



2025 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 4th, 2025 at 12AM.
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://secureforms.ottawapublichealth.ca/Inspections/Special-Event-and-Farmers-Market-Vendor-Form>) 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. The sale of alcohol **AND** non alcoholic drinks (**including water**) is forbidden. Any vendor found selling these items will be evicted from the festival and be subjected to police action.

15. **ONLY** propane barbecues are allowed on the festival site, but it is mandatory that they be enclosed within barricades.

Each barbecue must come with access to a fire extinguisher.

16. 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.

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

18. 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: _____



Vendor Application Form

APPLICANT INFORMATION

Full Name: _____
Last *First*

Address: _____
Street Address *Apartment/Unit #*

City *Province* *Postal Code*

Phone: _____ Email _____

BOOTH INFORMATION

Booth Description (describe your booth in a few words)	
Number of Staff Food - Max 10 Merch - Max 5	
Items For Sale Maximum 4 items	

Electrical Equipment Please specify the total amperage needed and include details about any equipment you will be using. Example: "e.g., 20 amps for food warmer and lights."	

PRICING

Booth	Prices
10x20 Food booth	\$1000
10x10 Merchandise booth	\$350
10x10 Not for Profit Organization booth	\$200
Food truck	\$1250

¹ All booths include the indicated booth space, and one 15-amp electrical outlet.

² All vendors MUST purchase additional amps if their equipment requires more than the provided electricity.

³ **All payments are subject to 13% HST**

PAYMENT

FULL PAYMENT IS MANDATORY WITH APPLICATION FORM AND MUST BE SENT
AS SOON AS POSSIBLE (deadline - August 4th 2025)

Form of payment MUST be by Interact eTransfer to aficalivecanada@gmail.com or cheque payable to Africa Live Canada.

AGREEMENT

The applicant agrees to abide by the conditions and rules and regulations as set out in the 2025 Ottawa's Afrofest Guidelines and regulations document and agrees to absolve AfricaLiveCanada from any claims, damages, or liabilities in violation of these terms. The applicant also agrees to abide by all Municipal, Provincial, or Federal laws and regulations in effect for the duration of the Ottawa's Afrofest.

Full Name (printed): _____

Signature: _____

CHECKLIST

Please ensure that you collect all the required information and documents to submit along with the completed application form and full payment. An incomplete application or an application sent without payment will not be processed. Your applications should include the following:

- ☐ Completed Vendor Application Form.
- ☐ Signed 2025 Guidelines and Regulations Form.
- ☐ Full payment of vendor fee including (paid by eTransfer or certified cheque only)
- ☐ Exhibitor/Vendor insurance
- ☐ If not, I will not be taking an exhibitor/vendor insurance and I accept full responsibility for any accidents/incidents that may occur at or with my vendor booth.

Signature: _____ Initials: _____ Date: _____

☐ Completed application form for Food Service at a Special Event (FOOD VENDORS ONLY) (<https://secureforms.ottawapublichealth.ca/Inspections/Special-Event-and-Farmers-Market-Vendor-Form>)

☐ A copy of your Certified Food Handler Training certificate (For more information, visit : <https://www.ottawapublichealth.ca/en/professionals-and-partners/certified-food-handler-training.aspx>)

City of Ottawa Special Event Information Package

Adapted from Sudbury & District Health Unit

01.2025

Special Event Vendor Information Package

Individuals or groups planning to organize or operate any event where the general public is invited and will consume food or beverages must notify Ottawa Public Health by completing and submitting the Vendor Application at least **14 days** prior to the event.

Use the following information to help fill out the Special Event Vendor Application form. A public health inspector will review the application and may contact you for more details.

General Information

You will be asked to list the foods you will be serving at the special event. Ensure that all food is obtained from an approved source. You could be required to submit receipts to prove this.

- ✓ Home prepared foods are not allowed.
- ✓ Food preparation at the event site is limited to re-heating, hot/cold holding, final assembly, and serving the product unless discussed with Ottawa Public Health prior to the event.

Risk Assessment

- ✓ Number of days of the special event.
- ✓ Amount of hazardous foods.
- ✓ Number of food preparation steps.
- ✓ Food handler training.

Transporting Foods

You will be asked about details on transporting the food to the event. Important Considerations:

- ✓ Hazardous food must be transported, stored, and maintained at proper temperature.
- ✓ Cold foods must be kept at 4°C (40°F) or lower and hot foods must be kept at 60°C (140°F) or higher.
- ✓ Transport food in clean insulated containers.
- ✓ Containers must be used for food only. Food and containers must be stored away from chemicals.

