



ARTISAN/EXHIBITOR VENDOR INFORMATION & AGREEMENT 2018

The Summer Solstice Indigenous Festival (SSIF) & Competition Pow Wow is one of the few Indigenous events that truly showcases the cultural diversity of the urban Indigenous community, including First Nations, Métis and Inuit Peoples. We are pleased to host this event once again, for up to 40,000 visitors at Vincent Massey Park, Ottawa. In this document and any corresponding documents the Summer Solstice Indigenous Festival & Competition Pow Wow will be referred to as SSIF or the Festival.

SSIF will be in the usual spacious green location at Vincent Massey Park in Ottawa. SSIF organizers are committed to providing guests with the opportunity to purchase high quality Indigenous food and crafts. Preference for all booths will be given to Canadian & U.S. First Nations, Métis, and Inuit applicants. Booth location spots will be filled on a “first come, first serve” basis. Community Exhibitors who are non-profit Indigenous groups and Corporate Exhibitors who are marketing appropriate services are welcome. Please note that SSIF may choose to decline an application, in which case the Vendor/Exhibitors’ deposit, if received, will be returned. SSIF encourages Artisan Vendors and Exhibitors to provide signage and materials in both official languages, English and French. Indigenous language signage is a great way to engage your audience.

PARKING

There is no parking onsite on June 21st for Education Day. Alternative parking information will be provided. “Pay & Display” parking is available on site for our Vendors, Exhibitors & guests. The NCC parking lot, which is the one that we access for the loading/unloading, is \$7.25 per day. There is additional parking available on **Saturday and Sunday only** in the adjacent lot. This is also “Pay & Display” for only \$3 per day. **SSIF is not responsible for any parking tickets that Vendors, Exhibitors or guests are issued.** All lots charge for parking. There is no free parking, so please ensure you “Pay & Display” your ticket accordingly. Also, ensure your vehicle is secured. SSIF is not responsible for theft or damage.

PRODUCT GUIDELINES AND RESTRICTIONS

- SSIF accepts only First Nations (status and non-status), Metis and Inuit artisan vendors.
- Vendors must ensure that their products and/or goods reflect the diversity of Canada’s Indigenous community. They must be **AUTHENTIC** in nature. The sale of factory produced items, “knock offs” or sacred items is **NOT** permitted. Vendors may not sell any item with the SSIF logo or wording, or any sponsor, artist or supplier logos or names. Vendors may not sell any drug paraphernalia, tobacco products, weapons, or studded jewellery.
- The sale of food and beverages is strictly prohibited by artisan vendors and exhibitors.
- SSIF encourages vendors to offer sustainable products to help protect Mother Earth.

**PLEASE NOTE THAT SSIF IS HELD RAIN OR SHINE
ALL ARTISAN/VENDOR FEES ARE NON-REFUNDABLE**



HOURS OF OPERATION & LOAD IN/OUT

DATE	LOAD IN	EVENTS	EVENING LOAD IN/OUT
Wednesday, June 20	4pm to 8pm	Load in for vendors participating in Education Day	
Thursday, June 21	7am to 8am 3pm to 6pm	9:00am to 3:00pm: Education Day, 4000+ students and teachers. 6:00pm to 9:00pm: Community event (Indian Horse and Celebration Stage)	
Friday, June 22	8am to 10am 2pm to 6pm	Long table lunch: 12:00pm to 2:00pm, Long table dinner: 6:00pm to 8:00pm Community event (no Pow Wow): 6:00pm to 10:00pm	After 10pm
Saturday, June 23	7am to 9:30am	10:00am to 10:00pm: Pow Wow & full Festival programming, including APTN Indigenous Day Live	After 10pm
Sunday, June 24	7am to 9:30am	10:00am to 6:00pm: Pow Wow & full Festival programming	6pm or once site is cleared

ALL VEHICLES MUST BE OFF THE FESTIVAL GROUNDS DURING EVENT HOURS. NO EXCEPTIONS. WE ARE REGULATED TO ONLY 6 CARS ON SITE AT ANY TIME DURING LOAD IN, SO A MAXIMUM OF 10 MINUTES IS GIVEN TO LOAD/UNLOAD AND REMOVE YOUR VEHICLE.

BOOTH SPACE & INFO

Specs	Artisan (Single)	Artisan (Double)	Community Exhibitor	College/University	Corporate Exhibitor
Sizes	10 x 10ft (3 x 3m)	10 x 20ft (3 x 6m)	10 x 10ft (3 x 3m)	10 x 10ft (3 x 3m)	10 x 10ft (3 x 3m)
Power	None				
Parking	Daily fee - paid on site				
Booth setup	Bring your own tent, tables, chairs, etc.	Bring your own tent, tables, chairs, etc.	Bring your own tent, tables, chairs, etc.	Bring your own tent, tables, chairs, etc.	SSIF provides 10x10 tent, 2 tables & 2 chairs

OTHER INFORMATION

BOOTH SELECTION

Booth location will be selected by vendors on a first come, first serve basis, depending on the date your completed application and payment are received by SSIF.

