



## WING VENDOR INFORMATION PACKAGE & APPLICATION

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

- Tent
- Standard lighting
- Dumpsters
- Loading zone
- Hydro
- 8ft tables (2)
- Reefer truck
- Unloading zone
- Double basket fryers (2)
- Potable water
- Parking spot
- Flooring

## FOOD VENDOR TO PROVIDE:

- Wings
- 1-2 side dishes
- Handwashing
- Condiments/seasoning
- Oil
- Plates, utensils, napkins for guests

**All items needed to comply with Niagara Region Public Health. Please see attached.**

## STAFF

Each food vendor must have two (2) staff members and at least one must be a certified food handler in attendance for the entire event and must be able to provide current certificate. Additional staff for handling money, etc. are also encouraged.

## FIRE EXTINGUISHER

**Each food vendor must provide a proper fire extinguisher with a current state inspection tag:**

1. A 2A10BC size or larger (vendors who have heating devices or electric).
2. A 40BC size or larger (vendors with deep fat fryers) or 3A40BC.

An additional \$150 deposit is required for fryers (reimbursed upon return). Vendors pay a nonrefundable deposit of \$1,000 at the time of signing the agreement. The remainder is due Friday, August 3, 2018, at the latest. Vendors are to provide their own oil, which complies with Public Health Requirements (included).

**Total Investment \$2,000 + 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 food 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.

Each food vendor is required to offer chicken wings (no limit on flavours), as well as a minimum of one (1) and a maximum of two (2) side/other menu items.

- Wings will be sold at \$5 per half pound, and \$10 per pound
- Other menu items and side dishes must be priced between \$2-\$10
- There will be no sale of beverages

## POWER

**Limited power and lighting will be provided onsite. Please indicate your power requirements below.**

\*A 10 x 10 flame retardant tent will be provided by our approved rental company for your food area. It is the FOOD VENDOR's responsibility that the tent is in the same condition at the end of the day. If you have a company/logo 10x10 flame retardant tent you would like to use instead, you may do so, as long as it is pre-approved by St. Catharines Wing Fest. If you are approved and supply your own fire retardant tent, you will also need to supply the weights (if needed) and approved fire extinguisher (see information below regarding fire extinguishers). These items are necessary to pass fire inspection.

## INSPECTIONS

Please note that all food vendors will be inspected by representatives of Niagara Region Public Health department and/or the St. Catharines Fire Department. All equipment must comply with regulations and all food service must comply with health and safety regulations.

## PUBLIC HEALTH

Requirements for Special Event Food Vendors can be found here:

[https://www.niagararegion.ca/living/health\\_wellness/inspection/vendor-applications3.aspx?id=98fef44856ae0f32e5d2c19c948e85e4](https://www.niagararegion.ca/living/health_wellness/inspection/vendor-applications3.aspx?id=98fef44856ae0f32e5d2c19c948e85e4)

**This form must also be filled out and returned to Niagara Region Public Health. Failure to do so could result in inability to open.**

## FIRE

### **City of St. Catharines Fire Department Regulations & Requirements:**

1. Any cooking that may produce grease-laden vapours is only permitted under a canopy (Canopy = one wall or less).
2. A maximum of two (2) cooking appliances that create grease laden vapours are permitted per 3mx3m (10'x10') canopy.
3. Canopies used for cooking shall be a minimum of three (3) metres from any other tent, building or non-cooking canopy (i.e. cooking canopies can be immediately adjacent to each other).
4. Microwaves, food warmers and chafing dishes are permitted inside tents (tent = more than one wall).

5. No “open flame” cooking appliances are permitted in tents.

6. BBQs are not permitted under canopies or tents and must be located at least one (1) metre from the tent and protected from the general public. If a cooking appliance does not have a built in space for a propane tank, then the tank must be located three (3) metres from the appliance and secured so that it cannot tip over.

7. Deep fryers and grills are to have the required number of wet chemical agent extinguishing heads for each appliance mounted in the appropriate locations so that it will extinguish a grease fire when activated.

8. One (1) commercial 2A 10BC fire extinguisher per canopy or tent is required. If creating grease laden vapours in a canopy then a K-Class Extinguisher is additionally required.

9. Each food vendor must have a minimum of one staff person present during the operation that has fire extinguisher training or is familiar with fire extinguisher operation. Persons who are expected to use a fire extinguisher should be made familiar with all information contained in the manufacturer’s name-plate(s) and the instruction manual. Proper operation of a fire extinguisher requires the operator to execute several basic steps in a certain sequence.

10. Fire extinguishers shall be subjected to maintenance at intervals of not more than 1 year, at the time of hydrostatic test, or when specifically indicated by an inspection or electronic notification. Each portable extinguisher shall have a tag securely attached to it showing:

- The type of extinguisher
- The size of extinguisher
- The serial number of extinguisher
- The date of last annual maintenance
- The date of last recharge
- A five-year monthly inspection and annual maintenance record
- The name of the owner of the extinguisher
- The name, address and telephone number of the service agency
- The certification number of the recognized testing agency, and
- The printed name and signature of the service person

**If food vendors fail to pass Niagara Region Public Health and/or St. Catharines Fire inspection, and are forced to close their booth, no monies will be refunded.**

## **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.

## **MENU SUBMISSIONS**

In an effort to make sure we are not duplicating products for sale at St. Catharines Wing Fest, please detail below what food items you would like to serve.

**Menu selections are subject to approval by St. Catharines Wing Fest. Please limit side dishes to 1-2 items.**

<b>PRODUCT</b>	<b>PRICE</b>	<b>DESCRIPTION</b>

## **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
- Niagara Region Public Health Forms (food & beverage vendors)
- Proof of Insurance
- Signed Contract
- Product description/menus with pricing

**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 deposit are due Friday, April 27, 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.

## **VOUCHERS**

Please note that Wing Fest will be providing food vouchers to sponsors. You will be reimbursed for these vouchers after the event. Please collect your vouchers and bring them to the Wing Fest Headquarters tent to be counted and to get a receipt.

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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