

2022 BBPA

Sinting Fest on Eglinton West Vendor Information

Application (page 6-9)

VENUE:ON THE STREET

STREET

Eglinton Ave W – from Marlee Ave to Dufferin Street

Friday August 26th, from 6:00 pm – 11:00 pm

Saturday August 27th, from 10:00 am – 11:00 pm

Sunday August 28th, from 10:00 am - 6pm

1. To secure your vendor space, please complete the vendor application form at the bottom of this document and submit the forms with full payment to the Black Business and Professional Association (BBPA) **no later than July 15, 2022**. Please note: the Early Bird deadline is May 31, 2022. Application included at the end of this Vendor Form.

2. Applications are accepted by:
Email (michele@bbpa.org), mail,

or in person to:

Black Business and Professional Association
1621 Eglinton Ave W
York, ON
M6E 2H1

Please ensure that all certified cheques, money orders or drafts are made payable to:

Black Business and Professional Association

3. All vendor applications are subject to approval. A confirmation will be sent to confirm your attendance at the festival. Please allow 5-7 business days for approval.

4. There are a limited number of vendor spaces available. No applications will be considered final until full payment has been received.

5. All fees are non-refundable. Incomplete applications will not be accepted.

6. The Black Business and Professional Association reserves the right to reject or deny any applications as the organizers deem necessary. In the case of a denial, the applicants' application fee will be refunded.

7. Please note if vendors (**maximum 2**) are sharing a booth, all payments will be only be accepted from one applicant. All vendors must be registered with the Black Business and Professional Association for a permit.

FAILURE TO COMPLY WILL RESULT IN REMOVAL FROM THE FESTIVAL WITH NO REFUND.

8. Vendor Booth displays and equipment shall not extend into the aisles, including all signs, banners, equipment, etc. All food preparations and concessions must be confined within the booth space.

For information on how to obtain insurance please visit www.palcanada.com or zeninsurance.com

9. Once the application is approved, all Exhibitors require Exhibitor Insurance a limit of liability bodily injury & property damage in the amount of \$1,000,000.00 .Please submit the Certificate of Insurance on or before August 1, 2022.

10. All vendor forms must include a complete and detailed list of items sold on the day of the festival.

11. Vendor spaces are not assigned on a first-come, first-serve basis. The spaces are located at the discretion of the planning organizers. No exceptions and location changes will be accommodated. Pre-mapping the vendor placement allows for the flow as well as the event programming which takes place during the festival.

12. Food vendors can order a 10x10 or 10x20 tent. Craft vendors can order a 10x10 tent.

13. All vendors are responsible for their HST (Harmonized Sales Tax) where applicable.

14. Vendor set up is as follows:

Food Vendors: Friday, August 26, 2022 from 2 PM – 5 PM

Craft Vendors & Not for Profit organizations from Friday, August 26, 2022 from 3 PM – 5 PM

Food Trucks: Friday, July 9, 2022 from 2 PM to 5 PM

Note: All vehicles are expected to be off the street by 4 PM on Friday and 9 AM on Saturday and Sunday. No vehicles will be allowed into the street after 9 AM.

15. All vendors must staff their site during operating hours. BBPA does not accept responsibility for any vendors' possessions left onsite for the duration of the festival. However, we do provide security to help keep the street safe.

16. All vendors display and registration signs must be visible at all times.

17. All vendors are required to display their exhibits or wares within their assigned areas.

18. Failure to comply with the terms of the BBPA Guidelines may result in losing vending privileges at Sinter Fest on Eglinton West without a refund or a \$250.00 fine at the festival.

FOOD VENDORS – Additional Guidelines

1. All food vendors must attend a MANDATORY VENDOR meeting prior to Sinter Fest on Eglinton West. Vendors will be informed of date and location.

Booth Etiquette

1. BBPA and/or Representatives reserve the right to restrict music and/or amplified sounds from any source that interfere with activities in neighbouring booths or the stage. Vendors are not to bring stereo systems to the festival.

2. Vendors are not allowed to sell any products or services outside their exhibit space without permission from the organization. Failure to comply will result in immediate booth closure.

