



Friday, June 20th – Sunday, June 29th
Marion Dewar Plaza

CONTACT INFORMATION		
Name of Vendor:		
Legal Name (If different from above):		
Contact Name:	Phone:	
Mailing Address:	Cell:	
City/Town:	Postal Code:	Email:

Website:

FOOD OFFERINGS - Please include a picture or two of your setup with your submission so that we may take aesthetics into account when we arrange the vendor placements.	
ITEM 1	
ITEM 2	
ITEM 3	
ITEM 4	

VOLUNTEER DISCOUNT *(check boxes):*

I am open to providing a discount to Ottawa Jazz Festival Volunteers as part of our operation.

YES	NO

SPONSORSHIP *(check boxes):*

I am open to hearing more about sponsorship and advertising opportunities.

YES	NO

VENDOR SPACE SPECIFICATIONS *(check boxes):*

MARION DEWAR PLAZA	
10 x 10 space \$2,300	
15 x 15 space \$2,600	
20 x 20 space \$2,800	

POWER		TENT RENTAL	
2 x 15 AMP \$200		10 x 10 Tent \$600	
20 AMP \$275		15 x 15 Tent \$700	
30 AMP \$300		20 x 20 Tent \$850	
50 AMP \$325			

EXTRA OPTIONS			
Plywood Floor \$20.00 / sq. Ft	•	Grey Water Bin \$300.00	

Please add \$100 security deposit to the total

Total with 13% HST:	
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TERMS OF CONTRACT

1. Location of allotted space will be assigned at the sole discretion of the Ottawa Jazz Festival before setup.
2. Power is available. Some conditions may apply.
3. All vendors are expected to be self-contained.
4. Should a vendor require additional equipment or services they are responsible for all costs associated with such equipment or services and will require Ottawa Jazz Festival approval regarding delivery, location and servicing.
5. All vendors must be set up no later than 12pm on Friday, June 20 for health inspection. No Payments will be refunded for late arrivals
6. All vendors must provide hand washing stations within their food prep area. Should vendors require a hand wash station, one can be provided at an additional cost.
7. 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. No restocking is to be done after 4pm on any day of the festival, please be prepared.
8. When a vendor space is vacated, it must be clear of paper, packing materials or other refuse. Do not discard cartons or packing materials anywhere in the festival area.
9. All vendors are to provide their own display boards and signage. Do not tape, tack, or otherwise affix any materials or signs to trees, lamp posts or other surfaces on public property.
10. Storage of materials during the Ottawa Jazz Festival must be confined within the assigned area.
11. We do not offer discounts to vendors on: tickets, Festival beverages, food or merchandise.
12. All vendors are to carry their own insurance coverage to protect from damage, loss, or theft while participating in the Ottawa Jazz Festival. The Ottawa Jazz Festival provides site security only. The Ottawa Jazz Festival, its partners and volunteers, are not responsible for lost, damaged, or stolen equipment and/or merchandise.
13. All vendors are responsible for adhering to their power requirements and for keeping their concession and surrounding area tidy and free of litter. A security deposit of \$100 will be reimbursed upon honoring this agreement and inspection of their concession and surrounding area at the end of the festival.
14. In the event of shows being canceled due to inclement weather or otherwise, fees paid by vendors are non-refundable
15. Alcoholic beverages are not permitted to be consumed or sold by your operation at any time.
16. Food vendors may sell non-alcoholic beverages from their booths at the festival. If we have a beverage, product or service sponsor, for example Ottawa Jazz Festival pop/water supplier, you will

be required to sell that brand exclusively.

17. All vendors are responsible for keeping the area clean during and throughout the duration of the festival > including take down.

18. The Festival is NOT responsible for acts of God, profitability of concessions or sales. Closure or removal by the City of Ottawa Police, Bylaw Enforcement, Ottawa Public Health and liability claims the vendor may incur.

IMPORTANT DATES

Friday, May 17th: Application Deadline

Friday, May 24th: Notification of acceptance

Friday, May 31st: Deadline for full vendor payment

CHECKLIST

It is the vendor's responsibility to collect the necessary information required and submit a complete form with payment. Incomplete applications will not be processed.

- Complete Vendor Application
- Vendor Fee paid by certified cheque, cash or credit card (Post-dated cheques will not be accepted)
- Please check here to confirm that you have read and agree to the terms and rules outlined on the guidelines below. Failure to comply may result in immediate removal from the festival.
- Liability Insurance (minimum of \$2,000,000.00) listing the Ottawa Jazz Festival as additional insured.
- City of Ottawa Application for "Food Service at a Special Event" form completed in full and sent to Ottawa Public Health a minimum of 21 days prior to the event.
https://secureforms.ottawapublichealth.ca/Inspections/Special-Event-and-Farmers-Market-Vendor-Form?_gl=1*4umzf0*_ga*MTQ5NTA0MTguMTcxNzA3NTkyOQ..*_ga_5N8XZ62PNT*MTc0MDY3MTg1Ni40LjAuMTc0MDY3MTg1Ni4wLjAuMA..

Please submit your application to:

Chris Elms chris@ottawajazzfestival.com

613-277-5003

Ottawa Jazz Festival Inc.

602-294 Albert Street, Ottawa, Ontario, K1P 6E6

- **I agree to all of the terms listed above**

Date: _____ **Signature:** _____