



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 a **Food Vendor** 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 food vendor booth is \$400, plus a \$50 refundable deposit. Include two certified cheques or money orders with your application, one for \$400 and another for \$50. The \$50 deposit will be refunded to you on site at closing. 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.***

Food Vender 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 vendors to move from assigned areas when necessary for any reason.

Food Vendors will have a space, 20X20 and which includes room for tables and chairs.

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

Three (3) workers are allowed per booth. Any additional workers **MUST** pay regular admission to the grounds.

Food vendors are responsible for keeping the area clean at all times, including picnic tables and the surrounding area.

Vendors are responsible for standard food handling procedures and for providing their own fire extinguisher.

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.

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

Each successful vendor will be responsible for providing all equipment required for its venue.

Vendors must ensure propane tanks conform to Safety Regulations.

Vendors will be expected to protect the turf underneath their unit from damage due to cooking activities.

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

Each vendor will be required to provide at least two containers for the deposit of food preparation garbage. Vendors will be expected to bring their garbage to the appropriate bins for disposal at the end of the day. All means to recycle product are required, i.e. cans separated, cardboard in appropriate bin, etc. Vendors with excessive garbage may be charged an additional fee. All cooking oil must be vegetable based and recycled at the end of the event.

It is agreed that each vendor 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 the end of the festival.

Vendors are responsible for the security of their own goods.

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 festival grounds at any other times.

Vendors 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. Vendors are asked to stay until the close of the event to ensure the safety of all in attendance. Vendors 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
Food Vendor Application Form**

Company/Organization Name: _____

Contact Person: _____

Mailing Address: _____

Email Address: _____

Phone: _____ Fax: _____

Aboriginal ancestry, if any: _____

Describe products/food services unit (type of structure, size of structure, facilities included in structure). Enclose photo if available:

Please list items that you propose to have for sale. You may attach additional pages if needed.

Do you have a generator? Yes _____ No _____

Have you been a vendor at the OFAC before? Yes _____ No _____

I have read and fully understand and agree to adhere to all items stipulated in the vendor 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: Food Vendor, 12 Stirling Ave, Ottawa, ON K1Y 1P8

Print Name _____

Signature: _____ Date _____

Note: If items listed in your application are not consistent with the items being sold, we reserve the right to terminate the contract or require the removal of non-approved items. Should the need arise to terminate the contract, vendor fees will be forfeited.

On behalf of the OFAC Committee _____ Date _____

Accepted Yes _____ No _____ Lot # _____

Cheque 1 – Amount _____ Cheque 2 – Deposit _____

Deposit Returned _____

Vendor Signature