



Kaleido Family Arts Festival: Call for Entries
FOOD TRUCK & TRAILER VENDORS
Apply online by: July 29, 2016 @ 1:00pm

Join us for the weekend and feed the Kaleido audience! We're looking for vendors to participate for the festival weekend (Friday night – Sunday afternoon). New this year, we are excited to present the Kaleido Grand Market on Friday night. We're kicking off the festival with our new night market with food, artisans, street performers, musicians and a lantern parade!

GENERAL TRUCK & TRAILER VENDOR INFORMATION:

The Truck Areas are Open:

Friday 7:00 pm to 11:00 pm
Saturday Noon to 9:00 pm
Sunday Noon to 6:00 pm

Commission Fees:

All Food Truck vendors will be subject to a 15% commission charge of total net (excluding GST) sales back to Arts on the Ave

Operations Notes:

- If you are applying to be a food vendor and do not have a food unit you must adhere to all AHS Rules and Regulations for your setup, send a menu of the items you'd like to sell and you are responsible for all necessary rentals including tents and all necessary equipment in your area
- If you require running water for your setup we can allow access, however you must be a **3 DAY** vendor to be plumbed into water
- We do not supply power hookups for Food Trucks, generators will be required and will be inspected by Fire & Safety to ensure it meets all codes
- **Size: A maximum of 200 sq. ft. of space (10'x 20')**
- MAXIMUM FRONTAGE ALLOTTED WILL BE 20 FEET (WITH A 2 FOOT FLEX), NO EXCEPTIONS. IF YOU REQUIRE A FRONTAGE SPACE EXCEEDING 20 FEET (WITH A 2 FOOT FLEX), EXTRA SPACE BEHIND YOUR BOOTH FOR STORAGE OR EXTRA WORK SPACE, AN EXTRA FEE WILL BE APPLIED
- The size of booth space required represents the footprint required: i.e. take into account trailer hitches and overhangs as well as any space requirements for storage of product and/or preparation area.

SIGN UP ONLINE TODAY!! Head over to: kaleidofest.ca/foodtrucks

NAME: _____

BUSINESS NAME: _____

CONTACT: _____

ADDRESS: _____

Street: _____

City: _____ Province: _____

Postal Code: _____

TELEPHONE: _____

CELL: _____

EMAIL: _____

Are you a: Food Truck Food Trailer Food Tent

Rates: Please indicate which dates you would like to attend Kaleido

- **Food Truck 3 day rate September 9-11th 2016 \$800.00 + GST**
- **Food Truck Flex daily rate Friday, September 9th 2016 \$250.00 + GST**
- **Food Truck Flex daily Saturday, September 10th 2016 \$350.00 + GST**
- **Food Truck Flex daily Sunday, September 11th 2016 \$350.00 + GST**

All Food Truck vendors will be subject to a 15% commission charge of total net (excluding GST) sales back to Arts on the Ave

Applications must include the following:

- Copy of insurance and signed waiver
- City of Edmonton Permit must also be submitted with application
- Full Menu to be approved by Vendor Administrator

General Information When Completing This Application:

- Carefully read through the **Rules and Regulations**.
- Please attach a drawing or photograph of the booth you wish to bring to the Festival. All photos and drawings must include exact set up with frontage size and all overhangs, hitches, storage and preparation area. **If you require ANY space beside/behind your booth for storage or prep, a storage fee will apply.**
- All vendors **MUST** submit a \$2,000,000 Liability Insurance Policy upon acceptance.
- Please provide as much information as possible. We are looking for new and original menu items.
- List and describe ALL menu items you would like to sell, and prices of each. **ONLY** the items listed here will be approved for sale at the Festival. Once a menu has been approved, no changes or additions will be allowed.
 - **NOTE: This list is a **proposed** menu. This does not mean this menu will be approved.*
- List all electrical appliances you will be using and accurate power ratings in amps. This list would include **EVERY** item requiring power in your booth. **ANY POWER REQUIREMENTS OVER THIS AMOUNT WILL BE BILLED ACCORDINGLY TO THE VENDOR.**
- After you have been accepted payment will be due. Cash, **Visa, Debit and MC In person at the Carrot Community Arts Coffeehouse** or cheques can be made payable to: **Arts on the Ave Edmonton Society**

I am submitting this application, confident that the information is factual to the best of my knowledge and I have read and understand the Rules and Regulations.

