



## 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). <b>*PST exempt only with provided valid First Nation Status Card</b>	\$450.00	\$100.00	<b>\$22.50 GST \$58.50 HST</b>	<b>\$572.50  \$608.50</b>
	Non-Indigenous ( <u>OR</u> Indigenous Vendor without Indigenous Food menu items).	\$650.00	\$100.00	<b>\$32.50 GST \$84.50 HST</b>	<b>\$782.50  \$834.50</b>

**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 <b>PLEASE Attach Image</b>	_____ _____ _____
Logistics Needed?	Yes No	Tent & flooring/electrical & water (as listed above) For special plugs (i.e. 30 amp twist) <b>PLEASE Specify &amp; Attach Image</b> <b>*Additional Costs will apply - see previous page*</b>	_____ _____ _____

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

CHECK	DATE	ACTIVITY	HOURS
Mandatory	<b>Wednesday – Vincent Massey park*ALL Food Vendors REQUIRED to set up Thursday before 8am to be ready for OPH Inspection</b>	Setup	1pm to 5pm
	<b>Thursday – Education Day June 20 (OPH Inspection Thursday morning)</b>	OPH Inspection 8am	9am to 3pm
	<b>Friday – Education Day/Cultural Immersion (Public)</b>	Vending Exhibiting	9am to 10pm
	<b>Saturday</b> * with option to stay open until 9pm with proper lighting (not provided)	Vending/Exhibiting	10am to 8pm
	<b>Sunday</b>	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](http://www.ottawa.ca/health) or email [foodhandlertcertifica@ottawa.ca](mailto: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
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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
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Please send this application along with attached documents and payment to the contact below:

**BY EMAIL:**

Email: [registrations@ottawasummersolstice.ca](mailto: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
	<b>Electrical/Water Services-</b> 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	<b>\$360.00+\$18.00 GST</b> <b>\$360.00+\$46.80 HST</b>	<b>\$378.00</b>  <b>\$406.80</b>
	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.)	<b>\$360.00+\$18.00 GST</b> <b>\$360.00+\$46.80 HST</b>	<b>\$378.00</b>  <b>\$406.80</b>
<b>Total Payment Due:</b>	<b>Add up your Participation Fee and Service Fees for your total:</b> <b>Cost example:</b> 1. An Aboriginal Vendor needing the tent/flooring and electrical/water will pay: \$572.50 + \$378.00 + \$378.00 = <b>\$1,328.50</b> 2. A non-Aboriginal Vendor with own unit, needing utilities will pay: \$834.50 + \$406.80 = <b>\$1,241.30</b>		\$ _____

**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: _____