IMPORTANT: For the 2018 year, we are only accepting registration payment in advance. This is to make things easier when on site at Vincent Massey Park. Payments will no longer be accepted on site. **NO EXCEPTIONS.** After June 1st, a schematic of the site will be provided to approved vendors, so they can identify their preferred locations. We will do our best to accommodate your preferred location based on the date your completed application is submitted and all fees paid in full.

VENDOR RULES AND REGULATIONS

All vendors are responsible for knowing and following all the Festival rules and regulations listed below:

- Vendors attending Education Day must be open, staffed and ready for business when the gates open at Vincent Massey Park on Thursday June 21 at 9am
- Unruly behaviour, making demands and any verbal or physical abuse will not be tolerated. Those violating these Vendor Rules and Regulations will be escorted off site by SSIF Security/RCMP.
- No sale of raffle tickets for any items for fundraising activities without prior approval.
- Vendors may place their own signage inside their respective areas. Depending on the Vendor/Exhibitor's "language of service" abilities, SSIF encourages the clear use of English, or English and French. Additional signage in your Indigenous language is a great benefit to our visitors.
- Vendors will only be allowed to sell approved items.
- No **REFUNDS**. The Summer Solstice Indigenous Festival is not responsible for personal loss or injury, or for any monetary loss that you may incur because of your participation in this event. Booth space is for a single operation only. No sub-leasing or sharing of space is allowed.
- Please keep the space around your booth clean and free of debris. All your compost, garbage and recycling must be moved to the designated bins throughout the day and at the end of each day. This includes empty cartons and boxes.
- Please keep clothing racks etc. within the confines of your booth space.
- Organizers will **not** supply tents, tables or chairs for artisan vendors. **Please bring your own.**
- Vendors are responsible for ensuring that their goods are secured. While there are security personnel on site 24 hours a day, they are not responsible for individual booths and articles. There is no fencing around the festival grounds and each vendor should ensure the security of their own items.
- **NO** bullhorns or megaphones, flashing lights or strobes, speakers or other amplified sound are allowed.
- **NO** hawkers. A vendor cannot solicit or harass the crowd for sales.
- **NO** vehicles of any kind are allowed on site by any vendor during the festival operating hours.
- **ABSOLUTELY NO PETS** are allowed on the grounds and/or including booth spaces except for guide dogs and service animals. Please leave pets at home; we will not tolerate animals left in vehicles.
- Absolutely **NO** overnight camping on the festival grounds or parking lot. Host hotels and campground information will be provided.
- Final booth setup and display are subject to approval by the Logistics Coordinator onsite.
- Vendors must abide by the vendor rules and regulations and follow direction from Festival organizers.
- Vendors are asked to sign a waiver allowing Festival organizers the right to take pictures and/or videos and to use their pictures and/or videos for future promotional opportunities for the festival. If you have not given permission, it is your responsibility to let the photographer know.
- **ALL ITEMS** must be removed from the site at the vendor's expense. SSIF reserves the right to charge additional post-Festival fees as needed or to deny a vendor access to SSIF for one or more years.

ALCOHOL & ILLEGAL DRUGS:

At **NO** time are alcohol or illegal drugs to be consumed on site or brought onto the grounds. If it is found that a vendor is in violation of this clause the booth will be shut down immediately. Smoking is permitted in designated areas only. **ABSOLUTELY NO SMOKING INSIDE YOUR BOOTH.**

Please report if you spot any suspicious activity to one of our SSIF staff workers.

ARTISAN/EXHIBITOR VENDOR AGREEMENT

If the vendor (organization) has not fulfilled their obligations to SSIF at Vincent Massey Park and has not operated their booth in a prudent manner as determined solely by the Festival staff, removal of the vendor or objectionable work (E.g. unauthorized sacred item for sale) will be requested.

SSIF will not be responsible for the loss or damage of merchandise or equipment in the booth area, nor do

we assume any responsibility for any liability incurred by any booth operator. The festival will not be held liable for any damages arising from any event or circumstance which may postpone, delay or cancel the Festival.

SSIF and/or the National Indigenous Peoples Day (NIPD) Committee is not responsible for any parking tickets that vendors, exhibitors or guests are issued, or any losses at the event. Please ensure your vehicle is properly locked/secured, SSIF and/or the NIPD Committee is not responsible for theft or damage.

Vendor rules and regulations are subject to change at any time and will be provided in writing. No substantial changes are anticipated. By submitting the application and signing the **Artisan/Exhibitor Vendor Agreement**, the vendor agrees to all of the above and will follow the rules and regulations included in this document.

***** All above clauses are subject to change up until and including the day the vendor contract is signed by both parties *****

_____	_____	_____
Name of Vendor (Printed)	Signature	Date

_____	_____	_____
Name of SSIF Staff (Printed)	Signature	Date

To be signed by Festival organizers upon approval.

Please keep a copy of this page for your records.

Please send this Agreement Form, the Registration Form, any supporting documents, and payment to:

By Mail: Sean Dekraker
SSIF Registration Coordinator
Festival House, 450 Churchill Ave N Ottawa, ON K1Z 5E2

By Email: registrations@ottawasummersolstice.ca

In person (BY APPOINTMENT ONLY): Please email or call to set-up appointment at above address.

If you have any questions, please call: 613-838-5558 Ext. 105