

FOOD FAIR



UFEST 2023
MAY 26 & 27

FOOD TENT
VENDOR APPLICATION



GROWING FESTIVAL!

UFest 2023 is expected to see a record attendance as this festival continues to grow!
Over 60,000 people attended in 2022!

WHY PARTICIPATE?

An excellent opportunity to offer your cuisine to thousands of people over 2 days!

The Food Fair is located in a high-traffic zone, within an AGLC-licensed boundary.

Affordable - excellent return on investment

Tent, power, table/chairs, water and security provided.

Extremely well-organized event

A committee liaison is available to attend to your needs before and during the festival.

Exceptional marketing

The festival, Food Fair and individual vendors are highly profiled on many UFest media platforms and our website!

HOW TO APPLY/APPLICATION TIMELINE

Click [HERE](#) to access application form

- Submit application **before February 28, 2023**
- Successful vendors will be notified by **March 15, 2023**
- Successful vendors must pay **in full** by **March 30, 2023**

FESTIVAL DATES

- Friday, May 26, 2023 **5pm - 11pm**
- Saturday, May 27, 2023 **11am - 11pm**

FEES

- 10' x 10' tent **\$850**
- 10' x 20' tent **\$1700**
- Tables, chairs, power & water included

IMPORTANT DATES

- **February 28, 2023** - Deadline for receipt of applications
- **March 15, 2023** - Successful vendors will be notified
- **March 30, 2023** - Entire vendor fee is due



DETAILS

- UFest will provide a 10' x 10' tent (with walls), one table and two chairs for each booth food vendor. If required, a double booth (10' x 20') will be provided with two tables and four chairs.
- The backside of the food vendor booth area will be fenced or against a fence. Tents will be set up to accommodate a storage/work/grilling area behind each tent.
- A power source will be provided to the tent if needed. 18.9L bottles of potable water will be supplied.
- Dedicated parking and drop off area (near the food fair) will be available for food tent vendors to receive food deliveries throughout the day.
- Vendors will be required to set up their own temporary handwashing stations and/or sinks as per Alberta Health Services (AHS) requirements.
- Vendors will also be required to provide their own flooring per AHS requirements.
- Vendors will be required to complete the AHS Information Package & Notification Form. This will be sent to you by the UFest Vendor Committee following notification of acceptance.
- All food tent vendors will be covered under UFest's Special Event & Festival Vendor permit and do not have to apply for a separate permit.
- Overnight security will be provided.
- We ask that a quick-access area/line be provided for UFest volunteers if possible. They will have limited break time and cannot wait in lengthy lines for their food.

THE FINE PRINT *Please read through to the end as you must sign this document*

Terms of Agreement

1. FEES

If you are selected as a UFest 2023 Food Tent Vendor, you must pay the full vendor fee by **March 30, 2023**.

Etransfer is our preferred method of receiving payments. Etransfers are to be sent to: **ufestfinance@gmail.com**. You MUST indicate (in the message section) your company name and detail for the etransfer.

If paying by cheque, make cheque payable to:
Edmonton Ukrainian Festival Society and mail to:

PO Box 70072 Londonderry
Edmonton, AB T5C3R6

A \$50.00 service charge will be levied for NSF (non-sufficient funds) cheques.

If payment is not received by deadline date, vendor will not be considered as a UFest 2023 participant.

2. SITE HOURS

UFest 2023 takes place May 26 – 27, 2023. Site hours are: Friday, May 26: 5 PM to 11 PM and Saturday, May 27: 11 AM to 11 PM. Food vendors must be **set up by 1pm on May 26, 2023** to accommodate necessary inspections and must remain open for the duration of the festival hours.

3. LOAD IN SCHEDULE

The vendor Load-in Schedule will be provided to vendors by the UFest Vendor Committee as soon as logistics details are finalized. All vendors must comply with the Load-in Schedule as set. **NO EXCEPTIONS WILL BE MADE.**

4. LOAD OUT SCHEDULE

All vendors and equipment must be off site by **midnight Saturday, May 27, 2023.**

Site must be left clean and free of all product, equipment, garbage, gray water and debris.