- ✓ For cold foods use ice packs in insulated containers and place in the coolest part of the vehicle.
- ✓ Frozen foods must be transported in freezers or in a manner that can maintain the food at -18°C (0°F)
- ✓ All food and equipment must be protected from contamination.

Food Preparation at Special Events

Food served at an outdoor event, must be prepared and served from a structure (mobile vendor or a canopied area). The food assembly and serving area must be clean at all times. An overhead cover is necessary to protect the food. Re-heating and hot holding: All hazardous food must be purchased pre-cooked or are pre-cooked in a kitchen that is approved and inspected by a public health inspector. Probe thermometers are required to check the internal temperature of hot hazardous food. This ensures the food has been thoroughly cooked (prior to the event) and reheated (at the event). Refer to the following table for cooking and re-heating temperatures:

Once food is re-heated it can be hot held. Hot holding equipment must be capable of maintaining the food at a minimum internal temperature of 60°C (140°F). Steam tables and barbecues are good examples. Use a probe thermometer to check the internal temperature of hot hazardous food. Ensure it is cleaned and sanitized between each use.

Hazardous Food Item(s)	Cooking Temperature	Reheating Temperature
Whole poultry	82°C (180°F)	74°C (165°F)
Poultry products and food mixtures containing poultry, egg, meat, fish	74°C (165°F)	74°C (165°F)
Pork products, ground beef such as hamburgers	74°C (165°F)	74°C (165°F)
Fish	70°C (158°F)	70°C (158°F)

Cold Holding

Cold storage must be capable of maintaining 4°C (40°F) at all times. Storage thermometers are required.

Utensils for Customers

Only single-service eating utensils, such as plastic forks, spoons, knives, cups, and paper plates, can be used. Purchase them pre-wrapped and store them in a clean container off the ground.

Serving Utensils

A sufficient number of wrapped, clean, back-up utensils must be available if the original utensils become contaminated.

Hand Washing

- ✓ Every temporary food premises that handles an open food product must be equipped with their own separate hand wash basin. The hand wash basin must be located in a convenient location within the temporary food premises.
- ✓ Washroom sinks cannot be used for this purpose.
- ✓ Hand sanitizers do not replace the requirements for a separate hand wash basin. Hand sanitizer should only be used by non-food handlers (i.e. cashiers).
- ✓ Disposable gloves do not replace the requirements for a separate hand wash basin.

Serviced Sites (sites where hydro and a water connection are available to all vendors)

The hand wash basin must be equipped with potable hot and cold running water under pressure, a supply of liquid soap and paper towels in a dispenser.

Unserviced Sites (sites where hydro and a water connection are not available to all vendors)

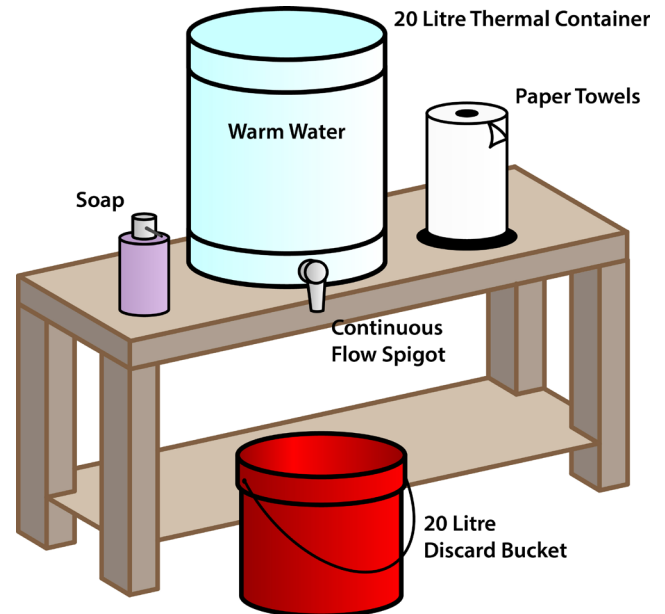
For events lasting one (1) day or less:

- ✓ A temporary hand wash basin will be permitted. (see temporary hand wash station picture below)

For events lasting two (2) or more days:

- ✓ A more structured hand wash basin is required (see structured hand wash station picture below). For example a foot pump operated hand wash basin equipped with running water, a supply of liquid soap and paper towel in a dispenser.

