



ALBION ISLINGTON

S Q U A R E

BUSINESS IMPROVEMENT AREA

11TH ANNUAL

FUSION OF TASTE

JULY 9, 2017

VENDORS INFORMATION/

TERMS & CONDITION

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11th Annual Fusion of Taste 2017

Terms and Conditions

(This agreement is made between the applicant hereinafter referred as the "Exhibitor" and Albion Islington Square BIA hereinafter referred to as "AIS BIA" the owner of the 2017 Fusion of Taste Festival hereinafter referred to as the "Event". AIS BIA has an "Event Manager" to oversee the entire event)

Please read all the Terms and Conditions carefully before signing the contract.

General Schedule:

Date of the Event:	Sunday July 9, 2017
Time of the Event:	12pm – 10pm
Vendor Timings:	12pm – 10pm

Application and Fee Deadline: June 9, 2017

Space Allocation Fees: Non Members only:

Non Food Vendor	10'x10' space	\$250.00
	10'x20' space	\$450.00
Food Vendor	10'x10' space	\$300.00
	10'x20' space	\$450.00
Mobile Vendor		\$500.00
Community Organisations and Charities	please contact the BIA office for pricing: info@albionislingtonsquare.org	
Mandatory Security (Refundable) Fee		\$50.00
Chair Rental		\$10.00
Table Rental		\$15.00
Generator		\$100.00

* all fee includes one (1) 10x10 tent, two (2) chairs, one (1) 6ft long table

Exhibitor (initial): _____ Date: _____

1. **Official Agent:** "AIS BIA" is the exclusive and official agent for 'Fusion of Taste' with regards to the sales and management of all Food and Non Food Exhibits space including, exhibits, promotional, sampling and vending at the event.

2. **Event Information:**

Event Date	Sunday July 9, 2017
Event Time	12pm-10pm
Event Location	Intersection of Albion Road and Islington Avenue, Etobicoke
Vendor Setup Time	8am onwards
Vendor Teardown Time	10pm onwards

3. **License/Permit:** Upon acceptance of this agreement, The "Event Manager" grants to the "Exhibitor" non transferable permits (2) to enter the festival site and for sole purpose of the display, exhibit, promotion, sampling or sale of goods/food and services identified and approved by the "Event Manager". No space is confirmed unless this agreement is signed and delivered prior to the deadline (June 9, 2017) along with the payment.

4. **Space Allocation:** All space allocations will be strictly enforced. Anyone exceeding the agreed space allotment will incur additional charges.

5. **Exhibitors Space:**

- 5.1: Ensure that exhibit Space is completely setup, operable and staffed during all "Event" operating hours.
- 5.2: "Event Manager" is not responsible to provide any staff/volunteers to the "Exhibitor" to help with any sale, promotion, set up or tear down.
- 5.3: "Exhibitor" will not conduct any activity other than the approved activity by "Event Manager".
- 5.4: Keep the exhibit space and associated tent and equipment in a clean and tidy condition at all times to the satisfaction of the "Event Manager".
- 5.5: "Exhibitor" is responsible to cover the tables prior to using them. "Event Manager" will not provide any table coverings.
- 5.6: If serving food and beverage ensure that the food and beverages are stored, prepared and served in accordance with the City of Toronto by-laws, regulations, and requirements of all provincial and federal laws for the preparation and service for food and beverages.
- 5.7: Remove all litter and refuse from the exhibit space and ensure that it is placed in the refuse bins or sacks provided by the "Event".
- 5.8: Keep all tents fixtures and fittings in good repair and working order. Make no alterations, decorations or additions to the interior or exterior of the tents nor install any fixtures or fittings without the prior consent of the "Event Manager".
- 5.9: "Exhibitor" will not interfere with or cause any interruption of the electrical service or water supply to their tent or any other tent.

