

AFROFEST

OTTAWA



2024 Afrofest Ottawa Guidelines and Regulations for Vendors

1. All vendors must read, sign and submit the guidelines and regulations form along with the application form and their full payment. No deposits or partial payments are accepted.

Note: An incomplete application or an application sent without payment will automatically be declined.

2. The forms of payment accepted are certified cheques payable to Africa live Canada and interact eTransfer to africalivecanada@gmail.com
When submitting your payment, please include the vendor name in the message box.

3. Vendors application will end on August 23rd, 2024.

4. All payments are non-refundable.

5. A confirmation of approval or disapproval will be sent to each vendor after revision of the applications.

Note: In case of denial, a full refund will be made to the applicants.

6. No more than one (1) vendor is authorized to sell under one (1) tent. Failure to comply will result in an automatic removal from the festival site with no refund.

7. All vendors must ensure that all of their equipment including signs and banners are displayed within their assigned area.

8. Vendors must ensure that their registration/permit is visible at all times during the festival.

9. HST (Harmonized Sales Tax) and RST (Retail Sales Tax) are left at the discretion of the vendor.

10. Vendors must be present in their booth during all operating hours of the festival. We do not take responsibility for any vendor's possession left unsupervised during the festival.

11. All food vendors must inevitably provide the Application Form for Food Service at a Special Event (<https://forms.ottawapublichealth.ca/Special-Event-Application-for-Food-Vendors>) and a proof of completion of the Certified Food Handler Training offered by the Ottawa Public Health with their application.

12. The Ottawa Public Health Department will be inspecting all food concessions and has the right to evict any food vendor that does not comply with the Food and Safety Guidelines.

13. All vendors will have access to water but must bring their own equipment to hold portable water for use while in the park and their own container for holding grease and wastewater. Dishes are not to be washed before, during or after the festival.

Note: A fine will be imposed to the vendor if any grease, oil, left-over food or dirty water are found at their assigned booth.

14. Ice will be available for purchase on site.

15. The sale of alcohol **AND** non alcoholic drinks (**including water**) is forbidden. Any vendor found selling it will be evicted from the festival and be subjected to police action.

16. **ONLY** propane barbecues are allowed on the festival site, but they must mandatorily be enclosed within barricades. Each barbecue must come with access to a fire extinguisher.

17. Vendors must supply their own 100-foot long heavy-duty outdoor AC 120 VAC electrical extension cord to reach reserved electrical outlets. Each vendor will receive one free amp outlet and additional hydro will not be available to a vendor if the requested information is not submitted prior to the festival. Vendors who requires additional electricity must include this information on their application form and pay all applicable fees.

18. Any vendors selling items with metal bottle caps and/or corks must remove them before distributing to customers at the time of the purchase.

19. Parking of vehicles on the park ground is prohibited at all times except for the specific load-in and load-out times indicated.

Note: Parking is available in the immediate area at vendor's expense.

21. Stereo system, speakers and microphone are not permitted. Festival representatives reserve the right to restrict any source of amplified sound that interferes with the stage show or neighboring booths.

22. A section will be reserved to showcase all vendor's promotional literature. The distribution of any promotional literature outside of that space will result in the immediate closure of the corresponding booth.

23. Although security will be present during all festival operating hours, the products, contents, inventory of all the concessions are the sole responsibility of the vendor.

24. Vendors must be able to supply their own tables and chairs. Tents/canopies will be available to rent at an additional cost. All payment must be made 30 days prior to the festival.

25. All vendors must check in at the information booth upon arrival to the festival.

26. Barricades and fences put in place by the festival staff may not be altered in any way.

27. Each vendor must supply their own garbage bags and all trash must be placed in the appropriate containers provided.

28. Any equipment or items left behind in the park after the designated load-out times will result into a fine to its corresponding vendor.

Failure to comply to any of the listed rules and regulations will immediately result in losing vending privilege at the festival without refund and/or a 500\$ fine at the festival.

DISCLAIMER

AFRICA LIVE CANADA IS NOT RESPONSIBLE FOR ANY LIABILITY CLAIMS THAT ANY VENDOR MAY INCUR, ANY REMOVAL BY THE CITY OF OTTAWA'S BY-LAW ENFORCEMENT OFFICERS, OTTAWA POLICE AND/OR THE DEPARTMENT OF HEALTH, ANY PROFITABILITY OF CONCESSIONS AND ANY ACTS OF GOD. AFRICA LIVE CANADA ALSO RESERVES THE RIGHT TO REMOVE ANY VENDOR FROM THE PREMISES WHO FAIL TO COMPLY WITH ANY OF THE REGULATIONS MENTIONED IN THIS CONTRACT.

I have read and agreed to the terms outlined on this guidelines and regulations contract.
Failure to comply may result in immediate removal from the festival.

Vendor's Name:

Vendor's Signature: _____ Date: _____