2016 FOOD VENDOR APPLICATION

59 Wembley Dr.,Sudbury,ON, P3E 1M7, 855 561 4484

Thanks for wanting to take part in R&S 2016. Please review the document, complete **MENU & PRICING (Page 7)** and **VENDOR INFORMATION (Page 8)** sections, and return this application via email to **food@riverandsky.ca**. **If the signature is too much trouble - don't worry about it.**

We want R&S food vending to have a focus on using locally sourced food. One of your menu items has to be 100% local/regional. We encourage you to continue sourcing your ingredients from our partner Eat Local Sudbury.

As well as having a focus on regional sustainable agriculture we all want our food to complement the diet needs of our attendees:

1. offering at least one vegan option
2. offering more vegetarian and gluten-free options
3. staying local and trying to limit ingredient purchases to Canada in the end

We appreciate you bringing your best stuff to R&S. Please ensure your quality is top notch and consistent. More and more audience members are coming to R&S relying on our food vendors to feed them.

Affordability is also key. $5, $10 and $15 dollar offerings will ensure that you are able to appeal to all of our demographic.

We are moving to a 4-day format. The festival begins on Thursday July 14th this year. Gates open at noon. 4 day passes are outselling 3 day passes at this point at a 2:1 ratio.

As well we are trying to eliminate waste. It is looking like we are going to be setup with washable / reusable dishware. We will ask our attendees to lay down a $25 deposit for a:

- Wooden spoon/fork combo utensil
- Bamboo plate/bowl
- 20oz double wall stainless steel tumbler or mug with lid

We will be adding our logo to each of these. To offset our purchase cost we will be offering each vendor and beer sponsor a chance to have their logos added for 'to-be-determined' price. The tumbler should have ongoing utility for those that choose to take their R&S dishware home with them. R&S does own a commercial dishwasher and will utilize our volunteer corp to ensure a good supply of service-ware is always at hand for you.

Health unit inspections will take place the morning of July 14th. Please consider setting up on Wednesday July 13th.

Have a good festival and thank you for adding to the vibe.

Peter

Peter Zwarich

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Director

CONTACT INFO - R&S FOOD LEAD

Chris Mctaggart will be running R&S's Snack Shack, artist hospitality and volunteer hospitality food operations in 2016. Please email both Peter & Chris with any questions.

VENDOR FEES

1. There is an upfront $150 (HST included) vendor registration fee, payable upon completion of this agreement. Since we will be promoting your business we can receipt you for either advertising or registration - whichever is of more benefit to you.
2. 15% of vendor's gross sales payable to R&S after each day of operations at the festival. We want to make deposit runs daily to eliminate cash-on-hand at the festival. Please consider this 15% when pricing out your menu. We operate with this setup to ensure fairness for all vendors.

TERMS

R&S will provide:

- 10' x 10' serving space or equivalent facing the main stage
- Parking along our service corridor
- 15A of power
- Access to potable water
- Up to 4 vendor passes for you and your staff members ($800 value)
- Ice at cost

R&S food vendor agrees to:

- Submit menu items with pricing on time and as directed by June 12th along with your business logo and location. We want to promote you via our website, our social media channels and our program guide.
- Contact our health unit representative with required forms as directed by June 12th [failure to do so will void this agreement]
- Submit their certificate of insurance with R&S Arts in the Woods listed as 'Additional Insured' by June 12th
- Meet quality assurance/safety standards set by the Health Unit
- Respect and work well with the R&S Food Vendor Coordinator and R&S volunteers
- Share some love with the audience, artists and guests
- Not post plastic banners at R&S
- Maintain hours of operation as directed

59 Wembley Dr.,Sudbury,ON, P3E 1M7, 855 561 4484

- Minimize kitchen waste

- Never run a generator at R&S
- Use our washable food service containers
- Handle waste and grey water as directed by the venue
- Be clean and leave nothing behind when the event is over
- Track sales as directed
- Pay $150 (HST included) registration fee
- Payout 15% of their gross sales to R&S at the end of each day
- Forfeit their $150 registration fee should they fail to meet the June 12th deadlines listed in this agreement

R&S food vendor to supply own:

- Tents - including sandbags or weights to secure them and any other structures
- Signage / promotional materials - no plastic/vinyl banners
- Tables
- Chairs
- LED lighting
- Extension cords which must pass an onsite inspection
- Safe-keeping of equipment and products - these are vendors' responsibility
- Cash, credit card and debit card security – we are not responsible for theft or loss of money
- Basic hand washing station
- Waste receptacles – no garbage bags laying around please
- Water hose rated for potable usage

R&S food vendor will provide R&S with (by June 12th):

- Logo - .eps format is preferred
- Food photos
- Description of your restaurant/business
- Location of your restaurant (if applicable)
- R&S menu items along with descriptions

TRACKING/RECORDING SALES

All vendors will be provided with a clipboard and tracking sheets. We ask for a simple tally of items sold, with an eye to helping festival organizers and vendors in the years to come to be better prepared according to audience demand and food preferences. The clipboard is to be returned during check-out.