Exhibitor (initial): _____ Date: _____

- 5.10:** Not use any bottled gas or gas equipment in or adjacent to the exhibit space of any other location on the site.
- 5.11:** Not attach anything to the walls, floor or ceiling which could damage the tent (this includes posters, signs, tape and pins)
- 5.12:** Any electrical equipment required in the exhibit space shall be approved by "**Event Manager**" prior to its installation by the "**Exhibitor**". It shall be installed in conformity with all appropriate regulations, building codes, permits and shall be properly insulated and used in such a manner that it is not dangerous or obstructive.
- 5.13:** Be responsible for all supplies and services required to operate the exhibit space including but not limited to paper and plastic cups, forks, knives and spoons
- 5.14:** Be responsible for safety and security of their products, displays, fixtures, equipment, vehicles and all such items that the "**Exhibitor**" brings to the "**Event**".
- 5.15:** "**Exhibitors**" property including but not limited to display, merchandise, fixture, equipment, vehicles etc. that the "**Exhibitor**" brings to the "**Event**" including the move-in and move-out periods shall be brought on the site at the exhibitors own risk and neither "**AIS BIA**" nor the "**Event Manager**" nor the **City of Toronto** may be responsible for the loss or damage of any property of the "**Exhibitor**", its agent, employees, resulting from any cause what so ever.

6. Tents, Tables and Chairs:

- 6.1:** All vendor fees include one (1) 10x10 tent, two (2) chairs and one (1) 6ft long table
- 6.2:** Tents will be erected prior to the exhibitors arrival.
- 6.3:** All tables and chairs will be stacked at a designated area from where the "**Exhibitor**" will pick and install in their tent prior to the event and leave them at the designated area after the event.
- 6.4:** No volunteer help will be provided by the "**Event Manager**" for set up of the "**Exhibitor**" space

7. Power from Generator:

- 7.1:** Due to limited supply of power it is not possible to provide power to all "**Exhibitors**".
- 7.2:** A fee of **\$100.00** will be charged if you require power from the generator.
- 7.3:** **All food vendors will require power.**
- 7.4:** If the "**Exhibitor**" wishes to bring their own generator, the "**Event Manger**" should be notified prior to the "**Event**". The generator should be a silent one in order to avoid too much noise on site due to generator. The generator should be placed at least **10 feet** from tent. The generator should be barricaded. Extra barricades will be placed at a designated area. "**Exhibitor**" will be responsible to carry the barricades.

8: Water:

- 8.1:** Water hook ups are not available. If water is required it is the responsibility of the "**Exhibitor**" and the "**Exhibitor**" must ensure that they comply with all City of Toronto by laws, regulations and requirements and all provincial and federal laws related to the use and disposal of water and/or other liquids.

Exhibitor (initial): _____ Date: _____

9: **Telephone:**

9.1: Telephone hook ups are not available.

10: **Advertising:**

10.1: "**Exhibitor**" are permitted to place or erect advertisement, banners, flags, symbols, logo decals, signs, posters or displays in the exhibit space provided to them only.

10.2: No banners will installed of any "**Exhibitor**" near or on the stage other than the sponsors.

10.3: No banners or any promotional material to be installed on any of the barricades.

10.4: All "**Exhibitors**" to promote the event through the social media, word or mouth etc.

10.5: It is strictly forbidden to sell any merchandise carrying the official name/logo of the "**Event**" without the prior approval of the "Event Manager".

11: **For all Food Vendors :**

11.1: Feature the most requested menu item, or highlight your signature dish.

11.2: We suggest bite sized portions and reasonably priced. **Not more than \$5.00/**

11.3: Contact your suppliers, get them involved and feature some of their products as well.

11.4: Be prepared to handle large crowds.

11.5: Ensure you have the supplies and staff on hand to deal with large crowd.

11.6: Strictly follow the attached Health Guidelines.

Compliance with City of Toronto regulation requires that all participants display a Festival Permit which will be provided at **no charge**. Each participant must complete the attached form for festival permit and return it by **June 9 2017**. You will be issued a numbered permit which must be displayed at all times during the festival.

There will be no exception!

By-Law enforcement officers have the right to restrict participation to qualifying businesses/vendors/artisans. If you do not meet the necessary requirements you will be asked to leave the festival grounds and fee for the stall will not be refunded. As the deadline approaches, you will be contacted to confirm space designation and review final procedures. You will be required to comply with the City's Health Department Guidelines (attached).

12: **Payment of Vendor Fees**

12.1: All payments to be made by **certified cheques/bank drafts/money order/company cheque payable to 'Albion Islington Square BIA'**.

12.2: No cash payment acceptable.

Cancellations: there is no refund of fee. Rain or shine the "Event" will go on.

