



PARIS LIONS MAPLE SYRUP FESTIVAL

April 14, 2018

7:00 A.M. to 3:00 P.M.



VENDOR APPLICATION – 2018

NOTE: All information collected by this application process is strictly confidential, and is for our use only

Booth space will be assigned ONLY UPON RECEIPT of:

- ➔ A completed & signed application form agreeing to the “Terms & Conditions”
- ➔ A photo of your current booth.
- ➔ One current dated cheque or money order with payment in full prior to March 15th, 2018
- ➔ Insurance Requirements: We require proof of insurance showing co-insured as the Lions Club of Paris and the Corporation of the County of Brant.
 - A photocopy of your liability insurance must be attached to your application (\$2 million in liability) OR
 - You can apply for festival insurance coverage by completing the attached form

Your cancelled cheque will serve as confirmation. You will receive set-up info and promotional info.

TERMS & CONDITIONS

1. Set-up information will be forwarded with contract acceptance.
2. All booths must be manned during open hours of the Festival.
3. The vendor section of the Festival opens at 7 am and closes at 3 pm on Saturday.
4. No vehicles will be permitted on any of the event areas between 7 am & 3 pm.
5. When submitting the application, photos must represent the work that will be presented for sale during the Festival.
6. Booth locations, once assigned will not be changed.
7. Vendors are to supply their own chairs, tables and fire retardant canopies.
8. Vendors are responsible for collection of taxes where applicable.
9. **Electricity will not be available. (Our liability insurance does not cover, electrical cords, etc. which pose an unacceptable risk.)**
10. Vendors will leave their space completely set up until the show closes at 3:00 pm on Saturday, after which tear down can begin.
11. All vendors will act in a courteous, professional manner at all times and not misrepresent their goods in any way.
12. Vendors may not extend their booth outside their assigned space of **15ft wide x 15ft deep**.
13. **All exhibit space is to be kept neat, tidy and clean at all times during the show.**
Please leave your area as you found it. All Garbage must be removed from your booth and taken to a garbage bin provided at the designated area. Cardboard, if broken down and tied will be accepted for recycling.
14. All vendors must provide proof of liability insurance of at least \$2 million, or insurance can be purchased for that day. Please refer to page 4 of 9 of this application for details, showing the Lions Club of Paris and the Corporation of the County of Brant as co-insured.
15. Sharing or subletting booth space is not permitted without written permission from the Festival organizers.
16. A \$50.00 charge will apply for any NSF cheques.
17. Exhibitors will strive to achieve a professional, high quality display.
18. Festival Organizer’s decisions on any dispute will be final.
19. Vendor selection and location is at the discretion of the Lions Club of Paris.
20. The vendor will release and hold harmless the Lions Club of Paris, its volunteers, employees, and agents from any liability for losses or damages resulting from this event. There is No Overnight security at this event.
21. The Lions Club of Paris reserves the right to use the images and promotional material submitted by exhibitors and those photographs taken at the show for promotional purposes without prior notice.
22. ALL FOOD VENDORS using **PROPANE** are required to provide an up-to-date **PROPANE CERTIFICATION TSSA** with vendor application.
23. ALL FOOD VENDORS are required to complete “**Appendix “D”**, Special Event Vendor Checklist” for the Brant County Health Unit and retain on your site during the event.



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Vendor Application (cont'd) (Please Print Clearly)

Business Name: _____ Owner's Name: _____

Mailing Address: _____ City/Town: _____ Postal Code: _____

Email: _____ Website: _____

Phone: () _____ Fax: () _____ Cell: () _____

Vehicle Lic #: _____ Trailer License #: _____

Application Signed by: _____

Type of Space & Size	No. of Booths Requested	Regular Rate	Total Amount
All Vendors booths will be 15' Wide x 15' Deep		\$75.00	
ADD: Festival Insurance (is available if necessary) Thru Brian @ Cowan Group 519-442-6337			
TOTAL OF REMITTANCE CHEQUE			

The Paris Lions Club will be the only booth selling Pancakes with Maple Syrup

NOTE: We do not supply power, and no vehicles are allowed in the event area or in any other restricted areas within the Town of Paris.

TO SUBMIT YOUR APPLICATION:

All Vendors Enclose: **(Applications will NOT be processed without all the information)**

- ➔ Cheque for total of application amount.
- ➔ Completed application/signed (pages 2 & 3). Keep page 1 for your records.
- ➔ Insurance requirements. The Lions Club of Paris and the Corporation of the County of Brant are to be named as co-insured (applications will not be processed without current dated insurance). If your policy renews between now and the event, please provide a copy of your existing policy showing coverage and renewal dates.
- ➔ 1 photo of your booth for us to keep on file.
- ➔ Food & Gourmet vendors **MUST** attach health unit certification for your kitchen showing expiry date.

Please make all Cheques payable to the Paris Lions Maple Syrup Festival by **March 15, 2018**

Mail to: Lions Club of Paris, P.O. Box 123, Paris ON N3L 3E7

Email: maplesyrupfestival@parislions.ca Communication via email is preferred.