59 Wembley Dr.,Sudbury,ON, P3E 1M7, 855 561 4484

CHECK-IN & HEALTH UNIT INSPECTION

Before you begin to sell food your setup will be inspected by the Health Unit at 10:30 am on Thursday July the 14th. Vendors are required to pass an inspection conducted on-site by an inspector from the North Bay and District Health Unit. Vehicles and food storage facilities are also subject to inspection. Access to the property is available on Wednesday to begin setup. You are expected to be prepared to sell your items by noon on Thursday. This is important for positive audience experiences.

EVENT & SALES HOURS

Vendors are required to remain open during festival hours. These hours are as follows:

Thursday 12:00 pm - 11:00 pm

Friday 12:00 pm - 11:00 pm

Saturday 12:00 pm - 11:00 pm

Sunday 12:00 pm - 3:00 pm

VENDOR LOCATIONS

Some vendor locations are reserved based upon past participation in R&S. Assignment of vendor locations will be based on needs. Vendor spaces are limited to availability and are typically a minimum of 10’ x 10’. If you selling from a trailer or food truck, arrangements are to be made beforehand with the Food Vendor Coordinator. If you would like to use an R&S preconfigured vending space please contact us regarding cost.

SIGNAGE & LAYOUT

River & Sky may ask you to modify your signage or setup if it is found to not be in keeping with the character and goals of River & Sky’s Mission, Vision and Values. You will be expected to cooperate with us if changes are requested. If you’re unsure about design/setup please ask – send us some photos.

59 Wembley Dr.,Sudbury,ON, P3E 1M7, 855 561 4484

GARBAGE & SUSTAINABILITY

In keeping with the festival's sustainability mandate, all food containers must be washable, recyclable, reusable, or compostable. We will be setting up our dishwasher.

STAFF

A minimum of one staff member must be present in each vendor's booth at all times. The booth cannot be left unattended during sales hours. All staff must be 18 years of age or older. Staff attire must be in keeping with health and safety requirements. Your staff should have basic safety training and AODA training as well re: recognizing patrons with needs.

VEHICLES & PARKING

There will be reserved parking for vendors along our new service corridor. Vehicles can be used during set-up before the festival begins on Friday. For the safety of volunteers and audience members, vehicles will only be permitted in the food vending area before and after the event.

INSURANCE

All vendors are required to provide a Certificate of Insurance for liability coverage. Proof of liability insurance must be supplied with this application. River & Sky Arts in the Woods must be listed as an Additional Insured. We need to see that you have coverage specific to operating at our venue location: 3636b Hwy 539, Field, ON, P0H 1M0

LIABILITY

River & Sky Arts in the Woods is not responsible for any injury, loss or damage that may occur to the vendor, the vendor's property, or its employees. Vendors are required to carry insurance against injury to persons and property. Each vendor shall assume all risk as provided herein and release/hold harmless, River & Sky Arts in the Woods and its Board and membership from any such loss, damage, or injury.

CHECKING-OUT

Check-out is between 3:00 pm and 5:00 pm on Sunday. Find Peter Z. or Chris Mctaggart when you are ready to roll. Together you will:

- Inspect your site and make sure that it is clean and in an acceptable state.
- Return the clipboard with recorded sales.
- Make the final payment of 15% of sales for the weekend.
- Have a short debriefing and provide us with feedback on your experience.

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QUALITY ASSURANCE

R&S reserves the right to remove any item from sale that, in the organizer's opinion, poses a safety threat, is offensive or is generally undesirable as part of the event. Such decisions may be made at any time prior to and during the event. River & Sky also reserves the right to conduct inspections on site to ensure food safety. Festival volunteers may measure the temperature of refrigerator and freezer storage, as well the temperature at which food is being served. Health unit inspectors may also show up throughout the weekend.

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MENU & PRICING

Please provide detailed information about your menu below in the chart provided. Please indicate which item is 100% locally sourced.

MENU ITEM	DESCRIPTION	PRICE

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VENDOR INFORMATION

Business Name:

Contact Name:

Street Address:

City: Postal Code:

Phone: Mobile Phone:

Email Address: Number of Staff Attending:

Vendor Name:

Signature:

Date of Application:

R&S Food Vendor Coordinator Signature:

Date of Approval:

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ITEM CHECKLIST FOR VENDOR APPLICATION

- Application Form
- North Bay Health Unit Temporary Special Event Permit
- Cheque made payable to River & Sky Arts in the Woods for $150.00
- Copy of insurance certificate (NO LATER THAN JUNE 12TH)
- Copy of logo (.jpg, .pdf, .eps, .png) and business information