

HARBOURFEST CONCESSION BOOTH REGISTRATION 2018

Concession booths are located outdoors and must be self-contained and comply with requirements of the Northwestern Health Unit (NWHU). The form for the NWHU must be completed and returned to them for approval prior to the event. Also, please read the NWHU guidelines.

Kenora Bylaws require that all vendors have a Kenora Business Licence.

Vendors are required to display their NWHU approval and business licence.

The cost for the weekend is \$530.97 **plus** HST per Booth. *****For a TOTAL of \$600.00*****

Payment must be received by July 27th 2018, NO EXCEPTIONS.

HOURS OF OPERATION:

Saturday August 4th and Sunday August 5th – 11a – 1a

All vendors will be required to open and close at the times listed above. There will be no exceptions without pre-approval. This is in accordance with Municipal Alcohol Policy and our requirements.

The Harbourfest committee reserves the right to determine the location of your booth, and the type of foods sold according to the information you provide us. Only those foods and refreshments agreed upon will be permitted. Decisions on who will attend and what will be served are based on several factors including past attendance, and a need for a variety of different foods.

All vendors will be required to sell Pepsi Products. Product will not be available for vendors to purchase from the Harbourfest committee. Pepsi products include Aguafina Water, Pepsi, Diet Pepsi, 7Up, Diet 7Up, Dew, Diet Dew, Dew Fuel, Mugs, Diet Mugs, Orange Crush, Diet Orange Crush, Grape, Cream Soda, Schweppes Ale, Tonic and Soda, Dr. Pepper, Diet Dr. pepper, Brisk Iced Tea, Tropicana Twister Drinks and Dole Juice Drink. We are recommending you charge \$1.00 for cans, and \$2.00 for bottles. Pepsi will not be providing coolers so please bring your own.

Vehicle access to the Harbourfront area is restricted for safety reasons. Setup Friday starts at 5:30 PM and ends at 8:00 PM. Saturday and Sunday setup must be completed before 10AM. Restocking will be allowed Saturday and Sunday between 6:00 PM to 8:00 PM. For safety reasons all vehicles must be removed from the Harbourfront area according to these times. This rule will be strictly enforced. **VEHICLES NOT COMPLYING WILL BE TOWED WITHOUT WARNING AND AT OWNERS EXPENSE.**

CLEAN UP: Please ensure that you have waste receptacles at your booth. All cardboard must be flattened; dry and kept separate from the garbage. Please issue a **separate cheque for a clean-up deposit in the amount of \$50.00**. If the area around your concession is properly cleaned and free of litter at the end of the event, your cheque will be returned to you.

Important Electrical Notes: No Halogen lights. You must provide your own three prong extension cords. One 15 amp outlet will be provided for light duty. More power may be available during the day but vendors requiring more than 15 amps must provide their own power source such as a generator. The site coordinator and site electrician reserve the right to unplug any vendor using in excess of the allotted 15 AMPS.

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Anyone not abiding by the rules will be asked to leave the event without refund of registration fee.

All vendors must have proof of general commercial liability insurance with a minimum of 2,000,000.00

If you have any questions, please email info@harbourfest.ca

Please forward payment made out to Kenora Harbourfest with this completed form to:

Kenora Harbourfest
Attention Vendor Director
Kenora Post Office, Box 91

Business Name:		
Type of Food:		
Address:		
Phone#	Email:	Fax#
Contact Person:	Electricity Required? Y/N	
Please Reserve _____ space(s) at a cost of \$600. (Cost Shown Includes HST).		
Clean-up Deposit received \$50 Y/N		