



**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 **Product 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 product vendor booth is \$300, plus a \$50 refundable deposit. Include two certified cheques or money orders with your application, one for \$300 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.***

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**Product 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.

Product Vendor 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 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 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 7am and 11pm 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.

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

Vendors 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.

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  
Product Vendor Application Form**

**Company/Organization Name:** \_\_\_\_\_

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

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Aboriginal ancestry, if any: \_\_\_\_\_

Describe product display unit (type of structure, size of structure, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list items that you propose to have for sale. Attach additional pages if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a generator? Yes \_\_\_\_\_ No \_\_\_\_\_

I will demonstrate my craft during open hours: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

Number of spaces needed \_\_\_\_\_ Preferred Location \_\_\_\_\_

Total amount due \_\_\_\_\_

**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 must be paid in full by certified cheque or money order by May 20, 2011. Mail to Odawa Native Friendship Centre, Att: Product 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, the vendor fee will be forfeited.

**On behalf of the OFAC Committee**

**Date** \_\_\_\_\_

**Accepted** Yes \_\_\_\_\_

No \_\_\_\_\_

**Lot #** \_\_\_\_\_

**Cheque 1 – Amount** \_\_\_\_\_

**Cheque 2 – Deposit** \_\_\_\_\_

**Deposit Returned** \_\_\_\_\_

**Vendor Signature**