3. All vendors are expected to be in their booths during all published festival hours.

SECURITY

1. Security will be provided during the festival operation; however, the concessions, contents, inventory and products are the sole responsibility of the vendor.

2. Additional short-term liability insurance must be purchased from an insurance provider of your choice. Please submit the Certificate of Insurance on or before August 1, 2022.

3. It is the vendor's responsibility to have personal and/or business insurance coverage. Please contact the BBPA if you require information.

EQUIPMENT

1. Vendors can supply their own tents/canopies, tables and chairs. All coverings must be securely anchored with sandbags or weights.

2. Tables and tents are available for rent. The number of tables and tents must be ordered in advance and payment included on the vendor's application forms. Such rental items must be returned in good condition at the end of the festival.

3. Stereo systems, speakers, microphones, loudspeakers or any other equipment that amplifies sound are not permitted at any time during the festival.

SET-UP AND BREAKDOWN

1. All Food Vendor equipment must be loaded onto the street **no later than Friday August 26, 2022, 5 PM**
2. No vehicle will be permitted on the street after 9:00 a.m. on Saturday and Sunday. All vehicles must be removed from the site immediately after unloading.
3. Set-up after unloading must be completed before 5:00.p.m. on Friday, August 26, 2022 and before 9am on Saturday, August 27 and Sunday, August 28th
BREAKDOWN on Sunday August 28, 2022 by 10:00 p.m.
4. Barricades and fences are put in place by festival staff. They must not be altered in any way.

ELECTRICAL

1. No personal generators are allowed. BBPA will provide generators to supply electrical to all vendors. Vendors will receive one free 15-amp electrical outlet.
2. All food/craft vendors will need to purchase additional amps if using more than the 15 amps provided with your vendor booth purchase.
3. Vendors who require additional electricity must complete and attach a listing with their application indicating details of appliance type (fridge/freezer, blender, warmers etc.) the quantity of each appliance, and the amp/watts and voltage (110 or 220) of each appliance.
4. Vendors must supply their own 100-foot heavy duty outdoor AC 120 VAC electrical extension cord(s) to reach reserved electrical outlets.
5. Additional hydro will not be available to a vendor if the requested information is not submitted prior to the festival start date. The fee for additional hydro is not included in the booth space.

PARKING

1. Municipal by-laws prohibit parking of vehicles on the street at any time except for specific load-in and load-out times indicated by the organizers.
2. Only a limited number of vehicles will be allowed on site for purposes of loading/unloading and must be removed within 30 minutes. Vehicles left for a longer period in the loading zone will be ticketed.
3. Parking is NOT included in the vendor fees. Parking is available in public lots in the immediate area.

CLEAN UP

1. All vendors are responsible for keeping their concession and surrounding area tidy and free of litter. Food vendors' clean up fee of \$250 will be reimbursed upon satisfactory inspection of their concession and surrounding area by BBPA representatives. This deposit will not be refunded if there had been violations by the vendor during the duration of the festival.
2. Each vendor must supply their own garbage bags for their concession site.
3. All trash must be placed in appropriate containers, dumpsters or bins provided.
4. All vendors using wooden skids or pallets must remove them after the festival. These skids or pallets should not be left on the street or thrown into the garbage bin or surrounding bushes.
5. A penalty will be charged for any equipment, property or items left behind on the street after the designated loadout times. Such a penalty can restrict a vendor from future vending privileges at BBPA events.

VOLUNTEERS

1. Festival volunteers and BBPA representatives will be on the street to monitor and assist when needed.
2. All Festival volunteers will be provided with a \$15 meal voucher which must be accepted as payment. Please submit all vouchers received to BBPA for reimbursement in the envelope provided in your vendor package.

DISCLAIMER The BBPA is not responsible for acts of God, profitability of concessions, removal by the City of Toronto's by-law enforcement officers, Toronto Police and/or the Department of Health and any liability claims that any vendor may incur. The BBPA also reserves the right to remove any vendor(s) from the premises who fail to fulfill any of the conditions specified in this contract.

