

TERMS AND CONDITIONS FOR REGISTRATION - AFROFEST 2010
Saturday July 10th at 11:00 am to 10:30 pm ≈ Sunday July 11th at 11:00 am to 10:30 pm

REGISTRATION

- A limited number of vending spaces will be available for this event.
- **Food vendors occupying spaces along the west walkway of the Beer Garden and east walkway of the Fountain MUST register for a large site concession.**
- **June 4th**. Deadline for registration fees paid in full from Food Vendors.
- **June 11th**. Regular deadline for registration fees paid in full for Merchandise and Non-Profit vendors.
- **After June 25st**. Late vending fees of 10% of total.
- Money order, cash or certified cheque only.
- No applications will be accepted after **July 2nd**.
- Post-dated or personal cheques are not accepted.
- No applications will be accepted without full payment.
- Music Africa does not accept deposits to reserve vending spaces.
- All fees are NON-REFUNDABLE under any circumstances.
- All notification of acceptance via the phone number or e-mail address specified by the applicant.
- MUSIC AFRICA ORGANIZERS RESERVE THE RIGHT TO REJECT ANY AND ALL APPLICATIONS AS DEEMED NECESSARY.
- SPACE ASSIGNED WITH THE DISCRETION OF MUSIC AFRICA ORGANIZERS
- Incomplete applications will be disregarded.
- Mail completed application and information sheet along with payment to **MUSIC AFRICA INC.**
P.O. Box 68540, 360A Bloor Street West, Toronto, Ontario M5S 1X0

REQUIREMENTS

June 4th. Deadline for registration fees paid in full from Food Vendors along with their requirements.

- The completed Afrofest 2010 Concession Application forms.
- A completed Food Menu.
- A certified cheque or money order to cover the costs for concession space environmental surcharge, reserved table(s) and the deposit fee, and business ads in the African DRUM newsletter or in the Afrofest program guide.
- Food vendors must have proof of completion of the Food Handlers' course
- All staff serving food must have taken the course and a list of the names provided to Music Africa.
- A completed menu listing the main ingredients in the food, and a completed Temporary Food Establishment Application form.
- Information Sheet.
- Single Event Vendor's Permit.

CITY OF TORONTO BY-LAW REQUIREMENTS

- All vendors **MUST** be responsible to obtain and provide proof of a single-event Vendor Permit if RST (Retail Sales Tax) is applicable.
- Municipal bi-laws prohibit the parking of vehicles anywhere on the park grounds at anytime. Except for specific load-in times (11:00 am) and load-out times (10:30 pm)

FOOD

- All food vendors **MUST** have proof of having taken the Food Handlers course offered by the city's Public Health Department.
- All food vendors must adhere to the requirements of the Public Health guidelines to ensure the protection and safety of the public.
- All food concessions will be subject to inspection at the discretion of the Public Health Department.
- It is at the discretion of the Toronto Public Health Officer to remove any food vendors in non-compliance with the Food and Safety Guidelines.
- Food and craft items are located in separate areas (Health Department regulations).

PARKING

- Pay and display parking is available within the vicinity of Queens Park, on Hoskin Avenue, and the University of Toronto parking lot at the intersection of Queen's Park Crescent west and Wellesley St. west. Please use them.
- All illegally parked vehicles will be tagged and towed at owners' expense
- Vehicles are **NOT** permitted in the park after 11:00 am.

SET-UP

- All vendors must arrive and complete load-in by 11:00 a.m. each day of the festival.
- All Vehicles must be removed from site within 30 minutes of unloading. Any and all parking fees and parking infractions are the responsibility of the vendor.
- Tear-down and load-out time is 10:30 p.m. **NO EXCEPTIONS.**
- Prior to setting up, ALL vendors must check-in at the AFROFEST REGISTRATION BOOTH to confirm their concession location and to receive their registration display sign, name badges, and festival program.
- Each regular site measures approx. 10 x 10 space.
- Each large size measures approx. 15 x 10 space.
- All sites will be approximately three feet apart and three feet from the roadway.
- All vendors must staff their site during operating hours. Music Africa does not accept responsibility for any vendor's possessions left on-site for the duration of the festival.
- All vendors' company display and registration signs must be visible at all times.
- All vendors will be restricted to display their exhibits or wares within their assigned areas.
- Food vendors must bring their own plastic jugs with spigots or similar equipment to hold portable water for use while in the park.
- Music Africa will supply a container for holding wastewater that will be accessible to Food vendors.
- Limited overnight security will be provided, however, the concessions, contents and inventory are the sole responsibility of the vendor.
- Vendors are responsible for their personal insurance coverage and their equipment and merchandise will be stored at the vendor's risk.

