

windsor
essex

Harvest

Festival celebrating local
food & drink

September 9, 10, 11, 2016

Fort Malden National Historic Site of Canada

Presented by;



AMHERSTBURG
CHAMBER OF COMMERCE

Save the date and sign up today!

www.facebook.com/WeHarvestFest/



AMHERSTBURG
CHAMBER OF COMMERCE

Phone 519-736-2001

amherstburgchamber@gmail.com

Congratulations!

Your establishment has been identified as a perfect fit for our inaugural Windsor Essex Harvest Festival. This is the first 'Feast ON' certified event in Southwestern Ontario! We are currently accepting applications for vendors and we invite your business to participate in this premier, regional event by reserving your tent space now.

Participant Information & Regulation Guidelines

FESTIVAL DATES AND TIMES:

Friday, September 9th 4:00 pm to 11:00 pm

Saturday, September 10th 12:00 pm to 11:00 pm

Sunday, September 11th 12:00 pm to 6:00 pm

Due to very strict time lines for development of the event and due to limited space at Fort Malden, the deadline for all applications is **May 27, 2016.**

LOCATION:

Fort Malden Historic Site of Canada, 100 Laird Avenue, Amherstburg, Ontario



LOAD IN/TAKE DOWN SCHEDULE:

Load In:

Wednesday, September 7th for HEAVY Equipment Only – 5pm to 8pm

Thursday, September 8th for HEAVY Equipment Only – 9am to 3pm

Thursday, September 8th for remaining supplies – 12 pm to 5pm

Friday, September 9th for remaining supplies 9am to 2pm

Vehicles must be off the grounds by 3pm on Friday no exceptions please

Take Down:

Sunday September 11th - 7pm to 11pm. Vehicles will be permitted on the grounds after 7pm.

Monday September 12th – 9am to Noon.

CRITERIA TO PARTICIPATE:

WE Harvest Festival will be the first event in Southwest Ontario to be a “Feast ON” designate from the provincial Ontario Culinary Tourism Alliance(OCTA). Feast ON builds relationships and promotes sourcing Ontario food & drink. Feast ON certifies that at least 50% of the food and beverage served at the festival is grown or produced in Ontario. As part of this alignment, WE Harvest will go further asking that 50% of procured product served at the Festival is from Windsor Essex wherever possible.

Restaurants agree to accept food vouchers from committee members and volunteers. (WE Harvest Festival use the vouchers to your establishments to feed our support system volunteers!) You will be reimbursed by the Festival at the end of the event.

Equipment List and Power requirements must be submitted at time of application. Unauthorized equipment will be removed from Fort grounds. Vendors must supply proof of a current off site liability insurance policy with coverage of \$5,000,000 that names the Windsor Essex Harvest Festival, The Amherstburg Chamber of Commerce, Town of Amherstburg and Parks Canada as additionally named insured's.

A sample menu that qualifies and lists the Feast ON criteria of locally sourced product at retail of \$3, \$5, or \$10 be submitted with application is required. (See chart attached)

APPLICATION SUBMISSIONS:

Completed applications must include:

1. A 50% deposit including a separate \$500 refundable cheque back to you after inspection of your space.
2. A postdated cheque for the balance dated Friday, June 24, 2016.
3. A copy of proof of insurance.

LOGISTICS:

YOU CAN APPRECIATE THAT MOST OF OUR HUMAN SUPPORT SYSTEM ARE VOLUNTEERS WHO HAVE DONATED THEIR TIME TO MAKE THIS EVENT AWESOME FOR YOU AND OUR GUESTS. PLEASE READ CAREFULLY AS ALL REGULATIONS WILL HAVE NO EXCEPTIONS TO ENSURE A SMOOTH LOGISTICAL PROCEDURE.

1. The Windsor Essex Harvest Festival Committee reserves the right to make vendor layout changes at any time, as it deemed necessary.
2. Following the festival, an inspection will be conducted by a representative of the Festival, along with a Fort Malden representative and, provided your area is left in the condition you found it and you remained open during the specified hours of operation; WE Harvest Festival will return your security deposit cheque of \$500*. **Restaurants** – security deposits will be forfeited for improper grease disposal.
3. Vendors may choose to leave their materials overnight Wednesday through Saturday night, but do so at their own risk. The gates are locked and there is a security guard on premises for Wednesday through Sunday night but the WE Harvest Festival is not responsible for lost, stolen or damaged items at Fort Malden. Security for individual vendor tents, equipment and product is the sole responsibility of the vendor.
4. **Electrical Service:** You will have 15 amps – 125 volt service. The WE Harvest Festival certified electrician will have complete jurisdiction over all electrical requirements and installations. All electrical equipment must be CSA approved. The use of power other than that provided by the WE Harvest Festival electrician or the use of power in excess of that which is contracted is strictly forbidden. In order to avoid delays, we are insisting that all booths be inspected prior to opening, and any equipment that has not been previously authorized be removed Vendors are not permitted to bring refrigeration equipment on Fort grounds that have not been pre-approved by WE Harvest Festival. **Please note: All exhibitors are required to bring two (2) heavy duty outdoor grounded 50' - 12 gauge extension cords and supply their own outdoor power bars.**

