



RETAIL VENDOR INFORMATION PACKAGE & APPLICATION

AUGUST 12TH: 11AM-11PM & AUGUST 13TH, 2017: 11AM - 7PM

St. Catharines is preparing for the ultimate showdown – one of epic proportions!

The annual St. Catharines Wing Fest will pit neighbourhood hot spots against one another and unite wing lovers from across Niagara. It will be a wing battle like no other, taking place at Port Dalhousie's Lakeside Park on the scenic shores of Lake Ontario.

The weekend will include chicken wings (obviously), beer, wine, live music, a kids' zone, wing-eating contest and culinary competition... and the best part? A portion of the proceeds retained by St. Catharines Wing Fest from the event will be donated to Community Care of St. Catharines and Thorold.

St. Catharines Wing Fest promises to be a weekend filled with good drink, great music, incredible people and even better wings! But only one wing can reign supreme and take home the title of Chicken Wing Champion. Are you up for the challenge? We invite you to join us, bring some wings, and showcase your business alongside some of our city's finest wing vendors.

ST. CATHARINES WING FEST TO PROVIDE:

- Loading Zone
- Hydro
- Unloading zone
- Lights
- 1 x 8ft Table
- Parking Spot
- Tents

RETAIL VENDOR TO PROVIDE:

- Everything you need to make your vendor booth and/or product shine
- Extension cords if required
- Any additional tables or a tent if required

Staff - Each VENDOR must have at least one (1) staff member in attendance for the entire event. Additional staff for handling money, etc. are also encouraged.

Total Investment \$350

SETUP AND TEAR DOWN

Vendors must arrive by **9:00AM Saturday, August 12** for set up.

Each vendor will be assigned a booth Saturday morning upon arrival. **Please see registration upon arrival to check in and for booth location.** Booth locations are final and cannot be changed. St. Catharines Wing Fest reserves the right to change vendor booths at any time before and/or during the Event.

There will be a separate entrance for vendors to come and go, load in and load out. **Please do not deliver any items until 7:00AM, Saturday, August 12.** Please do not park vehicles in drop off zones. Tear down will follow the same plan and will not begin until 6:00 PM ON Sunday, August 13. **Tear down be completed by 8:00PM, Sunday August 13.** Upon completion of the event, vendors are responsible for removing their equipment and waste and returning their site to its pre-festival condition.

SALES, TICKETING AND FINANCIAL CONTROLS

It is the practice of the St. Catharines Wing Fest that patrons pay vendors directly with all proceeds to be kept by the vendor. Any tickets sold will be for alcoholic beverages only and will be done so through St. Catharines Wing Fest representatives.

POWER

Limited power and lighting will be provided onsite. Please indicate your power requirements below. You may supply your own fire retardant tent, but also need to supply the weights (if needed) and approved fire extinguisher (see information above regarding fire extinguishers). These items are necessary to pass fire inspection.

GARBAGE/RECYCLING/COMPOSTABLE/CARDBOARD/GREY WATER

Vendors are responsible for their individual sites. Garbage must be put in designated pick up areas. It is the responsibility of St. Catharines Wing Fest to remove this garbage from the designated area. St. Catharines Wing Fest will also provide Grey Water bins, but it is the vendors' responsibility to dump the grey water in the proper containers located on the event grounds.

Vendors are prohibited from depositing grease or wastewater directly into the City's storm or sanitary sewer. Offenders are subject to prosecution under City By-law and/or Provincial or Federal legislation.

ENVIRONMENTAL AWARENESS

The St. Catharines Wing Fest is aiming for a high level of eco-friendliness and is thus targeting a zero garbage policy. In order to do so, vendors are asked to serve their food items using biodegradable plates and utensils whenever possible. St. Catharines Wing Fest will not be supplying plates and utensils.

Please note that we are working with the Eco Defenders to make our event green. They will be coming by regularly to collect garbage for it to be sorted. Please do not keep all of your garbage until the end, it is easier for them to sort on the go. If possible, please use recyclable receptacles for food.

LIABILITY

The Vendor assumes the entire responsibility and liability for losses, damages and claims arising from injury or damage to Vendor's displays, equipment and other property brought upon the premises of Lakeside Park – The Corporation of the City of St. Catharines and the St. Catharines Wing Festival. Liability insurance, in the amount of \$2,000,000, MUST be obtained by each Vendor and a copy of said insurance must be given to the St. Catharines Wing Festival before load-in. St. Catharines Wing Festival and The Corporation of the City of St. Catharines must be named "additional insured" on each policy. It is further understood and agreed that the St. Catharines Wing Festival and the Corporation of the City of St. Catharines shall in no event be liable to a Vendor for any lost profits, sales, business opportunities or any other type of direct or consequential damages.