Company Name	
Booth Name	

Type of Vendor
<input type="checkbox"/> Food <input type="checkbox"/> Craft <input type="checkbox"/> Non Profit <input type="checkbox"/> Sampling Vendors <input type="checkbox"/> Other _____

Address	
City	
Province	
Postal Code	

Cell number	
Other Telephone #	
Email	

Item description (please list items that will be sold at your booth) (required)

Note: Food vendors please list your menu and prices. (required)

Note: Craft vendors, please list your product selection. (required)

Please list electrical equipment. Then share the amount of amps required for use for each one. (required)
<input type="checkbox"/> Patty Warmer <input type="checkbox"/> Grill <input type="checkbox"/> Kettle <input type="checkbox"/> Hot plate <input type="checkbox"/> Laptop <input type="checkbox"/> Lights <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Amount of Amps (required) 1. Amp Amount _____ 2. Amp Amount _____
Note: Electrical power cannot be added after July 31, 2022 Price list: \$60 for each Additional 15 Amps

Vendor Prices (Circle your required selection). Please note tents are extra



Vendor Prices Price of ALL booths <u>includes:</u> booth space, HST, and one 15-amp electrical outlet. .		Early Bird Special incl. HST (May 31, 2022)	June 1 – July 15, 2022	Tent rental price	6' table rental price	Additional Amps See price list above	Mandatory for all Food/Beverage Vendors. Paid by cheque separately.
Note: Tents and tables are extra. * One company is responsible for all payments submitted to the BBPA for a 10x20 shared tent. NOTES: Tent rental includes set up and tear down. Rental Prices are an estimate. Prices may change depending on the rental company's price.	10 x 10 Food Booth (max 1 vendor)	\$1695	\$1921	\$450	\$60		+\$250 Refundable Clean-up fee
	10 x 20 Food Booth (max 2 vendors)*	\$2825	\$3051	\$900	\$60		+\$250 Refundable Clean-up fee
	Food Truck	\$2467	\$3050	N/A	N/A		+\$250 Refundable Clean-up fee
	10 x 10 Merchandise Booth (max 1 vendor)	\$425	\$537	\$450	\$60		N/A
	10 x 10 Corporate Booth	\$3390	\$3955	\$450	\$60		N/A
	10 x 20 Corporate Booth	\$7500	\$8475	\$900	\$60		N/A
	10 x 10 Not for Profit Booth (max 1 company)	\$170	\$225	450	\$60		N/A

Please use the chart above to select your required booth and additional. (Mandatory)

Type of Vendor	Booth Size	Early Bird Price	June 1 to July 15	Tent rental price	Table rental	Amps (one 15-amp per booth is provided) Please list additional	Total
Eg: Food Vendor	10 x10		1921	450	60	\$60	\$2431

Please note: Separate cheque of \$250 for the Refundable Clean up Fee is required with application. Amps costs listed above

All Vendors - Insurance requirements
Please note: proof of insurance (\$1000,000 Liability) is required once your application is approved. If not received by August 1st, booth fees are non-refundable.
Additional Information: <u>Application approval is at the discretion of the BBPA</u>
PAYMENT - Payment is due in full with your application form. Final day for payments is July 15,2022.

All payments must be made by certified cheques, money orders, bank drafts or credit card and delivered (by appointment only) at the BBPA in the Community office
1621 Eglinton Ave W. York, ON
Cheques should be made payable to: Black Business and Professional Association.

Credit Card # _____ Name: _____

Expiry Date: _____ CSV: _____

ONCE YOUR APPLICATION IS APPROVED..WE WILL CALL U FOR THE CSV AND EXPIRY #

Amount: _\$ _____

The applicant agrees to abide by the conditions, rules and regulations stated in the 2022 Vendor Guidelines document and agrees to absolve the BBPA from any claims, damages, or liabilities in violation of these terms. The applicant also agrees to abide by all municipal, provincial, or federal laws and regulations in effect for the duration of the festival (Sinting Fest on Eglinton West).

Company name: _____

BBPA _____

Authorized Signature

Authorized Signature

Print Name and Title

Print Name and Title

Date: _____

Date: _____

Submit this form via email to michele@bbpa.org