Signed _____ Date _____

Please submit scanned application to kaleidovendors@gmail.com.

Kaleido Family Arts Festival reserves the right to refuse participation to any vendor and can terminate any agreement with vendors at anytime and at our discretion. Adherence to our deadlines and to our Rules and Regulations is necessary to manage ourselves effectively and will be strictly enforced. Please learn the Rules and Regulations before applying to the Festival and be mindful of our deadlines. Late payments will not be accepted and will result in forfeiting your spot at the Festival.

Please submit application to kaleidovendors@gmail.com or by mail Arts on the Ave Edmonton Society 9351 – 118 Avenue Edmonton AB T5G 0N3 Attn: Vendor Administrator

**RULES AND REGULATIONS
FOR THE OPERATION OF OUTDOOR VENDING BOOTHS & UNITS 2016**

In order to promote good and orderly business practices, Arts on the Ave Edmonton Society and the Vendor agree to the following:

i. LOAD IN SCHEDULE 2016

Load in Schedule will be available with Orientation info after acceptance. All Vendors must comply with the Load in Schedule provided by the Vendor Administrator. Festival Security will be on site to ensure all Vendors comply with their designated times. Any vendors showing up later than 15 minutes prior to start-time will NOT be allowed to setup and will not have their space refunded for the day. **NO EXCEPTIONS WILL BE MADE.** *Vendors are not to arrive prior to these times. More specific times will be arranged through the Vendor Administrator.*

ii. LOAD OUT SCHEDULE

All Vendors and their equipment must be off site by 9:00 PM on September 11, 2016. In the event this is not done, all equipment left on site will be removed at the expense of the owner. All vendors who are caught packing up early will be subject to a \$100.00 fine per market day

iii. ALLOTMENT AND USE OF SPACE

The signed License Agreement is a limited License to use **Arts on the Ave Edmonton Society** Property. **Arts on the Ave Edmonton Society** reserves the right to refuse any product or service. The Vendor may only occupy space that has been specifically allotted to them. Booth Space may not be shared unless agreed upon in writing by the Vendor Administrator.

iv. PAYMENT OF FEES

All fees are due upon Contract Signing. Cheques shall be made payable to **ARTS ON THE AVE EDMONTON SOCIETY**. NSF (Non Sufficient Funds) cheques will be levied a \$50.00 service charge. If payment is more than 24 hours late, after notification has been received, the contract will be cancelled. Fees are due upon receiving invoice and are payable by cheque cash, money order, or in person with Debit, Visa, and Mastercard at the Carrot Community Arts and Coffeehouse during the hours of 9am-1pm or 6pm to 9pm only.

v. PERMITS AND INSURANCE

All Vendors must have appropriate City of Edmonton Licenses/Permits and must carry their own insurance be it property or business insurance. All Vendors must be able to produce sufficient documentation upon application and on demand when on-site.

vi. ON-SITE CONDUCT

Arts on the Ave Society personnel will arbitrate disputes as between Vendors, or as between Vendors and the Public. All decisions made by Arts on the Ave are final. Arts on the Ave reserves the right to cancel a Vendor's contract if his/her public conduct is consistently or extremely offensive. Vendors shall familiarize themselves with, and observe all applicable bylaws.

vii. SECURITY

Security personnel are on site, however **Kaleido Family Arts Festival (Arts on the Ave Edmonton Society) WILL NOT** be held responsible for lost or stolen property. In case of Security or Safety questions or concerns, please have on site Festival personnel contact Head of Security by radio at the Community Hall Front Desk or by notifying on site Security Volunteers in the area.

Initials

viii. BOOTH SIZE AND STRUCTURE (For Artisans bringing 10ft x 10ft tent only.)

