



Fun Fest 2019 (July 4–7)

Vendor Application

Vendor Information

Applicant Name: _____ Business Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Website: _____

Product Information: _____

Vendor Application Checklist

- ☐ Awareness of the Application Deadline—Food Vendors May 31st and all others June 24th.
- ☐ Complete and Signed Application
- ☐ Payment in Full
- ☐ Certification of Insurance with at least \$2,000,000 liability and the Town of Essex as an additionally insured party
- ☐ If no certificate of insurance, you are accepting an added Town of Essex Insurance Fee of \$65.00
- ☐ Food vendors are required to submit a \$100.00 refundable deposit (note: the deposit will be refunded at the end of the festival pending all terms and conditions are fulfilled).

Hours of Operation

By registering as a vendor, you are accepting that you will be open, at minimum, during these times:

Thursday	Friday	Saturday	Sunday
Food: 4pm-8pm	Food: 4pm -11pm	Food: Noon-11pm	Food: Noon-6pm
Non-Food: Optional	Non-Food: 4pm-9pm	Non-Food: Noon-9pm	Non-Food: Noon-6pm

Payment Information

- ☐ Cash with submitted application (in person only)
- ☐ Cheque included with package (Payable to the Town of Essex)
- ☐ Visa/Mastercard/American Express:

Number: _____ Expiry: _____ Security Code: _____

Cardholder Signature: _____



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Booth Requirements and Information

One space is considered a 10x10 space; two spaces are considered a 20x10 space; three spaces is greater than 20 feet. All business must take place within this space; anything outside of this space is forbidden.

Type of Vendor and Spacing Requirements

Food

Circle: One space - \$450 | Two spaces - \$650 | Three+ spaces - \$800 \$_____

Snack and Beverage Vendor

Circle: One space - \$250 | Two spaces - \$400 | Three+ spaces - \$500 \$_____

Commercial Vendor (If you buy and sell products)

Circle: One space - \$150 | Two spaces - \$250 | Three+ spaces - \$325 \$_____

Non-Commercial Products (Home-made products)

Circle: One space - \$50 | Two spaces - \$100 | Three+ spaces - \$150 \$_____

Non-Profit Organizations or Service Groups

Circle: One space - \$50 | Two spaces - \$100 | Three+ spaces - \$150 \$_____

Utilities and Insurance

Electrical (Per outlet) - *Number/type of outlets Will be STRICTLY enforced**

Circle: 110 volt/15 amps - \$25 # Needed ____ | 220 volt/30 amps - \$40 # Needed ____ \$_____

Water Hook-Up (Only for food/snack/beverage)

Circle if required: Single (1) Valve Hook-up - Free Free

Insurance (Refer to point 5 on Terms and Conditions)

Circle if required: Insurance through Town of Essex - \$65 \$_____

Total (prices above include HST) \$_____

Agreement

The undersigned has read and agrees to be bound by this request and all term and conditions contained or attached hereto, and hereby warrants and represents that he/she executes this request on behalf of the Applicant and has sufficient power, authority and capacity to bind the Applicant with his/her signature. The Undersigned further acknowledges sole responsibility for any damage or additional fees assessed against their booth location due to damage or additional storage requirements. The Undersigned also acknowledges and provides consent that any photography or video imaging of this event may be used by the Town of Essex and their representatives and the Undersigned waives the right to remuneration or ownership claims for the use of such media.

Signature of Applicant: _____ Date: _____



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Terms and Conditions

- 1) Booth space may not be sub-let or sub-leased to any third party;
- 2) All vendors must supply their own vending area, tables, chairs, electrical connections, water connections and further necessary equipment. The Essex Fun Fest is supplying the spacing and electrical/water hook-ups as requested in the above registration;
- 3) **Hydro Information:** Only three (3) pronged electrical cords with ground-fault circuit interruption (GFCI) are permitted and must be provided by the Vendor. It is the Vendor's sole responsibility to meet all electrical requirements. Vendors will be held financially responsible for damage, tampering, or alterations to power carts. No refunds will be issued for failure to comply with electrical requirements. Vendors will forfeit their deposit if they use more than the approved number of outlets. Electrical is based on availability. Vendor must ensure trips hazards are prevented.
- 4) The Town of Essex, The Fun Fest Committee and any/all of its Agents, Employees or Representatives therein, assumes no responsibility or liability for security, loss, theft, fire or damage to your buildings, tents, merchandise, supplies, equipment or any other property of the vendor;
- 5) Vendor must provide proof of at least \$2,000,000 liability insurance naming the Town of Essex as an additionally insured party, or accept a \$65.00 additional fee;
- 6) All ropes, cords, wires, poles, tables or display items must be within the designated space with no exceptions. All vendors of tents or booths located on the cement/asphalt parking lot are prohibited from using an anchoring system of any type including anchoring poles, pegs or wires. Any vendor who causes damage, deformity or destroys the parking lot in any way will be subject to fines and/or related fees associated with the repair or replacement of any damage caused;
- 7) The Fairgrounds (located at 60 Fairview Avenue West, Essex) will be available for booth set-up on Wednesday from 9:00 a.m. to 8:00 p.m., Thursday from 9:00 a.m. to 3:00 p.m. and Friday from 9:00 a.m. to 3:00 p.m (Friday setup is for non-food vendors only). No vendors will be permitted to commence set-up after 3:00 p.m. on Friday;
- 8) Vendors cannot sell candy floss, candy apples, popcorn or caramel corn;
- 9) All Vending Booths must be open, at minimum, based on the following schedule:

