 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 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 duty of the concession to ensure that all necessary permits and insurance forms have been properly and completely obtained with proof provided to the Festival. All concessions must follow all federal and municipal regulations that apply. Deadline for providing the Festival with proof of liability insurance with a minimum coverage of \$2,000,000.00 (2 million) is May 25<sup>th</sup>, 2008.

**PAYMENT**

All payments must be made in full by April 25<sup>th</sup>, 2008.

**PROPANE**

Please let us know if you plan to bring propane tanks on site, as we must report this to the Ottawa Fire Department.

**GENERATORS**

May not be used by concessions.

**POTABLE and GREY WATER**

There is no running water on site. Grey water bins are available and must be ordered separately from Outaouais Sanitaire at 819-663-0691

**FLOORING**

Flooring for your concession space, if required, must be ordered separately from Activec/Stage Plus at 819-771-8500.

**DATED at Ottawa this \_\_\_\_\_ day of \_\_\_\_\_, 2008.**

I hereby agree to abide by the Festival Rules and Regulations (pages 1-4 inclusive):

Per: \_\_\_\_\_  
**CONCESSIONAIRE SIGNATURE**

\_\_\_\_\_  
**PLEASE PRINT NAME**