ELECTRICAL POWER

- Limited electrical power is available in the park.
- Vendors must declare electrical appliances they intend on using at the time of registration.
- The Festival will supply your concession area with one 110 VAC outlet for lighting at no charge.
- Vendor must supply their own 100 foot heavy duty outdoor AC 120 VAC electrical extension cord(s) to reach reserved electrical outlets.
- If you have any need for more than the basic lighting than we provide, an additional electrical fee will be charged – \$50 for 110 VAC and \$75 for 220 VAC.

TABLE RENTAL

- Rental tables will be available only when reserved and paid for in advance.
- All rental tables MUST be returned to the Afrofest Registration booth at the end of the event for your table refund.
- Vendors will forfeit their deposit fee and must pay the full cost of any damaged or missing tables.
- The picnic tables in the park are available for Music Africa use and for the general public only, and not for use or display of merchandise by vendors

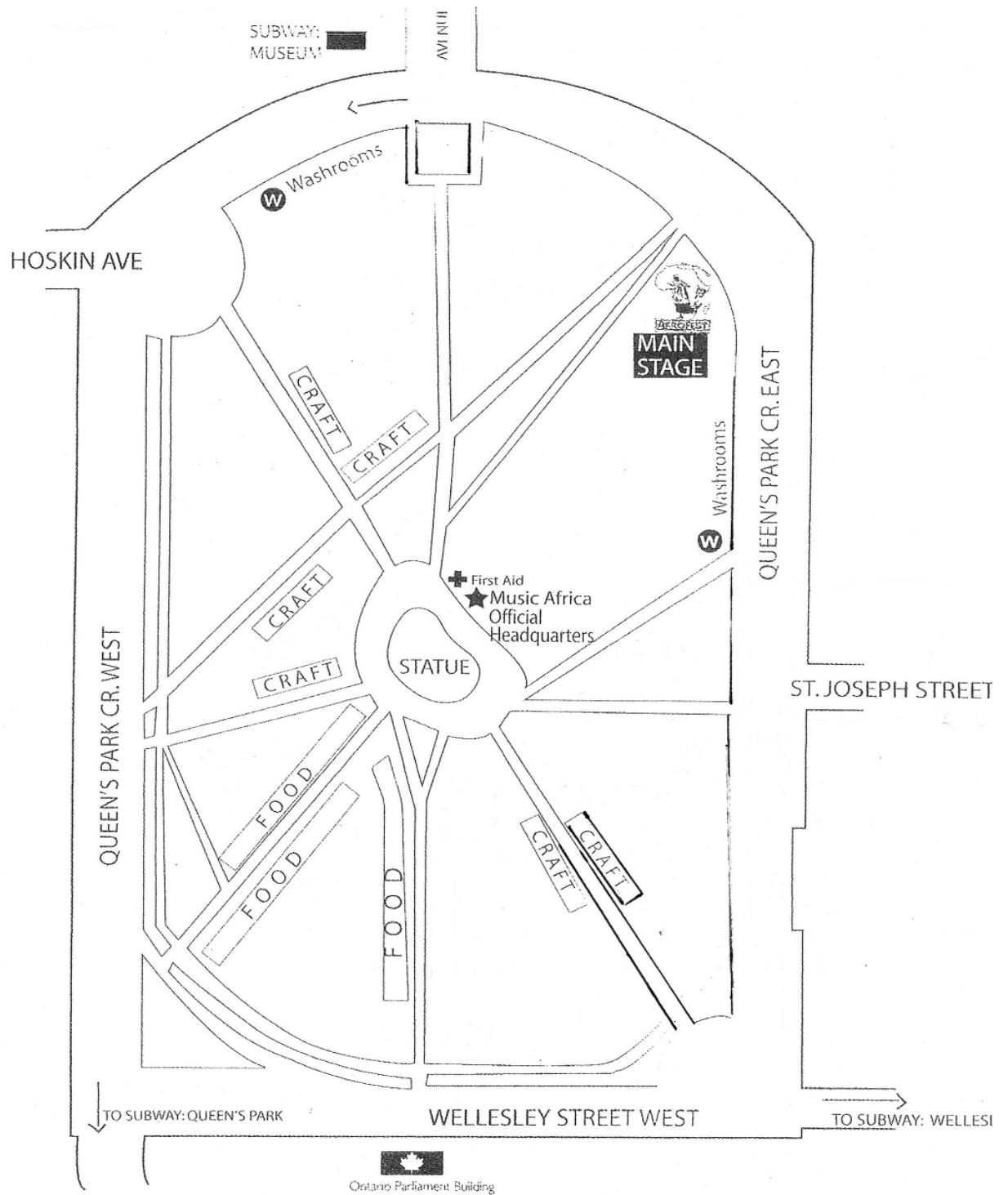
EQUIPMENT

- Propane and charcoal barbecues are permitted.
- All barbecues must be enclosed within barricades with access to a fire extinguisher for each barbecue unit.
- Tents/Canopies are supplied by the vendors.
- All tents/canopies must be securely fasten with anchors or sandbags for safety purposes.

