

2017

VENDOR APPLICATION

TERMS AND CONDITIONS

Applicants must complete in full the online application for their vending opportunity.

Incomplete applications will not be considered.

THIS APPLICATION IS NOT A GUARANTEE OF SPACE

A successful application one year does not guarantee booth space for future 'Lucknow's Music In The Fields'.

Application deadline is May 1st 2017

If accepted you will receive an email to notify you of your vending space. You will have until June 1st 2017 to submit payment, proof of insurance and health department paper work.

Failure to meet this deadline will result in your spot being awarded to another vendor.

Vending location to be determined by 'Lucknow's Music in The Fields' and is subject to change.

Vendor Costs

Food vendor: \$750 plus HST (30'x15' site) includes 30 Amp hydro and up to 4 vendor passes

Snack vendor: \$600 plus HST (20'x15' site) includes 30 Amp hydro and up to 3 vendor passes

Official 'Lucknow's Music In The Fields' merchandise vendor: \$1500 plus HST includes up to 4 passes and hydro

Extra vendor passes are available for a cost of \$150 plus HST at the discretion of the vendor committee and must be purchased at the same time as vendor space.

Staff Credentials & Allocations

The following credentials will be issued, at the discretion of 'Lucknow's Music in the Fields'

A maximum of 8 staff vendor passes per location

1 campsite

Vendor camping to be at the discretion of the committee

Power and water will not be provided for camping

Vendors must comply with all rules and regulations that govern the general camping area.

Designated Vendor parking for 2 Vehicles

Water and Ice

Vendors are permitted to sell bottled water.
We will have bags of ice available for purchase.
The sale of alcoholic beverage is strictly prohibited.

HOURS OF OPERATION

THURSDAY- 3 PM TO 1 AM
FRIDAY- 11AM TO 1 AM
SATURDAY- 11AM TO 1 AM
Hours of operation subject to revision

FESTIVAL POLICIES

Festival operates rain or shine
No sale of products in a glass bottles or containers
Vendors must be set up Thursday by 1 PM for inspection
All vendors must be 100% operational by Thursday at 3 PM
Vendors are permitted to vend only from their site.
Festival will provide designated garbage drop areas
Festival will provide designated grease disposal
It is the responsibility of each vendor to look after their own garbage, recycling, grease and other waste removal from their site.
Each vendor must remain open for the hours stated
General overnight security is provided throughout the festival
Vendor space must be fully vacated by 11 AM Sunday August 28th
Vendor employees must wear their vendor passes at all times.
Vendor passes are non-refundable and may only be shared amongst incoming outgoing vendor staff.
No music may originate from the vendor space
Each vendor must provide their own approved fire extinguisher in order to operate.
Inspections by the Lucknow Fire department and Bruce County Health Department will take place Thursday afternoon.
No smoking on the 'Lucknow's Music in the Fields' grounds
Vendors are not guaranteed exclusive rights to sell any particular items
Vendors and staff must not consume or be under the influence of alcohol or illegal substances while on the festival grounds.
Vendors may not sell any items with the 'Lucknow's Music In the Fields' logo or any performer at 'Lucknow's Music in the Fields'.

Photographers and videographers will be onsite to document 'Lucknow's Music in the Fields' festival. Many of these images will be used in the future for promotional purposes .

By attending 'Lucknow's Music in the Fields', you are giving up rights you may have with regards to these photos and will be deemed as having given permission for use of the same. This includes, but not limited to, photos, video, and audio. As the attendee you grant 'Lucknow's Music in the Fields', its employees, contractors, organizers and all media the right to record, film, tape and photograph for the purposes of promotion and media coverage of the festival. This will include all forms of media including, but not limited to, broadcast, print, email and website usage.

Failure to comply with rules set forth by Lucknow's Music in The Fields will result in the immediate eviction from the premises with no refund

Insurance

All vendors must provide a copy of their insurance by July 1st.

Shall have an insurance policy providing general liability insurance in the minimum amount of \$1,000,000

The township of Huron-Kinloss and the Lucknow Kinsmen must be named as an additional insured.

The policy should contain cross-liability coverage whereby the township of Huron-Kinloss is indemnified against all liabilities, which in any way arise from the activities authorized by the vendor.

The Policy shall provide that 30 days prior written notice shall be provided to the Music In The Fields Committee in the event of any material amendment to or cancellation of the policy.

Health and Safety

All approved food vendors must submit their Bruce Health Department application by July 1st

Technical Standards & Safety Authority (TSSA)

The TSSA is an Administrative Authority empowered under the Safety and Consumer Statutes Administration Act, 1996 to administer and enforce the Technical Standards and Safety Act 2000 and its regulations. This Act and its related Regulations and Codes regulate the installation, use and maintenance of fuel burning heating and cooking equipment from a safety perspective.

The Act is consumer protection legislation. For public safety reasons it is imperative that the requirements of the Act be complied with. Compliance Audits at public events such as this one reinforce that high safety standards must be maintained. They provide a measure of assurance that food vendors are utilizing equipment in a compliant manner. They also act to ensure that all industry members are operating on the same playing field.

Mobile Food Service Equipment (MFSE) is mobile equipment, whether or not permanently parked, containing propane or other hydrocarbon fuel fired cooking appliances and, if applicable, associated fuel storage.

