



VENDORS PACKAGE

Ontario Latin Arts Festival

Saturday, July 9th, 2016

1:00 pm - 9:00 p.m.

Vendors will cease all sales at 9 PM.

Mel Lastman Square

5100 Yonge Street, Toronto, Ontario (Yonge & Sheppard)

www.ontariolatinartsfestival.com



VENDOR APPLICATION FORM
2016
(Please print)

Company Name/Organization: _____

Contact Person: _____

Title: _____ E-mail: _____

Telephone: _____ Fax: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Website: _____

Describe the product you would like to sale (explain): _____

VENDORS FEES: Includes a single booth space measures 10' x 10'. One table, two chairs and power. Bring your own tent and power bars/ extension cords.

- Food Vendors** **\$ 500**
- Business/Services** **\$ 250**
- Artisans** **\$ 150**

Signature: _____ Date: _____

By signing this contract, I hereby acknowledge my understanding and acceptance all term and conditions of the event.

Please pay by internet transfer to: info@hispaniccanadianarts.org or by cheque payable to **Hispanic Canadian Arts and Cultural Association** and indicate "Ontario Latin Art Festival – Vendor" in the memo section.

Hispanic Canadian Arts and Cultural Association
59009-2238 Dundas St. West
Toronto, ON M6R 3B5
Phone: (416) 543-9891 **FAX : 905-823-8230**
E-mail: info@hispaniccanadianarts.org
www.hispaniccanadianarts.org





General Information

In the city of Toronto will take place the event **Ontario Latin Arts Festival**, organized by Hispanic Canadian Arts and Cultural Association. This event will be regulated under this participation agreement, which it acts as a contract.

1. **ORGANIZER:** Hispanic Canadian Arts and Cultural Association.

2. **PLACE, DATE, and HOUR OF THE EVENT:**

Saturday, July 9th, 2016, from 1:00 pm. to 9:00 p.m. at Mel Lastman Square, located at 5100 Yonge Street, Toronto, Ontario.

3. **PARTICIPANTS:**

Companies, Private Enterprises, not-for-profit organizations, private and government sector interested in promoting its brand and image, building community relations and contributing to the success of an event such The Ontario Latin Arts Festival.

4. **Festival Set-up Schedule:**



Booth assignments will be set prior to the day of the Ontario Latin Arts Festival. Placement cannot be guaranteed and requests for locations cannot not be accommodated.

5. Set-up/Event/Clean up Schedule:

Saturday, July 9th, 2016; Set up: 8 am-12pm, Clean up 9pm-10pm

6. General Vendor Rules and Regulations:

- 6.1. NO alcohol sales
- 6.2. Refunds on booth fees for selected vendors.
- 6.3. All fees must be included in the application package for a vendor to be considered.
- 6.4. Cancellations up to and including June 1th, 2016 will receive a full refund of fees.
- 6.5. No refunds after June 1st, 2016.
- 6.6. All products and/or services offered for sale during this festival must be the same products and/or services included on this application form.

All vendors agree to indemnify, defend, and hold the Ontario Latin Arts Festival harmless against any third party claims arising from the event, excluding any negligence on the part of the HCACA.

- 6.7. The Ontario Latin Arts Festival assumes no liability with respect to any property, of any kind, placed upon the premises by the vendor.
- 6.8. All vendors are responsible for the clean-up of their assigned booth
- 6.9. The Ontario Latin Arts Festival or any event sponsors are not responsible for accidents or stolen items.
- 6.10. The Ontario Latin Arts Festival or any event sponsors are not responsible for vendor products left over night.
- 6.11. Unruly behaviour (including intoxication, verbal abuse, or threatening behaviors) will not be tolerated and are cause for immediate removal from the grounds without refund of any fees.
- 6.12. The vendor shall be responsible for removing all displays, advertising materials and the like erected or placed on the premises immediately at the close of the festival.
- 6.13. The Ontario Latin Arts Festival does not advocate the endorsement of political candidacy, therefore, the distribution of political paraphernalia or information is expressly prohibited.
- 6.14. **Vendors will cease all sales at 9:00 p.m. on Saturday, July 9th, 2016 at 9 PM.** Sales after the closing time will result in City fines or removal from festival premises at the vendor's expense.
- 6.15. Any violation of these rules may result in the vendor having to immediately vacate the premises without refund of any fees.
- 6.16. The requests will be formalized exclusively through the present contract of participation. This is an institutional contract. It is not transferable.



7. Marketplace Vendor Rules and Regulations:

- 7.1. An assigned single booth space measures 10' x 10'.
- 7.2. The Ontario Latin Arts Festival provide per booth (one table, two chairs and power).
- 7.3. The Ontario Latin Arts Festival will not supply equipment or water to vendor booths
- 7.4. Vendors are not permitted to use generators.