5. ALLOTMENT AND USE OF SPACE

The signed vendor contract is a limited license to use UFest's site for the purpose of doing business. The vendor may occupy only the space that has been specifically allotted to them. Booth space may not be shared unless agreed upon in writing by the UFest Vendor Committee. Only approved products/services can be sold. It is highly recommended that vendors create a queuing system in front of their tent as lineups for food will be long.

6. SIGNAGE AND ADVERTISING

Vendor signage must be professional-looking (no handwritten signs) and fit in front or to the sides of the booth (space permitting). The vertical height of a Vendor's signage may not exceed 12 feet (3.7 meters). Sandwich boards are only permitted within the total space allotment of the booth and may not protrude outward.

7. CITY OF EDMONTON LICENSES AND PERMITS

Vendors must have all applicable City of Edmonton licenses and permits as required. Once you are notified as being an accepted UFest Food Vendor, an AHS Special Event Food Vendor form will be sent to you for completion and you will have to submit it directly to AHS.

8. INSPECTIONS

Inspectors will be on site to ensure all safety standards are adhered to. All instructions and advisements by the inspector must be adhered to. To not do so is grounds for removal from the Festival.

9. INSURANCE

In accordance with AHS and City of Edmonton requirements, vendors must also have insurance and may need to submit this documentation if asked to do so. If you will be selling a food product or an item that is ingested or can be applied to the skin, you are required to be listed on the City of Edmonton Approved Vendor List and must have a Certificate of Insurance for \$2M with the City of Edmonton listed as an Additional Insured registered with City of Edmonton - Vending.

10. PARTIAL PARTICIPATION

All UFest vendors must provide their services for the entire length of the Festival (2 days). One day only vendors will not be accepted.

11. BEVERAGES

Vendors will be permitted to sell non-alcoholic beverages such as bottled water, carbonated beverages, juices. NO alcoholic beverages may be sold by vendors. Sales of alcoholic beverages are the exclusive right of the UFest.

12. PARKING

There is NO vendor parking (including recreational vehicles) or camping anywhere on the Festival grounds. Vendors caught parking on the Festival grounds will be towed at the vendor's expense. Parking will be available for vendors' use adjacent to Festival site.

13. GARBAGE & GRAY WATER

Personal garbage removal is the responsibility of the vendor during move in, throughout the Festival, and load out. During the Festival, all Vendors must keep their booth and surrounding ten foot (10 ft) radius clean. No boxes or garbage are to be stored behind the booth and under no circumstances are vendors allowed to use garbage receptacles designated for public use. A large, commercial garbage bin will be accessible for your trash, which you must dispose of yourself daily. Food Vendors are not permitted to dispose of their trash bags in the public-use trash rings placed throughout the grounds.

If garbage or debris is left on site following load out, Vendor will not be considered for future UFest events.

Gray Water must be disposed of into the gray water tank/barrels located on the UFest grounds. Gray water cannot be emptied in the bushes or trees.

14. ON SITE CONDUCT

Vendors shall familiarize themselves with, and observe all applicable bylaws. Neither vendor staff nor the booth products can encroach on another vendor space and signage must be contained within the purchased space. Vendors must allow passersby unencumbered passage down the street, and only initiate contact with attendees when they are in close proximity to the booth. The UFest Vendor Committee will arbitrate all disputes between vendors, or between vendors and the public. UFest reserves the right to cancel a vendor's contract if public conduct is deemed consistently or extremely offensive. All decisions made by the UFest Vendor Committee are final.

15. SECURITY

Security personnel will be on site at the Festival. However, UFest will not be held responsible for lost or stolen property. In case of security or safety questions or concerns during the Festival, please contact UFest Administration at a phone number to be provided before the event, or speak with a member of the UFest Vendor Committee. Space in a locked facility will be available to vendors to store wares overnight.