All booths on the Festival Site must be of sturdy construction. All Arts and Crafts tents MUST be weighted with proper ratchet straps. Every corner must have the minimum of 50 lbs of weight. An inspection of every Arts and Crafts tent will be conducted prior to opening. If the structure is not properly weighted the Vendor will not be permitted to open, with no refund given. The pegging of tents into the pavement is forbidden. Tents must be manufactured with a flame retardant material; recreational tents or tarps are not permitted by fire code. If a booth becomes unstable, AOA reserves the right to dismantle the booth for public safety, at the expense of the Vendor. No changes to a Vendor's booth may occur during the Festival, without written approval from the Vendor Administrator. These changes include, but are not limited to, concession line-ups, adding tables or chairs, moving garbage barrels and infringing upon Vendor Storage Area.

ix. PARKING

There is NO parking (including recreational vehicles) or camping anywhere on the Festival Site. Limited parking is available close to the site. Vendors caught parking on the Festival Site will be towed at their expense. ***Please note that there is an Edmonton Eskimos football game on the evening of Saturday, September 10, 2016 and special events parking enforcement will be in place.***

x. GARBAGE

The Vendor must keep their Booth and surrounding ten (10) foot radius clean. No boxes or garbage will be stored behind the booth. The Vendor is responsible for depositing garbage in the provided dumpsites. Under no circumstances are vendors to deposit refuse in garbage bins for public use. **Fines** will be levied against all Vendors not complying with the above.

xi. ELECTRICAL HOOK UP

Arts on the Ave Edmonton Society will supply power hook up and disconnection to each booth in the Bazaar area. Installations will all be inspected, and therefore unsafe electrical devices will not be used. Total power for Arts and Crafts Vendors shall not exceed 500 watts at 110v, for lights only (no fans, heaters, etc). **Vendors exceeding the allotted power will be charged the overage at current rates.** Under NO circumstances are Vendors authorized to alter their power hook up, as this constitutes a violation of Provincial Law. No power will be available for Food Trucks. All units must all have generators.

xii. PERSONNEL

All Vendors employees must be at least 15 years of age, under Provincial Law. Any person left in charge of a booth must be at least 18 years of age. If the owner, or person signing the License Agreement will not be on site daily at the Festival, the name of the person responsible for the booth, as designated by the Licensee, must be made available to the Vendor Administrator.

PLEASE NOTE THIS IS AN ALL WEATHER EVENT. RAIN, SNOW OR SHINE, THE MARKET AND FESTIVAL WILL CONTINUE. NO REFUNDS ARE GIVEN IN THE CASE OF EVENT CANCELLATION OR EXTREME WEATHER CASES.

Initials

Notes for Food Trucks and Food Units:

- If you are applying to be a food vendor and do not have a food unit you must adhere to all AHS Rules and Regulations for your setup, send a menu of the items you'd like to sell and you are responsible for all necessary rentals including tents and all necessary equipment in your area
- If you require running water for your setup we can allow access, however you must be a **3 DAY** vendor to be plumbed into water
- We do not supply power hookups for Food Trucks, generators will be required and will be inspected by Fire & Safety to ensure it meets all codes
- **Size: A maximum of 200 sq. ft. of space (10'x 20')**
- MAXIMUM FRONTAGE ALLOTTED WILL BE 20 FEET (WITH A 2 FOOT FLEX), NO EXCEPTIONS. IF YOU REQUIRE A FRONTAGE SPACE EXCEEDING 20 FEET (WITH A 2 FOOT FLEX), EXTRA SPACE BEHIND YOUR BOOTH FOR STORAGE OR EXTRA WORK SPACE, AN EXTRA FEE WILL BE APPLIED
- The size of booth space required represents the footprint required: i.e. take into account trailer hitches and overhangs as well as any space requirements for storage of product and/or preparation area.

THIS DOCUMENT IS A VALID PART OF THE LICENSE AGREEMENT BETWEEN THE VENDOR AND ARTS ON THE AVE EDMONTON SOCIETY.

FOR THE VENDOR
(MUST BE SIGNED BY OWNER/OPERATOR):

Initials: _____

WITNESS:

Initials: _____

FOR ARTS ON THE AVE EDMONTON SOCIETY
(KALEIDO FAMILY ARTS FESTIVAL)

Initials: _____