- 7.5. Vendors are limited to a 10' x 10' space and must not exceed this footprint unless previously arranged with the Ontario Latin Arts Festival.
- 7.6. Vendors are limited to the purchase of two (2) booths, where approved.
- 7.7. If anchoring a tent, vendors must use weights. Vendors are not permitted to drill into the pavement or attach tents to trees or other structures.
- 7.8. Sub-letting or transfer of booth space is not allowed.
- 7.9. Vendors are responsible for their own display materials.
- 7.10. Vendors are responsible for the cleanliness, safety, insurance, and security of his/her property.
- 7.11. The sale of counterfeit or bootlegged merchandise is prohibited and subject to confiscation. Vendor may be removed from festival premises without refund of any fees.
- 7.12. Loud amplified music, or other sounds, contraband, dangerous objects, and animals are prohibited.
- 7.13. Vendors agree to clearly display business license, booth number, and other City of Toronto required vendor licenses and credentials at all times.
- 7.14. All food vendors must follow the regulations set out by City of Toronto Public Health.

8. Food Vendor Rules and Regulations:

- 8.1. It is suggested that food vendors provide evidence of liability insurance coverage.
- 8.2. Food vendors must prepare their food according to Health Department regulations and abide by all City and governmental event regulations and standards.
- 8.3. Food vendors agree to maintain a clean, attractive, and safe booth area.
- 8.4. Decorations must be approved by festival producers.
- 8.5. Food vendors agree to clearly display food license, booth number, and other required vendor licenses and credentials at all times.
- 8.6. Failure to comply with all Public Health regulations will result in the closure of the vendor booth until compliance is met; there will be no refund of any fees.





Mel Lastman Square Vendor Requirements

Helpful info for a successful event

Vendors set up and take down

1. Please keep tents and tables on concrete
2. Grass has an irrigation system, so no poles or spikes to be put into grass
3. Tents can be anchored with weights/cement blocks/rope/water jugs
4. Vehicles on square must drive 5 km/hour with hazard lights on – and someone walking in front to manage the public
5. Avoid grass when driving to unload or load up your equipment
6. Avoid blocking the loading gate or any passway
7. After unloading, vehicles must leave the square promptly
8. Only vehicles essential to operation of event (with prior approval from Parks, Forestry & Recreation) are allowed to park on the square – no one else
9. During events, vehicles cannot access on or off the square for public safety
10. All vendors must be shut down by 10:00pm to allow enough time to pack up and clean up

Mel Lastman Square Vendor Requirements

Food

1. Food sales must be approved by Public Health
2. If barbequing (propane only), plywood under cooking areas is required (we will provide) and you must have a fire extinguisher
3. Water bottles are banned at all parks including Mel Lastman Square – you cannot sell or give away water bottles at your event
4. Hot water/grease/food products should not be poured on grass
5. Grease, food products and oil are to be removed, and not poured down drains or sewers
6. We provide extra plastic garbage bags for your garbage



I, _____ have read and fully understand and further agree to abide
(Print Full Name)

by the following rules and regulations established for the Ontario Latin Arts Festival held on July 9th, 2016 stated below:

- ✓ My space will be open for the hours stipulated.
- ✓ I will adhere to the set-up and tear-down times established by the organizers.
- ✓ I will accept all responsibility for collection of government taxes of products sold at the event.
- ✓ I will accept responsibility for my own merchandise and will arrange my own insurance.
- ✓ I will provide all equipment required for the proper, legal administration of my space (wash station, etc.)
- ✓ I release the show management / organizers and sponsors, along with any volunteers or employees, from injury or damage incurred by the exhibitor and their agents. Show management / organizers are released from all liability and responsibility for theft, damage, or accidents with regard to all exhibitor displays prior to, during and/or after the show. Product liabilities, guarantees, and insurance are the sole responsibility of the exhibitor.
- ✓ I will keep my space in an orderly manner through the event and will remove garbage during and at the end of the show.
- ✓ I acknowledge that the show management/organizers reserve the right to alter the exhibit floor plan as required without prior notice to me or my consent prior to.
- ✓ I will not bring my pet on site or leave my pet in my vehicle, or I acknowledge that the local OSPCA may be called.
- ✓ I further agree by not adhering to any of the terms, conditions, rules or regulations set out within this application may result in the following:
 - my disqualification to the Ontario Latin Arts Festival for 2016
 - my dismissal on the premises without reimbursement during the Festival
- ✓ The management / organizers have the right to reject any application that is not complete including any subsections of the application

Signature of Applicant

____/____/____
MM / DD / YYY