



**Odawa Festival of Aboriginal Culture
May 27, 28 and 29, 2011
Ottawa Municipal Campground
411 Corkstown Road off Moodie Drive North**

Thank you for your interest in becoming an **Exhibitor** at the Odawa Festival of Aboriginal Culture. We are striving to make the festival the premier Aboriginal event in Ottawa. Your participation and cooperation are essential to our collective success. We are looking for a wide assortment of food and product providers. We usually have 20,000 visitors over the three day festival.

The cost for a product vendor booth is \$350. Please include a certified cheque or money order with your application. Application for a booth space does not constitute acceptance as a vendor.

Important Notice

*Due to an agreement between the ONFC and the Campground, any item on the following list, is a prohibited sale item. **Soft drinks, bottled water, confectionary goods, ice cream products, milk and cigarettes.***

Exhibitor Expectations and Guidelines

The final assignment of booth spaces will be at the discretion of the Odawa Festival of Aboriginal Culture committee, which may have the right to request exhibitors to move from assigned areas when necessary for any reason.

Exhibitor booth displays shall be confined to a space 10 ft wide by 10 ft deep, unless extra space was purchased. We do not supply tables or chairs for vendors.

Absolutely no alcohol or drugs are allowed in the festival area, nor is any person who is under the influence of either.

Two workers are allowed per booth. Additional workers will need to pay the regular admission fee.

It is agreed that each exhibitor will haul away all empty cartons, boxes and other rubbish from their area at the end of each day and make sure that their area is left in good clean condition at all times during and at the end of the festival.

No Electricity is provided. If you plan to bring a generator, you must indicate that you will do so on your application. Generators may be used between the hours of 7 am and 11 pm daily.

Access to potable water is not available.

Exhibitors are responsible for staffing; product set-up and product tear down for their own booths/tables.

Each successful exhibitor is responsible for providing all equipment required for its venue.

We will provide trash containers for the public to deposit their garbage.

Exhibitors are responsible for the security of their own goods.

The event takes place rain or shine.

Set-up Information

Set-up time is Friday, May 27 from 2-4 pm and Saturday from 7-9 pm. Vehicles will not be allowed on the grounds at any other times.

Exhibitors will be required to bring their own staff and volunteers to load-in and set up your booth.

Take-down Information

Take down may begin at 5 pm on Sunday. Exhibitors are asked to stay until the close of the event to ensure the safety of all in attendance. Exhibitors leaving early will not be approved for attendance at future festivals. Your vehicles will be directed by our staff in order to facilitate leaving in a convenient and orderly fashion.

Please keep these guidelines for your information and only send ONFC the application form. Thank you!

**Odawa Festival of Aboriginal Culture
Exhibitor Application Form**

Company/Organization Name: _____

Contact Person: _____

Mailing Address: _____

Email Address: _____

Phone: _____ Fax: _____

Are you an Aboriginal organization or do you provide services to Aboriginal people?

Yes No

Describe exhibition unit (type of structure, size of structure, etc.)

Do you have a generator? Yes _____ No _____

Have you been an exhibitor at the OFAC before? Yes _____ No _____

I have read and fully understand and agree to adhere to all items stipulated in the exhibitor booth application and guidelines. I understand that all fees need to be paid in full by May 20, 2011. Mail to Odawa Native Friendship Centre, Att: Exhibitor, 12 Stirling Ave, Ottawa, ON K1Y 1P8

Print Name _____

Signature: _____ Date _____

Note: If the description of your exhibition space provided is not reflective of what is displayed, we reserve the right to terminate the contract or require the removal of non-approved items. Should the need arise to terminate the contract, exhibitor fees will be forfeited.

On behalf of the OFAC Committee _____	Date _____
Accepted Yes _____ No _____	Lot # _____
Number of Spaces requested _____	Total Cost _____
Amount Received _____	