



## **RETAIL VENDOR INFORMATION PACKAGE & APPLICATION**

**AUGUST 11<sup>TH</sup> 2018, 11AM-11PM & AUGUST 12<sup>TH</sup> 2018, 11AM - 7PM**

St. Catharines, we are back! Another Wing Fest is fast approaching and with growth from year 1 to year 2 in the thousands, we are gearing up for the most exciting and busy event yet! Haven't heard of Wing Fest? Where have you been?! We pit local wing vendors from your favourite neighbourhood haunts against one another in the ultimate show down of Niagara's most snackable food... Chicken Wings!

What does that mean for you? Excited visitors from across the city out to support their favourite wings, spending the afternoon enjoying live music, Port Dalhousie beach and great food. We have had our vendors return for our first two years because it is an awesome opportunity to interact with an engaged audience and showcase your goods!

Our ideal vendors are makers with unique offerings, community organizations, and unique experiences. The demographic of our attendees ranges from teens to seniors, with a full day event seeing thousands of locals throughout the day who are eager to explore all of what we have to offer. Last year saw the first ever Niagara Ping Pong Championships within our festival and you can expect even more in 2018.

The best part? We do all of this in support of Community Care. Join us by the beach, engage with our incredible crowd, enjoy our 100% local music stage, and capture this outstanding opportunity for your business. We can't wait to see you at Wing Fest!

## **ST. CATHARINES WING FEST TO PROVIDE:**

- Loading zone
- Hydro
- Unloading zone
- 1 x 8 ft. table
- Parking spot

## **FOOD VENDOR TO PROVIDE:**

- Everything you need to make your vendor booth or product shine
- Extension cords if required
- 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 + HST**

## **SETUP AND TEAR DOWN**

Vendors must arrive by 8:00AM Saturday, August 11 for set up. Set up **MUST BE COMPLETED BY 9:00AM** for inspections.

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 food 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 11. Please do not park vehicles in drop off zones. Tear down will follow the same plan and will not begin until 7:00PM, Sunday, August 12. Tear down be completed by 8:00PM, Sunday August 12. There is a penalty fee for striking early (you will not get your deposit back). 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. All beverage sales will be done through St. Catharines Wing Fest representatives only.

## **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. h

## **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.

**All vendors must leave their site as they found it, clear of all garbage. If this is not the case, a penalty of a \$250 donation will be charged following the event.**

## **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 Food 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 of food preparation and for no other purpose. This Agreement is made and entered into upon the following terms and conditions which are mutually agreed upon by both Parties.

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 CWF 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.

4) All applicable electrical, fire and health department regulations and all City, Regional, Provincial and Federal laws must be complied with by VENDOR. VENDOR can expect authorized inspectors to be on hand to enforce applicable laws and regulations. VENDOR is solely responsible for all applicable inspection fees.

5) A 10 x 10 Flame Resistant Tent will be provided and it is the sole responsibility of the VENDOR that it is in the same condition at the end of the day. If there is damage to the Tent, VENDOR will be liable and responsible for any fee imposed by the Tent rental company.

6) VENDOR may not sub-lease, assign or apportion its space. No more than one firm may exhibit in a single space. VENDOR shall conduct business only within the confines of its space. The assigned Space shall be manned during all SCWF Event hours.

7) It is the sole responsibility of VENDOR to complete this Agreement in full including the section provided for listing products and services that will be a part of the display. SCWF reserves the right to refuse any products or services that are not listed, or which in the sole discretion of SCWF are not considered in the best interest of the Event for any reason whatsoever.

8) VENDOR agrees to set up all displays and products within the time limits set by SCWF. If VENDOR fails to move in within the prescribed time and VENDOR's space is no longer available, SCWF shall not be liable for any refund of payments, and VENDOR agrees that any unpaid balance on the assigned space will still be paid in full by VENDOR.

9) VENDOR agrees to remove all products, display materials, trailers, vehicles and other possessions of VENDOR within the time allowed for breakdown. Any such materials left by VENDOR will be disposed of or removed and placed in storage at the VENDOR's sole expense.

This document shall 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 11 and 12, 2018.

## PRODUCT SUBMISSIONS

In an effort to make sure we are not duplicating products for sale at St. Catharines Wing Fest, please detail below what items (if any) you plan to retail.

**Retail items are subject to approval by St. Catharines Wing Fest.**

PRODUCT	DESCRIPTION

## 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 Friday, April 27, 2018.

## 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

**Application and fees are due July 1, 2018.**

## **FINAL PAYMENT**

The remaining balance on your account must be received by Friday, August 3, 2018 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.

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

## INFORMATION

BUSINESS NAME:

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CONTACT NAME:

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PHONE NUMBER:

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EMAIL:

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TWITTER:

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POWER REQUIREMENTS:

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PAYMENT:

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SIGNATURE:

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St. Catharines Wing Fest  
73 Queen St. St. Catharines, ON  
L2R 5G9