

Concessionaire Information 2010

Applications are first-come first-served and the final deadline is May 29, 2010.

Space is limited.

PARTICIPATION RATES

Commercial Enterprise Basic Rate	\$45.00 per foot of frontage
Non-Profit Basic Rate	\$35.00 per foot of frontage
Static non retail	To be negotiated

The above rate is a flat rate for the two days. The Festival does not take any % of the sales. The non-refundable fee must accompany the signed Contract.

SITE CONDITIONS

The Festival will enter into an exclusivity sponsorship arrangement with PEPSI, supplier of soft drinks, sports drinks, juices and bottled water...everything cold, wet and bottled. All concessionaires **must** purchase their beverages from our supply truck that will be on site during the festival at the price negotiated for all concessions. The festival has the right to set a minimum price all concessions must charge for these items. Ice will also be available for purchase on site.

The Festival will supply power connection hook up(s) with the appropriate power cord(s), in accordance with **Ontario Hydro Standards** at the following rates:

One standard outlet to the Concession	15 amp	\$ 50.00
All additional outlets will be charged at:		\$ 50.00

If you are bringing extension cords they must meet Ontario Hydro Standards or they will not be allowed.

Concessions are to supply at least one garbage container to be located in front of the concession. Concessions must supply suitable garbage bags for garbage containers. Garbage bags must be replaced when full, tied off and placed **in the nearest Garbage Bin. At the end of the Festival each individual Concession is responsible for cleaning any garbage surrounding their stand.**

FESTIVAL HOURS

All Concessions **MUST** be open for business and fully operational throughout the set Festival Hours.

Friday July 16, 2010	Concessions set up time (Custom setups will be discussed)	10:00 am to 5:00 pm
Friday July 16, 2010	Concessions open for Business	6:00 pm – 10:00 pm
Sat. July 17, 2010	Concessions open for Business	8:00 am – 10:00 pm
Sunday July 18, 2010	Concession take down	8:00 am – 12:00 pm

Takedowns will *NOT* be allowed until after the close of the Festival at 6 p.m. Saturday, July 17th, 2010.

The **Thunder Bay Dragon Boat Race Festival** runs rain or shine. **24-hour security will be provided.** If specific additional security is required, it will be the responsibility of the concession. We are not responsible for any lost or stolen items.

OTHER INFORMATION

The City of Thunder Bay is now requiring all concessionaires to have a **"Refreshment Vehicle" License**. If you do not already have this license, you must go to the City Licensing & Enforcement Division, 2nd floor, Victoriaville Civic Centre and the cost is \$95.00. Please note that along with the application for this license, you will be required to provide a Proof of Insurance Certificate to the City. Please contact this City office for more information. Please include a copy of this license with your registration package.

All food enterprises are required to follow the Thunder Bay District Health Unit guidelines for safe food handling and the Operating Guidelines for Special Events (pamphlet available from the TBDHU or at the following website <http://www.tbdhu.com/PopularHealthInfo/SpecialEvents.htm>). The Special Event Food Vendor Application Form is included in your package. **It is your responsibility to have this application form submitted to the health unit at least 14 days prior to the festival and have proof of compliance for inspection during set-up.**

Concessions will be allowed to bring a vehicle on the grounds for the purpose of setup and supply replenishment. **At all other times the vehicles must be parked in the reserved parking area.** Concessionaires will be provided with a **Window Pass** for their vehicle. This will give you access to the grounds for replenishing supplies and the reserved parking area. We will have a volunteer on site controlling access to the grounds. **Absolutely no vehicles will be allowed to park on site after 6pm Friday, July 16th, 2010.**

The Dragon Boat Race Festival reserves the right to:

- Limit the number selling the same product
- Determine the placement of booths on the site
- Ensure the prices of products (especially food items) are within a reasonable range
- Ensure sponsorship exclusivity to PEPSI for all products cold, bottled soft drinks, sports drinks, bottled water and juices sold or given away

Should you have any questions call the **Dragon Boat Hotline 768-4407**. Leave a message and someone will return your call.

Included in this package:

- **Information (to be kept as a reminder)**
- **Concession Contract**
- **Concession Waiver**
- **Thunder Bay District Health Unit Special Event Food Vendor Application Form**

Deadline for Concession Contracts is May 29, 2010.

Cheques are to be issued to *Thunder Bay Dragon Boat Race Festival*. Please mail your signed contract to the Festival Office with your payment.

**Thunder Bay Dragon Boat Race Festival
63 Carrie Street
Thunder Bay Ontario, P7A 4J2
Attn: Concessions**

Your application package must include:

- **Proof of Refreshment Vehicle License.**
- **Proof of insurance for the two day event. (photocopy of policy)**
- **A menu &/or product and price list with your signed Contract.**
- **The Special Event Food Vendor Application form must be returned to the Thunder Bay District Health Unit at least 14 days prior to the Dragon Boat Race Festival.**

Thunder Bay Dragon Boat Race Festival 2010 Concession Contract Registration Form

Name of Business/ Organization			
Address		Postal Code	
Contact Person		Evening Phone	
Site Contact Person		Day Phone	
Email Address		Fax	

Please check appropriate:

√	Description	Feet	Price/ft	Total
	Commercial Enterprise Basic Rate per foot of frontage		\$45.00	\$
	Non-Profit Basic Rate per foot of frontage		35.00	
	Static Non-Retail	To be negotiated		
	Concession Standard outlet 15 amp		50.00	
	Each additional 15 amp outlet (subject to availability)		50.00	
			Total	\$

YOUR APPLICATION PACKAGE MUST INCLUDE:

- **Completed and Signed Contract and Waiver forms**
- **Full payment**
- **Proof of Refreshment Vehicle License**
- **A menu &/or product and price**
- **Proof of insurance for the two day event. Photocopy of policy**
- **The Special Event Food Vendor Application form must be returned to the Thunder Bay District Health Unit at least 14 days prior to the Dragon Boat Race Festival**

Please give a detailed description and measurement of your booth, including frontage.

Booth Dimensions

_____ Frontage _____

Description: _____

"The Power of the Paddle"

WAIVER AND INDEMNITY

I / We have read the Concession Contract and Conditions and hereby agree to abide by it. I/We hereby waive any claim which we may have, or hereafter have, arising out of any loss, injury, damage to my/our property which may occur as a result of my/our participation in the **12th Annual Thunder Bay Dragon Boat Race Festival**. I/We hereby hold harmless the Thunder Bay Dragon Boat Race Festival (including the organizers, the participating partners, and the City of Thunder Bay) of and from any and all claims of any nature occurring as a result of my/our participation in the **12th Annual Dragon Boat Race Festival on July 16-17th, 2010**.

Print Name

Signature

Name of Business

Date

Contract Fee Enclosed

Received

Receiving Date: _____