

2012 Vendor Application Form

Company Name:			
Contact Name:			
Mailing Address:			
Phone #:		Cell Phone #:	
Email:		Fax #:	

The Festival's Vendor/Exhibitor/Artisan contact can be reached by calling 613-241-2633 or by email operations@ottawajazzfestival.com

The Festival reserves the right to determine the location of all Vendors/Exhibitors/Artisans on site. The Festival reserves the right to accept or reject any application for any reason whatsoever.

Vendors/Exhibitors/Artisans are responsible for any permits, licensing and insurance they may require, including vendor license and health permits. Vendors/Exhibitors/Artisans must maintain strict compliance with all municipal, provincial and federal health codes and must provide a copy of their vendor license on demand.

FESTIVAL RULES

DEFINITIONS

A Vendor sells products or services and may provide promotional samples of products on site. An Exhibitor does not sell on site, but may provide promotional samples of products. An Artisan sells hand-made products and will not re-sell pre-bought items at the festival.

PRE-FESTIVAL

The Festival Operations Manager will contact all Vendors/Exhibitors/Artisans no later than the week of May 13th 2012 to review all requirements. Accounts must be in order. At that time your booth location will be confirmed. Vendors/Exhibitors/Artisans with outstanding accounts may be rejected and deposit forfeited

LOAD IN

Load in for all Vendors/Exhibitors/Artisans can start Tuesday, June 19, 2012 at 12 p.m. and must be completed by Wednesday, June 20, 2012 at 12 p.m. Those with trailers must arrive no later than Wednesday, June 20, 2012.

All food vendors must be set up and ready for health inspection by 12 p.m. on Wednesday, June 21. No payments will be refunded for late arrivals.

All Vendors/Exhibitors/Artisans must be on-site and operational by 3:00 p.m. Thursday, June 21, 2012 by 3:00 pm and open to the public during Festival hours. There will be no exceptions to this rule and no refunds given for any reason.

FESTIVAL HOURS 2010

<i>Vendor Hours</i>			
June 21	5pm 9pm	June 27	5pm 9pm
June 22	5pm 9pm	June 28	5pm 9pm
June 23	12pm 9pm	June 29	5pm 9pm
June 24	12pm 9pm	June 30	12pm 9pm
June 25	5pm 9pm	July 1	11am 7pm *Canada Day
June 26	5pm 9pm		

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. Contact Festival Operations Manager for restocking times as they may change from day to day.

LOAD OUT

Load out commences at 7:00 a.m. on July 2, 2012. 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 ticketed and/or towed at the owner's expense. The only exceptions are emergency and Festival vehicles.

ELECTRICAL

Vendors/Exhibitors/Artisans 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 for this additional rental. Final determinations of power use will be made by the Festival electrical supplier. Payment for extra requirement (if possible) 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 number of Vendors/Exhibitors/Artisans and to determine the number of similar applicants. 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-away items or draws must be provided to the Festival for approval prior to the event. No exceptions.

PERMITS, REGULATIONS AND INSURANCE

It is the responsibility of the Vendors/Exhibitors/Artisans to ensure that all necessary permits and insurance forms have been properly obtained with proof provided to the Festival. All Vendors/Exhibitors/Artisans 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 1, 2012. Each Vendor/Exhibitor/Artisan may be inspected by By-Law Department inspectors on 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. The vendor will be responsible and provide proof of fire inspection.

GENERATORS & FLOORING

Portable generators **may not** be used on the Festival site. If your space requires flooring and it is not supplied by you, it must be ordered from the Festival. Only Festival approved flooring is allowed. Please note **ALL FOOD VENDORS** require flooring in food prep area.

POTABLE and GREY WATER (Food vendors)

There is running water on site. Grey water barrels must be used for waste water. One barrel is supplied by the Festival. Additional barrels w/service must be ordered from the Festival at additional cost. Sink units with hot water capability are available and must be ordered through the Festival unless pre-approved by the festival.

HAND WASHING STATIONS (Food vendors)

All food vendors must provide hand washing stations within their food prep area. Should vendors require a wash station, one can be provided at an additional cost.

2012 PRICE LIST

(Please use the information below 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.

Food Vendors

10 x 10 space - \$2,300.00

15 x 15 space - \$3,200.00

20 x 20 space - \$4,000.00

Artisans/Exhibitors

10 x 10 space - \$1,200.00

ELECTRICAL OUTLETS

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

2 -15 AMP outlets provided

Additional 20 AMP outlet \$150.00 *

Additional 30 AMP outlet \$185.00 *

*if possible

TENT RENTAL

All vendors must be covered from the elements. Unless your tent is pre-approved by the Festival all tents must be rented from the Festival

10X10 tent rental - fee \$550.00

15X15 tent rental - fee \$640.00

20X20 tent rental - fee \$700.00

EXTRA OPTIONS

Table (no linen) - \$20.00
Folding Chairs - \$10.00
Plywood Flooring - \$1.00 per square foot
Grey Water Barrel w/ service- \$225 each
Sink and Hot Water Unit - \$300 each including electrical connection
(Sink unit may be shared with adjoining Food Vendor)

CODE OF CONDUCT

All vendors will abide by the Festival’s Code of Contact which will be included in your acceptance package. Failure to comply may result in expulsion from the Festival and no refund given

Please add 13% HST to total amount (50% due with application)

All items are rented subject to availability. Please note that any items ordered AFTER May 31, 2012 are subject to a 20% surcharge. Please make certified cheques payable to the **Ottawa Jazz Festival**. The Festival accepts Visa and MasterCard payments. Applications are first-come first-served. The deadline for payment is April 30, 2012. Space is limited. Contracts are issued by the Festival once the application is approved.

DATED at Ottawa this _____ day of _____, 2012.

I hereby agree to abide by the Festival Rules listed above