13: **Road Closure**

13.1: Islington Avenue of Albion Road will be closed from **6am - 1am**

13.2: Along the north side of Islington Road will be **6 meters of emergency access**.

13.3: Notification of the road closure will be advertised in the local papers, BIA websites: **www.albionislingtonsquare.org; www.fusionoftaste.com** and social media.

Exhibitor (initial): _____ Date: _____

- 13.4:** Advisory signage will be installed **15 days prior** to the event notifying the motorist about the road closure.
- 13.5:** City of Toronto and Sidan Traffic Control devices will be providing the necessary signage and barricades for street closures.
- 13.6:** All "**Exhibitors**" participating within the closed area will not be allowed to **enter with their vehicles after 10:30 am**. Please ensure that you arrive and start setting up your booth prior to 10.30 am and will not be allowed to bring back in their **vehicle until the festival is over at 9pm**. **The "Event Manager" is not responsible to provide any trolley/dolly. No volunteers will be provide to any of the "Exhibitors" for any kind of help.**

14: Permits

- 14.1:** All "**Exhibitors**" will be provided with a **car permit** which has to be displayed on their vehicle to enter the closed area **FREE** of charge. (**Contact BIA office – info@albionislingtonsquare.org for car permit**)
- 14.2:** Each "**Exhibitor**" will be issued a vending non transferable permit from "**AIS BIA**". It is an indication that you have met all the "**Event**" guidelines and "**Exhibitor**" licensing requirements. There is **no** additional charge for this permit.
- 14.3:** It is important that you display this permit at all times during the "**Event**".

15: Parking

- 15.1: There will be no preferred parking spots for the exhibitor.**

16: Washrooms

- 16.1:** Signage indicating the washrooms will be placed at conspicuous locations.
- 16.2:** Washrooms will be available in Washroom Trailers.

17: Stage

- 17.1:** There will be one stage with nonstop entertainment from **12pm – 10pm**.
- 17.2:** If an "**Exhibitor**" is interested in stage opportunity to promote business/product please contact BIA office **info@albionislingtonsquare.org** as soon as possible before stage time is booked.
- 17.3:** For information regarding the stage schedule check website: **www.fusionoftaste.com**

18: Police

- 18.1:** Toronto Police Services (23 Division & Special Events) will be responsible for maintaining road closure, and policing responsibilities from **6.00 am – 1.00 am**
- 18.2:** The stage and media center will be guarded by a security company.

19: Garbage

- 19.1:** A pre clean of the event area (closed area)
- 19.2:** All litter baskets within event area will be emptied (closed area)

Exhibitor (initial): _____ Date: _____

- 19.3: Removal of all recycling and organic waste generated by the event, vendors within the closed area. (This is also applicable to all the businesses/restaurant that fall within the closed area)
- 19.4: Extra garbage containers will be placed at strategic locations throughout the area.
- 19.5: Garbage will be collected on a regular basis from bins, throughout the Festival.
- 19.6: Private Company will be responsible for festival cleaning.
- 19.7: **"Fusion of Taste"** is proud to have set the standard of excellence for waste diversion.

20: **Supplies**

- 20.1: It is the responsibility of each "Exhibitor" to assemble and dismantle the furniture provided to them. **Failure to comply the security deposit will not be returned.**
- 20.2: Please see that no pins are used will installing the banners on the tents. **Failure to comply the security deposit will not be returned.**

21: **Health Inspection Guidelines (For food handling only)**

- 21.1: Enclosed you will find a package from the Health Department. Kindly go through it carefully.
- 21.2: Kindly fill in the requirements from the Health Department and fax it to the **BIA Office – 416-743-7190** as soon as possible along with your forms. Alternatively you can mail it to **"Fusion of Taste", 925 Albion Road, Suite 100, Etobicoke, On M9V 1A6**
- 21.3: **Please note: City of Toronto Health inspectors will be onsite therefore food handling and disposal guidelines must be adhered to at all times.**

22: **First Aid**

- 22.1: First Aid facilities will be on site by St. John's Ambulance.

23: **WiFi**

- 23.1: There is no facility for a WiFi for your debit or credit card transactions. Please make your own arrangements.

24: **Insurance**

- 24.1: **"Exhibitors"** are required to provide proof of coverage or complete the enclosed waiver, and send it along with your payment. **Space allocation will not be approved without all proper regulatory requirements.**
- 24.2: If you are providing insurance coverage kindly add **'Albion Islington Square BIA'** as a rider.