CLEAN-UP

- All vendors are responsible for keeping their concession area tidy and free of litter, as well as the surrounding area of their concession.
- ALL TRASH MUST BE PLACED IN APPROPRIATE CONTAINERS AND DUMPSTERS at the designated site.
- All recyclable waste must be deposited into the appropriate containers located in the park.
- Each vendor must provide a supply of garbage bags for their concession site.
- Vendors are responsible for removal of their own tents, equipment and other property.
- A penalty will be charged for any equipment/property left behind at the end in the park at the end of the 2-day festival.
- This penalty can restrict the vendor from future vending privileges at Afrofest events.

PLEASE NOTE THAT MUSIC AFRICA IS NOT RESPONSIBLE FOR ACTS OF GOD, PROFITABILITY OF CONCESSIONS, REMOVAL BY THE CITY OF TORONTO'S BI-LAW ENFORCEMENT OFFICERS, TORONTO POLICE AND/OR THE DEPARTMENT OF HEALTH. MUSIC AFRICA ALSO RESERVES THE RIGHT TO REMOVE ANY VENDOR (S) FROM THE PREMISES (QUEEN'S PARK) WHO FAIL TO FULFILL ANY OF THE ABOVE CONDITIONS.



Park the car NEAR the Park - not in it! Public parking can be found on the grounds of the University of Toronto campus near Queen's Park. To enter, head west on Wellesley St. under the bridge of Queen's Park Cres. W.

"Green P" lots can also be found N of Bloor W, on Bedford Rd. and Cumberland St.
By TTC: Exit at Museum Station & follow the music!

VENDING APPLICATION - AFROFEST 2010

Saturday July 10th at 11:00 am to 10:30 pm ∞∞∞ Sunday July 11th at 11:00 am to 10:30 pm

VENDOR INFORMATION: (please print)

Business/Organization: _____

Contact Person: _____

Address: _____

Phone :(Daytime) _____ (Evening) _____ (Cell) _____

E-Mail: _____ Fax: _____

CONCESSION RATES:

| | HOT FOOD | DRINKS | MERCHANDISE | NON-PROFIT (NO SALES PERMITTED) |
|---|--------------------------------|--------------------------------|--------------------------------|------------------------------------|
| Regular Site ("10 X 10") | \$1000.00 | \$600.00 | \$600.00 | \$250.00 |
| Large Site ("15X 10") | \$1250.00 | N/A | \$800.00 | N/A |
| Environmental Surcharge | \$50.00 | \$50.00 | \$50.00 | \$50.00 |
| Table Rental Charge-\$25 per table/for2 days Deposit- \$40 per table/for2 days **Refundable Deposit** | \$25 per table plus deposit | \$25 per table plus deposit | \$25 per table plus deposit | \$25 per table plus deposit |

Complete chart to confirm your required services. Use the concession rates above as a guide.

| | |
|--|--------|
| HOT FOOD | \$ |
| JUICES | \$ |
| MERCHANDISE | \$ |
| NON-PROFIT | \$ |
| TABLE RENTAL | \$ |
| TABLE DEPOSIT | \$ |
| ENVIRONMENTAL SURCHARGE | \$ 50. |
| TOTAL | \$ |
| OTHER BUSINESS ENHANCEMENT OPTIONS IN CONSULTATION WITH MUSIC AFRICA INC. | |
| BUSINESS ADVERTISEMENT | |
| MAIN STAGE ADVERTISEMENT | \$ |
| PARK SIGNAGE | \$ |
| TOTAL | \$ |

INFORMATION SHEET - AFROFEST 2010

List of products at your Merchandise Concession for sale or display:

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

Please check the appropriate boxes:

- Tent or awning:**
 How many _____ Size (with anchors) _____
- Own tables**
 How many _____ Size _____
- Own chairs**
 How many _____
- Refrigerator and/or freezer**
 Amps. _____
- Generator**
 Amps. _____
- Any other electrical appliances?**
 Please List below:

I _____, agree to comply with the terms and conditions set out in the 'Terms and Conditions for Registration', and agree to absolve MUSIC AFRICA INC. from any claims, damages or liabilities in violation of these terms. I also agree to abide by all municipal, provincial or federal laws and regulations in effect for the duration of the festival (Afrofest).

Signature of applicant _____ Date: _____

For office use only:

Date received: _____ Method of payment: _____ Cash/Chq/Money Order 6