



FOOD VENDOR REGISTRATION - 2019

Business/Booth Name:					
Contact Name:					
Street Address:					
City/Province:					
Postal Code:					
Telephone #:					
Cell #:					
Email Address:					
Indigenous * Ancestry?	Yes _____	No _____	Copy of Status Card Provided/Attached:	YES	NO
Vendor in Past Years?	Yes _____	Which Year(s)? _____		NO	_____

*Canadian First Nations, Métis, Inuit. American First Nations also considered. Please attach copy of proof of ancestry. Status Card for PST Exemption

BOOTH FEES (Set prices for 3.5 days, lower prices are non-negotiable for shorter attendance)

Choose	Participation Type - all booth spaces are 10' x 20'	Fees	Damage deposit	Taxes	Total
	Indigenous* (Owner Indigenous AND minimum 3 Aboriginal menu items). *PST exempt only with provided valid First Nation Status Card	\$450.00	\$100.00	\$22.50 GST \$58.50 HST	\$572.50 \$608.50
	Non-Indigenous (<u>OR</u> Indigenous Vendor without Indigenous Food menu items).	\$650.00	\$100.00	\$32.50 GST \$84.50 HST	\$782.50 \$834.50

NOTE – All Food Vendors must pass the Ottawa Public Health- health inspection, failure to pass will result in closure
NOTE – Damage deposit will be returned after Festival if no damage left to grounds of food vendor

FOOD BOOTH	CIRCLE	LOGISTICS	NOTES:
Self Sufficient Unit?	Yes No	For trailers please specify size of trailer including hitch/tongue & specify which side hitch/tongue are located in relation to serving window PLEASE Attach Image	_____ _____ _____
Logistics Needed?	Yes No	Tent & flooring/electrical & water (as listed above) For special plugs (i.e. 30 amp twist) PLEASE Specify & Attach Image *Additional Costs will apply - see previous page*	_____ _____ _____

DATES ON SITE – 4 DAY EVENT PLEASE CHECK ALL THAT YOU ARE ATTENDING

CHECK	DATE	ACTIVITY	HOURS
Mandatory	Wednesday – Vincent Massey park*ALL Food Vendors REQUIRED to set up Thursday before 8am to be ready for OPH Inspection	Setup	1pm to 5pm
	Thursday – Education Day June 20 (OPH Inspection Thursday morning)	OPH Inspection 8am	9am to 3pm
	Friday – Education Day/Cultural Immersion (Public)	Vending Exhibiting	9am to 10pm
	Saturday * with option to stay open until 9pm with proper lighting (not provided)	Vending/Exhibiting	10am to 8pm
	Sunday	Vending/Exhibiting	10am-6pm

*Food handlers are encouraged to obtain their Food Handler Certification through Ottawa Public Health; you can register online, or call: (613) 580-2588. If you have any questions about the course, please call Ottawa Public Health: (613) 580-6744 ext. 26160, visit their webpage:www.ottawa.ca/health or email foodhandlertcertifica@ottawa.ca. Note: *Other valid safe food handling certificates may also be accepted.

MENU (Please list all food items that will be offered for sale + drinks)

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)**

Attach another sheet if more space needed

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

CHECKLIST (Items with an * are required to be sent in with your application to be considered completed)

Please attach required documents to this application	
	Notification of Food Service at Special Events - Ottawa Public Health Form
	*Liability Insurance
	*Food Handler Certificate (optional but recommended - at least 1 person should have) Current Certificates from other Countries/Provinces also accepted
	*Menu with Pricing
	*Copy of proof of Indigenous Ancestry
	*Signed "General Agreement" (keep a copy for your records)
	*Electrical Requirement

SSIF FOOD VENDOR AGREEMENT

I have read the attached Food Vendor Information and Agreement and agree to follow the terms and conditions. I understand that this application to participate in the 2019 Summer Solstice Indigenous Festival & Competition Pow Wow does not guarantee acceptance. The organizing committee will make the final decision and any cash deposits of food vendors who are not accepted will be returned.

Name (Print) Signature Date

I agree that my participation may be photographed and/or filmed for Aboriginal Experiences Arts and Culture for use for the Summer Solstice Indigenous Festival. Images will be used for promotional use for future and/or reporting on Festival activities. (Images will not be reproduced for any other use)

Name (Print) Signature Date

Please send this application along with attached documents and payment to the contact below:

BY EMAIL:

Email: registrations@ottawasummersolstice.ca

BY FAX:

EFax (613) 701-0273

BY MAIL:

Annette Saumier
SSIF Registrations Coordinator
Festival House
450 Churchill Ave N
Ottawa, ON K1Z 5E2

IN PERSON (BY APPOINTMENT ONLY) please make sure to either email or call to set-up appt.
450 Churchill Ave N, Ottawa, ON K1Z 5E2

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

VENDOR: _____

To help you meet the health standards, we are offering our Food Vendors the following:
SERVICE FEES (Set prices are for 4 days, lower prices are non-negotiable for shorter attendance)

Choose	Size	Taxes	Fees
	Electrical/Water Services- includes 2 plug-ins @ 15amps each on shared generator + gas; water service includes costs for shared sinks and grey water tanks and use of potable water	\$360.00+\$18.00 GST	\$378.00
		\$360.00+\$46.80 HST	\$406.80
	Full Booth: 10 x 10ft (3 x 3m) tent for food service with flooring, 3 tables, 2 chairs, 10 x 10ft kitchen space. As per NCC Guidelines, flooring is required. (Please see Other Requirements in Food Vendor Information & Agreement.)	\$360.00+\$18.00 GST	\$378.00
		\$360.00+\$46.80 HST	\$406.80
Total Payment Due:	Add up your Participation Fee and Service Fees for your total: Cost example: 1. An Aboriginal Vendor needing the tent/flooring and electrical/water will pay: \$572.50 + \$378.00 + \$378.00 = \$1,328.50 2. A non-Aboriginal Vendor with own unit, needing utilities will pay: \$834.50 + \$406.80 = \$1,241.30		\$ _____

PAYMENT

Amount	Payment Method
\$ _____	Cash
\$ _____	Cheque (payable to Aboriginal Experiences, Arts and Culture)
\$ _____	Credit Card: _____ Credit Card Number: _____ CVC#: _____ Card Holder Name: _____ Type: _____ Expiry Date: _____ Signature: _____