Thursday	Friday	Saturday	Sunday
Food: 4pm-8pm	Food: 4pm -11pm	Food: Noon-11pm	Food: Noon-6pm
Non-Food: Optional	Non-Food: 4pm-9pm	Non-Food: Noon-9pm	Non-Food: Noon-6pm



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- 10) All booths must be vacated and removed from the premises on or before 4:00 p.m. on the Monday immediately following the festival. Any property remaining thereafter will be subject to dismantle and storage fees as imposed by the Festival Committee for each day thereafter;
- 11) Vendor booth locations will be determined in the sole and absolute discretion of the Festival Committee;
- 12) Vendors must adhere to all safety standards including abiding by the electrical requirements stated on the reverse. Vendor booths will be subject to an inspection prior to the opening of the Festival. Vendors must plug into the power units with no adapters between the panel and the vendor booth. Vendors are to contact Festival staff for panel access as the panels will be locked. No refunds will be given if a vendor fails to meet or comply with any of these requirements including any requirements set out by the Windsor-Essex county health unit;
- 13) All merchandise, services and/or products must be sold from the booth space(s). Wandering of the grounds or entertainment venues for the purposes of selling merchandise, products and/or services is not permitted at any time;
- 14) Applications must be received by July 1st with payment in full upon submission;
- 15) The Essex Fun Fest grounds are a smoke-free facility;
- 16) The Town of Essex will have a water bottle filling station on site;
- 17) You will comply with the Town of Essex Fire and Rescue Service regulations as indicated in the checklist on page 5 and 6; and
- 18) All food vendors must complete an application with the Windsor-Essex County Health Unit. Please visit <https://www.wechu.org/forms/food-vendor-application-form> and reference documents listed under Food Vendor Applications.
- 19) All food vendors must pay a \$100.00 refundable deposit. This deposit will be refunded at the end of the Festival pending all of the above terms and conditions are met throughout the weekend.

Contact Information

Name:	Jake Morassut – Facility Clerk
Location:	Essex Centre Sports Complex
Address:	60 Fairview Avenue West, Essex Ontario
Phone:	519-776-7336 extension. 1301
Fax:	519-776-8233
Email:	jmorassut@essex.ca



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Essex Fire and Rescue Services

Special Events Tents Checklist

As a condition of approval for vendors to attend or participate in the special event hosted on Town of Essex property, the event organizer is obligated to ensure that all vendors comply with the following requirements

(1) Cooking Activities:

- Any cooking activity within any enclosed tent is prohibited;
- Public access is prohibited under any open sided canopy used to cover cooking;
- Fuel fired cooking will be conducted a minimum of 1.2 metres (4 feet) from combustible materials and or any tent unless the appliance is labelled for specific clearance to combustibles;
- Any canopy used over a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: NFPA 701 or Note 4 of Test Method 27.1 of the CAN 24.2 or CAN/ULC S-109-M;
- A portable fire extinguisher with a minimum 2A 10BC rating with a technicians tag certifying maintenance within the last 12 months shall be provided for any cooking activity other than deep fat frying; and
- An extinguisher with a minimum 40BC or K class rating shall be provided with a technicians tag certifying maintenance within the last 12 months for *any deep fat frying*.

(2) Fuel Safety Concerns: (Propane, Natural Gas, etc.)

- The event organizer shall arrange for a general inspection by the Technical Standards and Safety Authority of all vendors utilizing fuel fired cooking appliances; and
- Vendors with propane fired equipment must have a Mobile Food Service Equipment inspection completed and a copy of the report on site. Vendors that have any questions specific to the certifications and approval of their equipment should contact the Fuel Safety Division of the TSSA (416) 734-3351, a minimum 30 days prior to the event.



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(3) Portable Fire Extinguisher Protection:

- Vendors must have a portable fire extinguisher with a minimum 2A 10BC rating. The extinguisher shall have a technicians tag attached certifying maintenance within the last 12 months.

(4) Vendor Tents

If a tent, tarp, canopy or similar shelter is being supplied and used by the vendor it must:

- Have an aggregate area of less than 60 square metres (645square feet,) - larger tents require a building permit;
- Must be labelled or have documentation confirming the tent material has a high degree of flame resistance in accordance with one of the following standards: NFPA 701 or Note 4 of Test Method 27.1 of the CAN 24,2 or CAN/ULC S-109-M; and
- Multiple tents in groupings shall not exceed a maximum area of 60 square metres (645square feet) without a minimum three (3) meter fire break separating the grouping from other tents or structures.

(5) Electrical Service and Installation:

- Any electrical work (service/generator supply, box or panel connections, lighting appliances etc.) will be undertaken by a qualified, licensed electrician, and will be subject to an inspection by ESA; and
- All electrical equipment, devices and appliances shall be listed and approved for use in Canada. Details of the electrical requirements shall be provided to the event organizer for inclusion in the electrical permit application covering the event, if one is being applied for.