

# FOOD FAIR



UFEST 2023  
MAY 26 & 27

FOOD TRUCK  
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**

Great location, picnic tables/seating areas 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 the 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

- **\$525** (for both days)

## 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

- We are seeking incredible food trucks to add variety to our cultural festival! Only a limited number of food trucks can be accommodated. The selection of food trucks is at the discretion of the Vendor Committee. Submitting an application does not guarantee acceptance.
- UFest will not provide any power or water for your truck. Food truck operators should be aware of festival hours (see #2 in Terms of Agreement), and be prepared with enough propane or own generator.
- There will be picnic tables placed near the food truck area for use by food truck customers. There will be an ATM on site. Food trucks will be within a licensed area.
- Dedicated parking and drop off area (near the food fair) will be available for food truck vendors to receive food deliveries throughout the day if needed.
- Food trucks, once parked, must remain on site overnight and to the end of the festival on the second day. UFest will allow personal vehicles to drive onto the site on Saturday morning to drop off food and supplies to the parked food truck.
- Food trucks must be on site and ready for AHS/Fire inspection by 1 pm, May 26, 2023.
- Additional vehicles (trucks, trailers, etc) may not be parked on festival grounds. There will be vendor parking available in a dedicated parking lot next to festival grounds.
- **At the end of the festival, food trucks must wait in the location they are parked in until the majority of patrons have left the festival grounds and festival staff have given the all clear that it is safe to drive off.**
- Trash, boxes, etc. must be discarded into the garbage bin, and NOT left on site or beside site garbage cans.
- Overnight site security will be provided.
- We ask that a dedicated line/access area be provided for UFest volunteers if possible. They will have limited break time and cannot wait in lengthy lines.

# 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, used oil 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 truck as lineups for food will be long.

#### **6. SIGNAGE AND ADVERTISING**

Vendor signage must be professional-looking signs that fit on the truck. Sandwich boards are only permitted within 3 ft of the truck and cannot impede pedestrian traffic.

#### **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.

Food truck and food cart vendors must meet all the requirements to be on the City of Edmonton's Approved Vendor List. You must ensure your business is on this list well ahead of the festival. If you have questions about the Approved Vendor List or require more information, email the City directly at **streetvending@edmonton.ca**.

#### **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, debris or used oil 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. FOOD TRUCK LOCATION ASSIGNMENT**

Truck location 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 is 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 of 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 Truck 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 Truck 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**