The TSSA is concerned that MFSE, commonly known as “Coffee Trucks”, “Chip Wagons” or “Hot Dog and Hamburger Carts”, containing propane fired equipment/appliances may be: a) unapproved, b) not properly serviced or maintained, or c) operated in an unsafe manner. These conditions may result in a hazardous situation including a fire or explosion. Reported incidents and unsafe practices include; a) not extinguishing the pilot lights when refueling the vehicle resulting in ignition of gasoline vapours, b) not shutting off the propane supply when the appliances are not in use, c) not shutting off the propane when the vehicle is in motion or stored, and d) lack of maintenance resulting in gas leaks during operation.

MFSE must have Field Approval through TSSA and be inspected annually by a certified gas technician. If you do not yet have Field Approval, see

<http://www.tssa.org/corplibrary/ArticleFileMain.asp?Instance=136&ID=FFC54A80636742A6ACD624F4928B2356> for more information.

An Inspector from the TSSA may visit the upcoming event and he/she will be inspecting fuel burning cooking equipment for compliance. TSSA will not invoice for their time to conduct an inspection during this event unless they find non-compliances. In order to assist you with identifying non-compliances, we have attached a copy of the Director’s Order and the checklist that the Inspector will use when they inspect your equipment. Read this prior to attending the event to be certain that your equipment meets these requirements. If you have any questions regarding these requirements, you can contact TSSA at 1-877-682-8772 or visit www.tssa.org.

Grey Bruce Public Health

Throughout the Grey Bruce region, there are many special or community events that involve serving food to the public. In some cases, these special events serve food to hundreds of people. Food that is improperly prepared can cause illness, and in some cases, serious complications or even death.

The Grey Bruce Health Unit role is to make sure that the public is protected from food-borne illnesses. They want to ensure that food is prepared safely and that the event goes ahead in a way that protects the people being served. To achieve this goal, they ask that people planning events involving serving food to the public fill out an application. This way, they can help reduce the risk of food-borne illness in the people being served.

Please mail or fax the ‘Special Event Application Form’ to the Grey Bruce Health Unit, 101 17th St. E, Owen Sound, ON N4K 0A5. Please ensure that the Grey Bruce Health Unit receives the form 14 days before the event. A Public Health Inspector will review the information and may contact you to discuss safe food handling practices specific to the food you are planning to serve. A Public Health Inspector may also check your Mobile Food Service Equipment during the event. For more information visit <https://www.publichealthgreybruce.on.ca/Your-Environment/Food-Safety/Public-Events/Special-Event-Application>

Fire Safety Requirements

The Township of Huron-Kinloss requires that all Mobile Food Service Equipment comply with all applicable regulations of the Ontario Fire Code. You may review the Fire Code at www.elaws.gov.on.ca/html/regs/english/elaws_regs_070213_e.htm

You must submit written proof with your Food Vender Application that your Mobile Food Service

Equipment has been inspected within one year of the event and it conforms with the applicable sections of the Ontario Fire Code.

Insurance Requirements

All Food Venders shall provide a copy of his/her insurance policy which specifies the following:

1. Shall have an insurance policy providing general liability insurance in the minimum amount of \$1,000,000.
2. The Township of Huron-Kinloss shall be named as an additional insured.
3. The policy shall contain cross-liability coverage whereby the Township of Huron-Kinloss is indemnified against all liabilities, which in any way arise from the activities authorized by the vender.

The policy shall provide that 30 days prior written notice shall be provided to the Music in the Fields Committee in the event of any material amendment to or cancellation of the policy.

VENDOR APPLICATION

VENDOR BUSINESS NAME:

PRODUCT SOLD:

CONTACT INFORMATION

NAME:

PHONE NUMBER:

CELL:

EMAIL:

ADDRESS:

NUMBER OF VENDOR PASSES REQUIRED:

SIZE OF LOT REQUIRED: 30 x 15 20 x 15

Email completed form to vendors@musicinthefields.ca

Food Vender Application Appendix A

If you are preparing and selling food and/or beverages at the event, you must read the Additional Information Package for Mobile Food Service Providers and complete the following checklist.

Click to download the Information Package: Additional Information Package for Mobile Food Service

Providers

I have read and understand the Technical Standards and Safety Authority (TSSA) Information and I have also attached proof that my Mobile Food Service Equipment has been inspected within one year of the event and complies with the standards as per Section 1.0 of the Additional Information Package for Mobile Food Service Providers.

I have read and understand the requirements of the Grey Bruce Public Health Unit and have submitted a completed Special Event Application Form. I also understand that my Mobile Food Service Equipment may be inspected by the Grey Bruce Public Health Unit during the Lucknow's Music in the Fields event as per Section 2.0 of the Additional Information Package for Mobile Food Service Providers.

I have had my Mobile Food Service Equipment inspected by a Fire Chief and I have attached written proof of my inspection as per Section 3.0 of the Additional Information Package for Mobile Food Service Providers.

I have attached proof of general liability insurance coverage as per Section 4.0 of the Additional Information Package for Mobile Food Service Providers.

I _____ verify the above information to be accurate.

Email completed form to vendors@musicinthefields.ca