



FOOD VENDOR INFORMATION & AGREEMENT 2019

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 once again be hosting this event for up to 40,000 visitors at Vincent Massey Park (VMP). For the purposes of this document and any corresponding documents the Summer Solstice Indigenous Festival & Competition Pow Wow will be referred to as SSIF or Festival.

The National Indigenous Peoples' Day (NIPD) Committee and SSIF Organizers are committed to providing guests the opportunity to enjoy delicious and unique Indigenous foods. Preference will be given to Canadian and US First Nations, Métis and Inuit Food Vendors. We offer a reduced booth price to Vendors qualifying as Indigenous (booth owner of Indigenous ancestry offering a minimum of 3 menu items demonstrating Indigenous cuisine). Vendors who sell packaged foods that do not need to follow Ottawa Public Health (OPH) requirements will register using the Artisan Vendor form/process.

PARKING:

“Pay and 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. “Additional Parking Info” will be sent once it has been confirmed.

An area in the parking lot is designated for **Food Vendor parking**. Each Food Vendor will have the use of **one** “Reserved” parking spot in the NCC parking lot. It is a “reserved spot” for your use, **you still cover the parking fee**. You will be required to give the licence plate # of the vehicle you want in this reserved spot and will receive your pass when you arrive to unload and set up on Thursday. All other vehicles who travel with you will park where space is available, this is not the responsibility of SSIF and parking fees must be paid. **SSIF and/or the NIPD Committee is not responsible for any parking tickets that Vendors, Exhibitors and guests are issued.**

DRUG AND ALCOHOL POLICY:

No alcohol or illegal drugs on SSIF site or to be consumed/used at any time. If it is found that a Vendor is in violation of this clause the booth will be shut down immediately. Please respect that this is a “family event”, we want to ensure that our guests and visitors enjoy their experience. There will be designated smoking areas (they will be indicated on the map), we would appreciate your cooperation in using those areas to smoke, extinguishing safely and using the containers for disposal.

ABSOLUTELY NO SMOKING INSIDE YOUR BOOTH!

Please dispose of cigarette butts properly in designated areas!

***Please report if you spot any suspicious activity to one of our SSIF Staff workers**

**PLEASE NOTE THAT THE SUMMER SOLSTICE INDIGENOUS FESTIVAL
IS HELD RAIN OR SHINE.
ALL VENDOR FEES ARE NON-REFUNDABLE**

HOURS OF OPERATION & LOAD IN/OUT:

DATE	LOAD IN	EVENT	EVENING/LOAD IN/OUT
Wednesday	12 (noon) to 8pm	Load-in-Site set-up	
Thursday	7am to 8:30am	Education Day (Schools) 9am to 2pm OPH Inspection 8am	4pm to 10pm
Friday	7am to 9am	Education Day/Cultural Immersion & Evening Culinary & Stage 9am-10pm (Public – RSVP)	After 10pm
Saturday	7am to 9am	Pow Wow & Vending/Exhibiting 10am-10pm	After 10pm
Sunday	7am to 9am	Pow Wow & Vending/Exhibiting 10am-6pm	6pm or once site is cleared

ALL VEHICLES MUST BE OFF THE FESTIVAL GROUNDS DURING THE EVENT HOURS NOTED ABOVE – NO EXCEPTIONS. If you need to bring additional supplies in during the event, you may ask for Festival Staff for assistance.

FOOD VENDOR BOOTH LOCATION:

Booth location will be determined by logistics team. Priority of selection will be given based on your date of your completed application and payments.

****Please note:** that the area/space behind the Food Vendors is a **SHARED** space which includes the kitchens and power source. Please be courteous to your fellow Food Vendors and if you require more space or power than allocated please book prior to your arrival.

LOAD IN/OUT:

The final site plan of the Festival will be determined in the course of production/planning. There will be a centralized area for Food Vendors located near the Pow Wow tent. Once a site plan is finalized, and approved you will receive a copy along with more detailed information for load in and out.

Vendors must be open, staffed and ready for business when the gates open at 10am Friday at VMP.

NOTE: If you want to remain open in the evenings past 8 PM you will need lighting which Vendors are responsible for.

- Be prepared to bring extra man power and equipment such as rolling carts to load/unload. Festival staff/volunteers will assist where we can. Food Vendors will have 30 minutes for load in to drop off items each time you enter and only have this access during listed load in times.
- **ALL ITEMS/EQUIPMENT must be removed from the site by the Vendor.** SSIF reserves the right to charge additional post-festival fees as needed or to deny a Vendor participation to the Festival for one or more years if the Vendor fails to comply with this requirement. An invoice will be sent, payment to be received within 30 days.
- The Festival is held in a public park and is an environmentally sensitive area; therefore, use of the grounds is strictly monitored. No Vendors will be permitted to drive on the grass within the festival grounds during Festival hours. Failure to comply with this regulation will result in fines and the potential for future denial of the Vendor's application to participate in the Festival. Keep your booth space clean and damage free of oil/food spills, burned/scored grass from equipment, etc., use preventative measures.
- All Food Vendor fees are non-refundable after noted dates.
- Please note that the SSIF is held rain or shine.