Temporary Hand Wash Station



Structured Hand Wash Station



Protection Against Contamination

- ✓ All food must be protected against contamination from dust, insects, and other sources by using, for example, lids, plastic wrap, or aluminum foil.
- ✓ Condiments must be offered in individual packages or dispensed from containers that protect the condiments from contamination (for example, squeeze bottle, pump).
- ✓ Containers of food and food service items must be stored at least 15 cm (6 inches) above the ground.

Personal Hygiene

- ✓ All food handlers must wear clean outer clothing and confine their hair by wearing hairnets or hats.
- ✓ Smoking is not allowed while working in the temporary/mobile food establishment.
- ✓ Perform hand washing as often as is necessary.
- ✓ Do not work if you are ill.
- ✓ Minimize direct food handling by using tongs or utensils.

Dishwashing

Serviced Sites (sites where hydro and a water connection are available to all vendors)

A two compartment sink must be provided and equipped with potable hot and cold running water.

Utensils and equipment must be washed, rinsed and sanitized using the two compartment sink method.

Unserviced Sites (sites where hydro and a water connection are not available to all vendors)

- ✓ Based on a risk assessment a two compartment sink may be required.
- ✓ Low risk vendors must be equipped with a sufficient number of extra utensils. The extra utensils will serve as back-up should utensils become contaminated. Four sets of clean utensils are recommended for each day of the event. The extra utensils must be clean, and wrapped to prevent contamination during storage.

- ✓ Utensils that are not washed on-site must be washed/rinsed/sanitized in a commercial premises.

Two compartment sink method

Follow the steps below to properly wash dishes:

1. Scrape dishes
2. Wash dishes in the first sink with a clean, warm, solution of detergent and water, then rinse dishes with clean water. In the second sink, sanitize dishes in a chemical solution by filling the sink with clean, warm water, and adding enough bleach to make a 100ppm solution. Refer to "Approved sanitizers for use at your special event" for more information. If you are using quaternary ammonia instead of bleach, add enough to make a 200ppm solution. Submerge dishes for 45 Seconds.
3. Allow dishes to air dry.

Two compartment sink



Waste Disposal

Garbage and liquid waste must be disposed of in a sanitary manner. Liquid waste must not be disposed on the ground.

Cleaning and Sanitizing Food Contact Surfaces

Sanitizing solutions must be on hand in a bucket or in a labeled spray bottle mixed to the proper strengths to ensure food contact surfaces are clean and sanitary throughout your event. Food contact surfaces must be cleaned with soap and water prior to sanitizing. For acceptable sanitizer products and proper sanitizer strengths see below.

Cleaning and Sanitizing Probe Thermometers

Probe thermometers must be cleaned with soap and water and then sanitized using alcohol swabs or a double-strength sanitizing solution as described below. Cleaning and sanitizing probe thermometers between each use ensures that there is no cross-contamination.

Approved Sanitizers for Your Special Events

Chlorine based products 100ppm

The most common chlorine-based product is household bleach mixed with water. To make a 100ppm concentration, mix ½ teaspoon of (5% strength) bleach per litre of water.

To sanitize food contact surfaces using bleach mixed with water, a double-strength (200ppm) concentration is required. To make a 200ppm concentration, mix ¾ teaspoon of (5% strength) bleach per litre of water.

Quaternary ammonia based products 200ppm

Quaternary ammonium-based cleaning compounds are also referred to as “quats”. To make a 200ppm “quat” concentration, measure according to the manufacturer’s label. You may need to rinse any food contact surface after sanitizing with ammonium using clean water. Follow the manufacturer’s label instructions regarding this.

To sanitize food contact surfaces using a “quat”, you require a double-strength (400ppm) concentration is required. To make a 400ppm concentration, measure according to the manufacturer’s label.

Flooring

Soft surfaces (grass, sand and mud) require flooring.