5. **Booth Décor:** Please bring tasteful signage and additional lighting for the evenings (you will be provided with one light, but bring extra for effect). Any other appropriate memorabilia from your establishment is also encouraged, as well as discount coupons, menus, etc. Displays must not protrude beyond your assigned area.
 - a. **To keep to our Feast ON mantra, a separate dedicated sign will be provided at no cost to you to any Feast ON members as well as the producer/supplier that you are working with.**
 - b. **Remember, this is a Harvest Festival, so let's work with this theme in your decor!**
6. **Operating Times:** Participant will have contracted space complete and ready for operation no later than September 9th at 4pm and leave the exhibit in place until the official closing of the event on September 11th at 6pm. All exhibitors must be open to the public and in charge with a competent attendant during all hours the event is open. Participants must be ready to be in full operation by festival opening schedule and remain open for business until posted closing time daily. **If you leave early or start to disassemble your booth early, you will forfeit your security deposit.** Our patrons purchase tickets for our posted hours and should be able to purchase from our vendors for that entire period.
7. **Washrooms:** Port-A-Johns will be provided and maintained throughout the festival weekend.
8. **Ice:** Ice will be available on site. Please note that WE Harvest Festival will sell ice. The ice area will be maintained by a volunteer and exhibitors will have to pick up and **pay cash** for their own ice. A receipt will be issued.
9. **Refrigeration:** Refrigerated trucks will be on site all weekend. Vendors are responsible for labeling, storing and retrieval of their product. Please limit all goods to a minimum space.
10. **Board of Health:** All Exhibitors must be in compliance with all Board of Health codes. The following issues are of primary concern to the Board of Health: Food must be covered at all times; all meats must be stored in a cooler or refrigerator and maintained at a proper temperature at all times. Please avoid prepping food on site. Be sure to bring your test kits, thermometer, bleach solution, covered garbage container, hats and proper hygiene.
11. **Subletting** Exhibit space is strictly prohibited!!!
12. **Vendor parking** will be limited to 1 spot. You will be issued one parking pass which must be displayed on your vehicle at all times.

13. **Vendor work Passes:** Each restaurant vendor booth will receive 6 passes for Friday, 12 passes for Saturday and 8 passes for Sunday. In order to have access into the festival each day, you must present your vendor pass at our **Vendor Entrance (Gate 2) ONLY**. Any vendor requiring additional passes may purchase them in advance through our office prior to Friday, August 26, 2016.
14. Each food vendor must have a working ABC type fire extinguisher on site. If however, you have a deep fryer, you must have a K type fire extinguisher on site.
15. **The festival will take place rain or shine. Booth fees are non-refundable.**
16. **Vendor Staff:** All vendors must ensure their staff is trained accordingly, and are **19 + years of age**, (we recommend that you ask your staff to provide a copy of proof of age verification and have this on hand during the entire festival), and abides by the Accessibility standard for customer service (Accessibility for Ontarians with Disabilities Act – AODA, 2005). We recommend that you ask your staff to provide proof of age verification.
17. **Insurance**
 - a. All vendors must provide a certificate of insurance showing proof of commercial general liability coverage with a minimum limit of not less than \$2,000,000.
 - b. The insurance certificate must also include confirmation that the following are listed as additional insured in the policy;

**The Amherstburg Chamber of Commerce
268 Dalhousie St, Amherstburg, ON N9V 2Z3**

**Her Majesty the Queen in Right of Canada (Fort Malden)
100 Laird Ave, Amherstburg, ON N9V 1W4**

**The Corporation of the Town of Amherstburg
271 Sandwich St. S, Amherstburg, Ont. N9V 2A5**

Event organizers, volunteers and Sponsors connected with the event are not liable for any damages, and or losses including but not limited to weather condition or personal injury that may occur during the course of the event, including setup and tear down periods and shall be held harmless in the event of any lawsuit.

Please note; This application does not guarantee participation until all criteria is met as outlined in the guidelines of this document. Due to great interest, space is limited.

2016 Taste Artisan APPLICATION

1 Booth for \$1,000 + HST includes;

10' frontage X 20' deep
2 – 8' banquet tables
15 amp – 125 volt service

50% DEPOSIT by May 27, 2016

Cheque for BALANCE Post Dated June 24, 2016

Cheque for \$500 SECURITY DEPOSIT Post Dated Sept 12, 2016

BUSINESS NAME _____

CONTACT NAME _____

ADDRESS _____ **Postal Code** _____

BUSINESS PHONE _____ **CELL #** _____

EMAIL ADDRESS _____

WEB SITE ADDRESS _____

EQUIPMENT LIST & POWER REQUIREMENTS
PLEASE NOTE THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT THIS
INFORMATION

PAYMENT INFORMATION:

THE FOLLOWING ITEMS MUST BE RECEIVED ATTACHED TO YOUR COMPLETE APPLICATION TO RESERVE YOUR SPACE; PLEASE CHECK BOX

50% DEPOSIT by May 27, 2016

Cheque for BALANCE Post Dated June 24, 2016

***Cheque for \$500 SECURITY DEPOSIT
Post Dated Sept 12, 2016**

PROOF OF INSURANCE

Sample Menu submitted before August 5, 2016

LOGO EMAILED TO: amherstburgchamber@gmail.com
This ensures maximum exposure on our website and our Facebook!

**PLEASE MAKE CHEQUE PAYABLE TO:
Amherstburg Chamber of Commerce**

I understand and agree to all terms and conditions contained in the 2016 Vendor Participation Regulations and Guidelines.

VENDOR SIGNATURE

DATE

Thank you for your participation!