OTHER REQUIREMENTS:

- All Food Vendors are required to have a minimum of 6 items/dishes on their menu available for SSIF visitors. If you have applied as an Indigenous Food Vendor - 3 items on your menu should reflect the diversity of food from Canada's Indigenous communities.
- All food vendors **MUST** comply with the City of Ottawa requirements for food vendors at Special Events for an un-serviced site. This form can be filled out online and sent electronically to city of Ottawa. This form is used for the food safety inspection. We offer Additional Services (at cost) to assist Vendors in meeting the most challenging requirement of flooring within their booth space, provided inside the 10 x 10 ft (3 x 3 m) tent.
- All Food Vendors **MUST** comply with NCC requirements for Vincent Massey Park. Flooring structures must be between 100mm - 150mm or 4inches - 6inches above the grass. The flooring **MUST** be well ventilated with proper airflow. Ensure the edge of the flooring is not blocked so the grass can breathe.
Food vendor mobile vehicles require a city of Ottawa business license permit to operate.
[http://ottawa.ca/en/business/permits-business-licences-and-applications/business-licensing#food-premises-](http://ottawa.ca/en/business/permits-business-licences-and-applications/business-licensing#food-premises)
You can follow the link and find it under Mobile refreshment cart or mobile canteen vehicle tab.
- The City of Ottawa recommends all food handlers obtain their Food Handler Certification through Ottawa Public Health if you do not already have one. Please clarify if you have a Food Handler Certificate.
- Your mobile vehicle must also be TSSA certified
- Ottawa Public Health has final say as to whether your food booth opens. SSIF staff has **NO** control over this and **NO** Vendors will be provided a refund for not meeting health and safety standards.

ADDITIONAL RULES AND REGULATIONS:

These are highlights of Rules and Regulations for all Vendors. Vendors are responsible for knowing and following all Festival guidelines listed below:

- Unruly behaviour, making demands and any verbal or physical abuse will not be tolerated, those violating these Rules and Regulations will be escorted out of the site by SSIF Security/RCMP.
- Proof of General Liability Insurance. The **Insurance Certificate must name the Summer Solstice Indigenous Festival (Aboriginal Experiences)** as an additional insurer. If you need insurance, we can provide information on where to obtain it. Proof of insurance will be required before site selection.
- Food Vendors will need to pass the OPH inspection, if you do not meet inspection, the agent will inform you of what you need to do to comply and give you a time frame to do so. This is why we require all Food Vendors to set up on the Thursday. After the follow up inspection by the agent and you comply with regulations you will be allowed to open your booth for service. Site visits by the OPH can take place at any time during the Festival so always be aware of following all guidelines set out by OPH. The SSIF nor the NAD Committee have any control over this but do our best to provide you with some of the requirements like power, water and flooring as required.
- Food Vendors are responsible for ensuring they will have sufficient power/fuel for the use of their equipment throughout the duration of the Festival. Even if you have selected the SSIF option of power/generator usage you must remember it is **SHARED** power and depending on your needs you may not be able to run all of your equipment off of it. Each vendor who has opted to use the SSIF generator will have access to 2 plug-ins @ 15amps each. We encourage you to ensure what is available is enough and we highly recommend you come prepared and bring back up in case you need it. We may not be able to provide an extra power source if you run into a power supply issue. You can book more if needed in advance.
- All cooking on site must be done with the use of propane. Vendor equipment must have a cut-off valve with proper TSSA certification obtained at the Vendor's expense (newer tanks will have TSSA tag).
- All sales must be made from a Vendor's assigned booth **ONLY**. No sales outside of the confines of the booth are allowed.
- **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 REFUNDS!** The SSIF is not responsible for personal loss or injury, or for any financial loss that you may incur as a result 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 of your garbage and recycling must be moved to the designated bins throughout the day and at the end of each day. This includes empty cartons, boxes, and any food scraps. You will be billed for clean up if needed!
- Vendors are responsible for ensuring that their goods are secured. While there is security personnel on site 24 hours a day, they are not responsible for individual booths. There is no fencing around the Festival grounds.
- **NO** vehicles (including golf carts, scooters, etc.) of any kind are allowed on site by any Vendor during programming, if you need supplies/, etc. see the Coordinator for assistance.
- **ABSOLUTELY NO PETS** allowed on the grounds with the exception of Guide Dogs and Service Animals. Please leave pets at home, we will not tolerate any animals left in vehicles.
- **NO** overnight camping on the Festival grounds or parking lot including RV's. Host hotels and campground information will be provided.
- Final booth setup and display are subject to approval by the Logistics Coordinator on site.
- Vendors must abide by the Vendor Guidelines and follow instructions 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, please let the photographer know.
- **ALL ITEMS** must be removed from the site at Vendor's expense. SSIF reserves the right to charge additional post-festival fees as needed or to deny a Vendor access to the Festival for one or more years.

FOOD VENDOR GENERAL AGREEMENT

If the Vendor (Organization) has not fulfilled their obligations to the 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 (i.e. unauthorized food item) will be requested.

SSIF/Aboriginal Experiences/NAD Committee 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, Aboriginal Experiences and or the NIPD Committee is not responsible for any parking tickets that Vendors, Exhibitors and 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 Guidelines are subject to change at any time and will be done so in writing, no substantial changes are anticipated. By submitting the application and signing the Food Vendor General Agreement, the Vendor agrees to all of the above and will follow the guidelines 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 (Print)

Signature

Date

Name (Print)

Signature

Date

To be signed by Festival Organizers upon approval.

Please keep a copy of this page for your records

Please send the signed agreement to the address below:

Annette Saumier

SSIF Registration Coordinator

Summer Solstice Indigenous Festival

Phone: 613-838-5558 ext. 105

Email: registrations@ottawasummersolstice.com