Phone: 519-771-0886 (Telephone messages will take longer to be replied to.)

Website: parislions.ca



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Vendor Application (cont'd)

➔ Please list the items you will be selling at our Maple Syrup Festival.

➔ Please attach a photo of your booth.

➔ All Exhibitors - please list events where you have exhibited.

➔ Please write any applicable requests, questions, etc. HERE!!! Thanks!

PARIS LIONS MAPLE SYRUP FESTIVAL 2018 - STATEMENT OF APPLICATION

I have completed the Vendor Application and attached the necessary insurance requirements and cheque. I have read, understand and agree to abide by all parts of Page 1– of the TERMS & CONDITIONS, and acknowledge that any violation of any part may result in immediate expulsion from the event with no refund of fees.

In consideration of acceptance of this application, I hereby, for myself, my heirs, executors and administrators, waive, release, and forever discharge any and all claims with rights for damages which may hereafter accrue to me against the Lions Club of Paris and/or the Paris Lions Maple Syrup Festival organizers and their respective members, officers, agents, representatives, successors and/or assigns, for any and all damages and liabilities which may be sustained and suffered by me in connection with my said association with, or entry and/or arising out of my travelling to, participating in, and return from the Paris Lions Maple Syrup Festival.

Company Name: _____ DATE: _____
(Please Print)

Contact Name: _____ Signature: _____



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PARIS LIONS MAPLE SYRUP FESTIVAL REQUEST FOR LIABILITY INSURANCE COVERAGE

VENDOR NAME: _____

BUSINESS NAME: _____

VENDOR MAILING ADDRESS: _____

CITY/TOWN: _____ PROVINCE: _____

POSTAL CODE: _____

PHONE: () _____ EMAIL: _____

FAX: () _____

The above vendor requests liability coverage under the blanket policy of the "Paris Lions Maple Syrup Festival". (The Lions Club of Paris and the Corporation of the County of Brant are to be shown as co-insured.)

I understand there is an additional charge for this service.

VENDOR SIGNATURE

DATE: _____

APPENDIX "D"

SPECIAL EVENT VENDOR CHECKLIST

This checklist must be filled out by ALL vendors and kept on site during operation of the event.
It is to be presented and verified by the Public Health Inspector during his/her inspection.

Failure to do so may result in closure of the facility during inspection.

Name of Event:	_____
Date of Event:	_____
Name of Vendor:	_____
Operator/contact:	_____ Phone #: _____
Address:	_____

Is all food prepared on site	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If no, location of inspected site:	_____			

FOODS PREPARED/SERVED: (list all foods being sold)

_____	_____
_____	_____
_____	_____

ONSITE REQUIREMENTS: Appendix "D" cont'd

Please check (X) all that apply

Hand Washing A) Any hazardous foods or any food Preparation

- **Separate Basin/tub/pail with water
- **Hand soap
- **Paper towels

See "Appendix "E" – Washing Station Handout" for Proper Setup

OR

B) Non Hazardous foods + No on site food Preparation

- **Hand sanitizer

ALL HANDWASHING ITEMS **MUST BE ON SITE AND SET UP FOR USE** DURING ENTIRE EVENT

Water supply: Municipal connection:
 20 liter container (potable)

All water MUST be from approved source (ie. municipal, bottled etc.)

Hot Water supply Heater (electric/gas)
 Coffee Urn Type Unit

Equipment washing: 2 tubs/pails
 Detergent

Surface Sanitizer: In spray bottle
 (*ie bleach*) In container (tub/bucket)

Refrigeration: Cooler with ice + thermometer
 Refrigerator (Mechanical)
 Freezer unit (Mechanical)

Monitoring thermometers are required for all refrigeration units

Hot holding: Chafing dishes
 Hot holding units
 Barbeque Unit

Monitoring thermometers are required to check hot holding temperatures

ONSITE REQUIREMENTS: Appendix "D" cont'd

Staff Headgear: Hats
(That Confines Hair) Visor
Hair nets

Displayed Foods: Sneeze guards
Covered (lids/ cellophane wrap)

**All food cooking and preparation areas must be behind counters away from public access
OR
Protected with Sneeze Guards**

Food Booth areas: Must be enclosed on all sides to prevent
Public Access (eg tables with skirt to floor or fencing)

Flooring: Concrete/Asphalt
Wood (plywood)
Cleanable Mats (plastic/rubber)

NOTE: Flooring **can not** be grass, gravel, dirt, carpet or anything similar

Overhead Covering: Tent/Canopy
Umbrella
Building structure (roof)

Condiments: In Original containers:
In Clean dispensing Containers
(with Covers/lids)

Garbage Removal Provided by organizer
(Whichever Applies) On site lined receptacle
Other: _____

The role of the Brant County Health Unit is to ensure the safety of the public at all special events with respect to foods served and prepared. Requirements fall under the Brant County Health Unit "Special Event Guidelines" and the "Ontario Food Premise regulation (O.R. 562)" under the Health Protection & Promotion Act.

It is the responsibility of the food vendor/operator to comply with all Regulations, Guidelines and any other requirements set out by the Brant County Health Unit to ensure public safety is met.