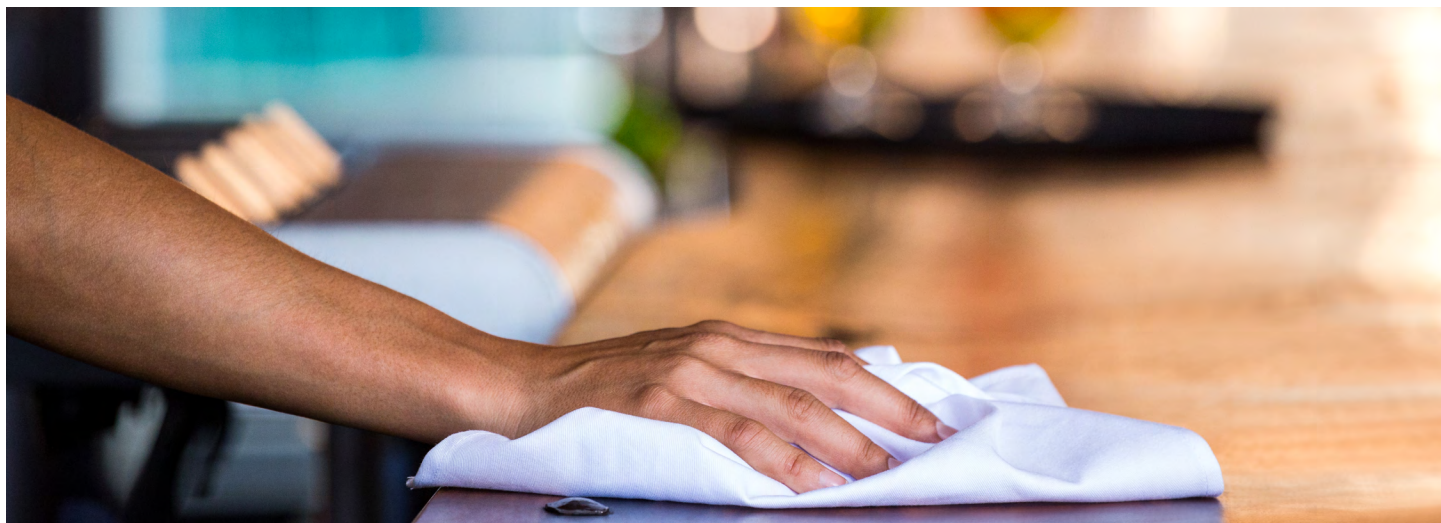
Approved flooring:

- ✓ Plywood
- ✓ Rubber mats
- ✓ Pavement

Unapproved flooring:

- × Tarps
- × Plastic
- × Carpeting

Adapted from Sudbury & District Health Unit





Information Sheet: Applying to Ottawa By-Law & Regulatory Services

To participate in the event as a food vendor, you must register with **Ottawa By-Law & Regulatory Services**. Please carefully follow the steps below and submit **all required documents and payment** to complete your registration.



Required Steps for Vendor Registration:

1. Complete Business License Application Form

- Fill out the **attached Business License Application Form** in full.
- Ensure all contact, business, and operational details are accurate.

2. Attach Proof of Insurance

- Include a **copy of your current Certificate of Insurance**.
- Your insurance policy must be valid for the event dates and include appropriate public liability coverage.

3. Letter of Permission from Africa Live Canada

- This document is required as part of your submission to By-Law.
- **Once your application has been accepted**, Africa Live Canada will issue a **Letter of Permission** for you to include with your submission.

4. Submit Incorporation Documents (if applicable)

If your business is incorporated, include **one** of the following:

- **Articles of Incorporation** – must include:
 - Company name
 - Incorporation number
 - Incorporation date
 - Authorized signature**OR**
- **Corporate Profile Report** showing current business status and details.

5. Process By-Law Fee Payment


- A **payment of \$241** is required to cover the **By-Law licensing fee** for selling food at the festival.
- Please ensure this payment is processed as part of your submission.
- This fee can also be paid on site during inspection at the festival.



Submission Instructions:

Once you have gathered and completed all the required documents and processed the payment, please:

Email your complete submission to:

 businesslicensing@ottawa.ca



Need Assistance?

For questions or further clarification, please contact: **By-Law & Regulatory Services**  (613)-580-2424 ext. 12735



Request for Promotional Information

For Marketing and Event Promotion

To help us showcase your business and generate excitement for Afrofestival Ottawa 2025, we are collecting promotional materials from all confirmed vendors. Please complete the form below and submit your promotional content as soon as possible.

Note: This information is requested only once your vendor application has been approved.



Vendor Information

- **Business Name:** _____
- **Website (if applicable):** _____



Promotional Content Requested

Please check all that apply and **attach files or provide links** where applicable.



Business Logo

- ☐ Attached file (high-resolution PNG, JPEG, or SVG preferred)
- ☐ Link to download: _____



Social Media Handles

- Instagram: _____
- Facebook: _____
- Twitter/X: _____
- TikTok: _____
- Other: _____



Promotional Images or Videos

- ☐ Attached files
- ☐ Link to download: _____



Brief Description of Your Business

(for use on our website and social media)



Submit to:

[vendors@afrofestivalottawa.ca]

If you have any questions, feel free to reach out!