

VENDOR APPLICATION FORM
Please forward completed application to:
vendor@muhtadidrumfest.com
 Or mail to 9 Benson Ave. Toronto ON M6G 4C6

Application Date:
Date:

Vendor Information	
Contact Name:	Vendor Name:
Address:	City:
Postal Code:	Fax:
Business Phone:	Email Address:

Type of Vendor	
• Arts and Craft	• Food
• Retail	• Information Only:
• Non-Profit Organization	• Other: (Please describe)

Vendor Pricing	
Early Bird Special : Before April 30, 2018	Regular Price : After April 30, 2018
Single day food vending \$300.00	Single day food vending \$400.00
Two day food vending - \$600.00	Two day food vending - \$700.00
Single day Arts/Craft/Service vending \$250.00	Single day Arts/Craft/Service vending \$350.00
Two day Arts/Craft/Service vending \$400.00	Two day Arts/Craft/Service vending \$500.00
Non-Profit Organizations information booth \$100.00	Non-Profit Organizations information booth \$150.00
<i>** Please note: No sales are permitted Non-Profits are expected to give out information only.</i>	<i>**Please note: No sales are permitted. Non-Profits are expected to give out information only.</i>

Method of Payment:
<ul style="list-style-type: none"> • Cheque • Money Order • E-transfer • Cash

Payment can be made with a money order or certified cheque payable to Muhtadi International Drumming Festival, or online banking e-transfer of funds to vendor@muhtadidrumfest.com or cash. If you pay by cash, do so at 9 Benson Avenue where the receipt book will be available

Food vendors must also submit the forms as required by the City of Toronto Public Health. **Please be advised that you will have to provide a layout drawing** of how you plan to arrange your 10x10 work space.

Food Vendor Layout Drawing:



Food Vendor Requirements:

Food vendors MUST:

1. Have proof of completion of the Food Handlers' course.
2. Supply a menu of food that will be served that lists the main ingredients in the food and a completed.
3. Fill out and submit to the vendor coordinator, the Temporary Food Establishment Application form.
4. Where applicable, supply a copy of the Single Event Vendor's Permit.
5. Have proof of having taken the Food Handlers course offered by the Public Health Department.

6. Adhere to the requirements of the Public Health guidelines to ensure the protection and safety of the public. All food concessions will be subject to inspection at the discretion of the Health Department.

7. Bring their own plastic jugs with spigots or similar equipment to hold potable water for use while in the park. MIDF will not provide water to vendors. The hand washing stations at the Port-o-Potties are for festival patrons.

Additional Information:

Once payment is received, a receipt will be issued. **An ENTRY BADGE will be provided which will be necessary to gain access to the site on the day/s of the event that has been paid for.** Without the Entry Badge or your receipt, you will not be able to enter the site.

All Vendors: Please Read to following conditions

SET-UP

- ❖ All vendors must have all goods, supplies and equipment off-loaded by 11:00am each day of the festival. Teardown and pack-up must be completed by 10:30pm.
- ❖ All vendors must staff their site during operating hours. MIDF does not accept responsibility for any Vendor's possessions left on-site for the duration of the festival.
- ❖ All vendors must have their vending display sign visible at all times.
- ❖ Food and craft will be located in separate areas as per Health Department regulations.
- ❖ All vendors must display their exhibits or wares within their assigned areas only. Any expansion outside of the 10 x 10 ft. space will result in a surcharge, the amount to be determined by the site manager.

All fees are NON-REFUNDABLE

- ❖ Vending space is assigned on a first come first served basis with consultation of the Site Manager.
- ❖ Each vending space measures 10 x 10 ft. If a vendor requires a larger space than the standard size, they must contract out two vending spaces at the set price. Payment must be submitted for both spaces before the appropriate deadline. Early Bird pricing is very advantageous in this situation!
- ❖ Vehicles must be driven to available parking in the area after offloading.

ELECTRICAL POWER-

- ❖ Vendors must be self-sufficient in regards to electrical power.

EQUIPMENT

- ❖ Propane and charcoal barbecues will be permitted, but the barbecue must be enclosed within barricades. The vendor must have a fire extinguisher per barbecue unit on site.
- ❖ Vendors must provide their own tents and/or canopies. All tents/canopies must securely fasten with anchors or sandbags. Please consider safety when setting up your structures.

CLEAN-UP

- ❖ All Vendors are responsible for keeping their concession area tidy and free of litter, as well as the surrounding area of their concession. Periodic placement of the trash generated from your vending space into the appropriate containers and dumpsters is advised. Materials should be recycled whenever possible.
- ❖ Cleanup volunteers will be monitoring small containers throughout the park, however they are not responsible for cleaning concession sites.
- ❖ Garbage and recycle containers will be available throughout the park. Be sure to bring a supply of garbage bags for your concession site.
- ❖ **At the end of each day, especially the final day, it is important that vendors take their trash to the large dumpsters. Please don't take it to the nearest small container that is full to overflowing. Take it to the dumpster.**
- ❖ Vendors will be charged a refundable deposit of \$100 for clean-up of each 10 x 10 concession area. The deposit will be returned if the area is suitably cleaned at the end of the festival. Failure to properly clean the concession space will result in forfeiture of the deposit.

Vendor/Agent _____ Dated this _____ of _____ 2018