25: **Act of God:**

- 25.1: **"AIS BIA"** and the **"Event Manager"** shall have no liability whatsoever for any matter or thing resulting from strikes, lockouts fire, act of terrorism, war or other acts of god

Exhibitor (initial): _____ Date: _____



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NON- MEMBER EXHIBITOR/VENDOR APPLICATION/AGREEMENT

This application and deposit are made by the applicant (Exhibitor) for a Non-Member Exhibit/Vending Space under the terms and condition listed below.

Type of Vendor/Display/Performer _____
 Company Name: _____
 City of Toronto License # (if applicable) _____
 Address: _____ City _____ Postal Code: _____
 Contact Name: _____
 Phone: _____ Fax: _____ Cell: _____
 Email: _____

Application and Fee Deadline: June 9, 2017

Item	Description	Rate	Total
Non- Food Space	10'x10 space	\$250.00	
	10'x20' space	\$450.00	
Food Vendor	10'x10' space	\$300.00	
	10'x20' space	\$450.00	
Mobile Vendor		\$500.00	
Security Deposit	Mandatory : Refundable	\$50.00	
Extra Chair		\$10.00	
Extra Table		\$15.00	
Generator		\$100.00	
Total HST inclusive			

* For all NSF cheques a \$50 administration fee will be charged to the vendor
 Please check method of payment. Payment made payable to "Albion Islington Square BIA".

_____ Bank Draft _____ Money Order _____ Certified Cheque _____ Company Cheque

* Please read all the terms and conditions prior to filling the forms

Contact info: info@albionislingtonsquare.org; 416-743-3267

Exhibitor (Signature) _____ Date: _____

Details of products to be displayed/ exhibited/ sold/vended

1		9	
2		10	
3		11	
4		12	
5		13	
6		14	
7		15	
8		16	

Check List:

Please ensure that you have read all of the terms and condition prior to filling up the forms.

Should you have any questions please feel free to contact the BIA office:

info@albionislingtonsquare.org

- Read all the terms and condition
- Filled up the required forms
- Filled up the Toronto Health Guideline forms (only for food vendors)
- Payment attached

Exhibitor (Signature) _____ Date: _____

Office Use Only

Application/agreement received: _____

Approved: _____

Date: _____

Rejected: _____

Date: _____

Payment Received: _____

Amount: _____

Mandatory Refundable Fee: _____

Amount: _____

Method of Payment: _____

Agreement received: _____

Date: _____

Insurance/waiver Received: _____

Date: _____

Albion Islington Square BIA Event Manager Signature: _____

**This agreement is not binding until it has been approved and signed by
Albion Islington Square BIA Event Manager**



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Waiver

If you are not providing Albion Islington Square BIA with a copy of insurance policy/bond, this waiver must be completed, signed and submitted along with the fee.

I _____, on behalf of myself, my heirs, executors, administrators, successors, assignees and invitees,

**Hereby Release, Waive, and forever Discharge
Albion Islington Square Business Improvement Area**

(hereinafter known as Albion Islington BIA), and its agents, officers, employees, contractors, representatives, elected and appointed officials, successors and assignees from all claims, demands, damages, costs, expenses, actions, or causes of action, whether in law or equity, in respect of death, injury, loss or damage to my person or property, however caused, arising from or that may arise by reason of permission being granted to use this property.

I further undertake to hold, to indemnify and save harmless the aforesaid from and against any and all liability as may be incurred or as may arise as a result of, or in any way connected with, my request and the resulting permission and use of this property.

I represent and warrant that I am over the age of legal majority, in the province of Ontario, and I am physically fit and am able to take part in any activity that my participation at the Albion Islington Square BIA may involve. I am aware of the risks inherent in participating in such activity and **I agree** to accept and assume all such risks.

I give permission to Albion Islington Square Business Improvement Area to publish my photos/movie taken at/during the **Fusion of Taste Festival** for any promotional material/advertising.

By signing this statement, I acknowledge having read, understood and agreed to the above **waiver, release and indemnity. Dated and signed in the City of Toronto:**

Name: _____

Please Print

Signature

Date: _____

Witness: _____

Please Print

Signature

Date: _____