THIS AGREEMENT, is entered into on the acceptance date shown on the reverse side by and between the St. Catharines Wing Fest (hereinafter, referred to as "SCWF") and the Vendor (hereinafter referred to as "VENDOR").

WITNESSETH: For and in consideration of the rental sum identified on the reverse side as including the covenants and agreements herein, and the faithful and timely performance by VENDOR of such agreements and covenants, SCWF hereby grants to VENDOR the right to use the confirmed space designated for the time and period indicated for the installation, display and removal of approved appliances and supplies and for no other purpose.

- 1) All decisions regarding space assignment, nature and style of display, management before, during, and after SCWF hours; interpretation and enforcement of rules and regulations including such amendments and further rules and regulations as may be considered necessary for the proper conduct of SCWF and all other matters pertaining to the SCWF shall be made by the Board of Directors of the SCWF or their duly appointed representatives.
- 2) Neither the SCWF, The Corporation of the City of St. Catharines, nor their representatives shall be liable or responsible for any injury to VENDOR, their employees, guests or visitors while within the confines of the VENDOR's assigned space(s) contracted for by VENDOR; nor shall said Parties be responsible for the loss of any goods from any cause whatsoever while in the same or in transit to or from the SCWF, while they are in the display area. VENDOR agrees to indemnify and hold harmless the SCWF, The Corporation of the City of St. Catharines and their representatives from any and all claims whatsoever for personal injury to himself/herself, employees or others arising out of or from the use of or occupancy in the space(s) contracted.
- 3) Neither the SCWF, The Corporation of the City of St. Catharines nor their duly appointed representatives shall have any liability whatsoever for any adverse effect on the SCWF or the VENDOR from any occurrence, including but not limited to fires, strikes, governmental intervention, weather or other acts of God or forces of nature, defaults of suppliers or vendors, or any other occurrence beyond the reasonable control of SCWF. It is further agreed that any decision by SCWF regarding the conduct or cancellation of the Event as a result of such occurrence shall not create any liability on the part of SCWF or their duly appointed representatives to the VENDOR except that if the VENDOR's space has not been made available to the VENDOR a refund of any fees paid will be made after a pro rata share of SCWF's expenses is deducted. It is further agreed that SCWF shall have sole discretion to change or adjust the hours or days of the Event, or the times that the VENDOR is allowed access to the Event. Such change in hours shall not be considered a breach of this Agreement or constitute grounds for any refunds to be made by SCWF to the VENDOR.

POLICIES AND GUIDELINES

To ensure your consideration in this year's event, St. Catharines Wing Fest must receive a completed application with a non-refundable deposit of 50% by July 1, 2017.

APPLICATION REQUIREMENTS

The following information needs to be included in your application to be considered:

- A cheque or money order is required for the 50% deposit (Please make cheques payable to St. Catharines Wing Fest)
- A completed Vendor Package
- Proof of Insurance
- Signed Contract
- Product description

Please note: Vendor space at St. Catharines Wing Fest is limited. As a result, not every application will be automatically approved. Applications will receive consideration based on the following:

1. Date Application Was Received
2. Fully Completed Application
3. Type Of Product/Menu Items Available
4. Deposit Included
5. Space Availability

APPLICATIONS ARE DUE JULY 1, 2017

FINAL PAYMENT

The remaining balance on your account must be received by Friday, August 4, 2017 to ensure participation in this year's St. Catharines Wing Fest. If final payment is not received, the application will become invalid and your deposit will not be refunded. Any participants with an outstanding balance will not be permitted to set-up at the event until payment in full has been received.

AGREEMENT

This document shall the serve as the entire Agreement between the St. Catharines Wing Fest ("SCWF") and will agree to operate a concession stand within all terms and conditions set forth herein at the St. Catharines Wing Fest on August 12 and 13, 2016.

Please sign this Agreement and return to St. Catharines Wing Fest with all noted accompanying documentation.

BUSINESS NAME: _____

CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL: _____

TWITTER: _____

I NEED ACCESS TO POWER

POWER REQUIREMENTS: _____

PAYMENT: Cheque

SIGNATURE: _____

73 QUEEN ST | ST. CATHARINES | ON | L2R 5G9

GET IN TOUCH

 wingfest.ca

 [stcwingfest](https://www.instagram.com/stcwingfest)

 [wingfestniagara](https://twitter.com/wingfestniagara)