16. VENDOR ON-SITE STAFF

All vendor employees must be at least 15 years of age, as per provincial law. Any person left in charge of a booth must at least 18 years of age. If the owner, or person signing the Vendor Contract 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 known to the UFest Vendor Committee.

17. VENDOR SELECTION

Applying to be a UFest Food Tent Vendor does not guarantee you space at the Festival. Vendors are selected to participate based on providing the best possible patron experience at the festival. All application information must be complete and accurate. Failure to complete all areas will delay your application. From the information provided, we will choose vendors and allocate space as fairly as possible.

18. BOOTH ASSIGNMENT

Vendor booths will be assigned by the UFest Vendor Committee taking into consideration a number of variables. The Committee cannot guarantee space location; however, a vendor may request a certain location for consideration.

19. COMPLIANCE

Vendors, their representatives, agents and employees will comply with all general rules and regulations prescribed by the Festival Board. The vendor certifies that this information will be properly and completely communicated to its associates to ensure complete compliance.

20. GOODS AND SERVICES

UFest is a family-oriented event and the sales of any kind of harmful, illegal or offensive items or services are prohibited. The decision of the Festival Board is final.

21. RAIN-OUT POLICY

In the event of inclement weather, the Festival Board will assess the situation and determine if it necessary to close down booths at the festival and call a rain out. Vendors will be informed if this is the case by the Festival staff. No vehicles will be allowed on the festival grounds until the general public is cleared of the festival area. No refunds will be made due to weather conditions.

22. UFEST LOGO

Vendors are not permitted to use the UFest logo, name, or likeness on any items they offer without expressed permission by the UFest Vendor Committee.

23. VENDOR IDENTIFICATION

All Vendors must wear a UFest identification badge during festival hours. Identification badges will be provided upon check-in to the festival. The use of designated entrances/exits by vendors will only be permitted if a valid Vendor ID is presented.

24. FORCE MAJEURE

Neither the Vendors nor UFest will be held liable for failure to perform its obligations under this Agreement where such breach is due to any of the following: acts or regulations of public authorities, labour difficulties or strike, inclement weather, epidemic, interruption or delay of transportation service, acts of God, or any other legitimate cause beyond the reasonable control of the performer and UFest.

25. INDEMNIFICATION

The Vendor is responsible for their conduct. UFest will be compensated by the vendor for any and all damage done to UFest equipment and festival site by the vendors, their agents or guests. The vendor indemnifies and holds UFest staff, volunteers and committee members harmless for any and all property damage or personal injury that results from or is related to the vendor that is not directly caused by the UFest.

26. GOVERNING LAW

UFest and the vendors submit to the jurisdiction of the courts of the Province of Alberta for the enforcement of this Agreement or any arbitration award or decision arising from this Agreement. This Agreement will be enforced according to the laws the Province of Alberta.

27. GOOD FAITH

UFest and the vendors agree to perform their obligations under this Agreement, in all respects, in good faith.

DECLARATION

By submitting a UFest 2023 Food Tent Vendor Application, I acknowledge that I have read and understand the Terms of the Agreement as outlined above.

If selected as a UFest 2023 Food Tent Vendor, I will abide by these Terms.

Electronic Signature/Initials to be provided on actual Application Form.

NEXT STEPS

- Complete electronic **application form**
- Wait for notification of successful application (to be sent out by March 15, 2023)
- If you are successful, submit payment (must be received by March 30, 2023)

Preferred method of payment is by etransfer

Send your etransfer payment to: **ufestfinance@gmail.com**

** When etransferring money, be sure to clearly indicate (in the message field) whom the transfer is from (eg. Annie's Jewellery – UFest Vendor)*

OR

Mail a cheque (made out to Edmonton Ukrainian Festival Society) to:

UFest Vendor Committee
PO Box 70072 Londonderry
Edmonton, AB T5C 3R6

- Print this Vendor Application for your records

QUESTIONS?

Email us at: **ufestvendors@gmail.com**