



## 2024 Mall Vendor • Information Sheet

### FOOD VENDORS ONLY

Saturday, April 6, 2024

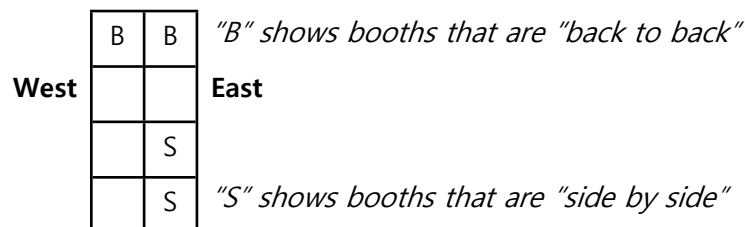
Set-up time: Trailers must be on mall between 3 a.m. - 4 a.m.

<b>Booth Size &amp; Fees</b>	<p>1 space = \$131 (plus HST)      4 spaces = \$452 (plus HST)      7 spaces = \$777 (plus HST)</p> <p>2 spaces = \$247 (plus HST)      5 spaces = \$562 (plus HST)      8 spaces = \$887 (plus HST)</p> <p>3 spaces = \$357 (plus HST)      6 spaces = \$662 (plus HST)</p> <p><i>Each space is 10ft x 10ft square.</i></p>
<b>10% of Sales (Additional Fee)</b>	<p>The festival is organized as a fundraiser for local charities. <b>10% of sales</b> will be collected in addition to booth fees. You can either choose to pay on festival day or pay by cheque <b>within two weeks after the festival</b>. Please indicate your preference in the application.</p>
<b>Payment</b>	<p>Applications with payment to reserve your booth(s) must be received before January 31, 2024. Cheques may be postdated January 31, 2024. Returning vendors in good standing may be accepted before the due date. <b>Please note new vendors are required to submit their 10% of Sales on the day of the festival.</b></p>
<b>Power Supply (Electricity)</b>	<p>Any vendor requiring access to an electrical outlet (110v) will pay an additional \$30.00 + HST to cover our electrical maintenance costs. Vendors must limit their usage to <u>15 amps</u>. We will be checking this on festival day. Vendors using more electricity than approved and causing power interruptions will be shut down immediately. All electrical cords must be strung overhead from the light post to their booth <b>or</b> laid on the ground. <b>Ground installations must be covered with carpets or mats to avoid tripping, no exceptions.</b> Use of generators on the Mall is limited to a few pre-approved vendors where electrical outlets are not available. Freezers and refrigerators are not permitted due to power consumption.</p>
<b>Vehicles inside Booth</b>	<p>If a vehicle is used as part of booth set up, there is a minimum of two spaces required for each vehicle. Additional fee for each vehicle: \$50.00 + HST.</p>
<b>Booths</b>	<p>Space only is provided. There is no available water supply. Vendor must supply all set up and all equipment and shelter if applicable.</p>
<b>Selection Process</b>	<p>Applications are assessed annually. Some preference may be given to previous vendors in good standing. Your items should reflect the Maple Syrup festival and / or be unique to highlight your skills / abilities. The Outdoor Mall is not intended for corporate marketing.</p>
<b>Set Up</b>	<p>Vendors using trailers in their booth must be set into position on the Mall between 3:00 a.m. – 4:00 a.m. on festival day. <b>After this time we cannot guarantee that you will get your trailer into your designated spot as other vendors will be setting up.</b> All vehicles not used as part of booth set up must be off the mall before 7:00am.</p>

<b>Food Safety</b>	<p>Vendors must comply with the regulations established by the Waterloo Regional Health Department, the Elmira Fire Department and the TSSA. These regulations will be sent to you upon acceptance of application. <b>Please make special note that vendors using heating equipment for food using a fuel source will be required to produce a TSSA Annual Inspection Form to the inspector at the festival (completed and signed by a TSSA registered contractor with a licensed gas fitter).</b> Those not providing the current TSSA Annual Inspection Form <u>will not be able to use their equipment and may not be able to participate on the day of the festival.</u> A Fire Safety Plan is required by all vendors preparing food on site the day of the festival. A sample Fire Safety Plan will be provided to accepted vendors.</p> <p>Please visit our website for more information regarding the requirements under the Vendor page.</p> <p><a href="http://www.elmiramaplesyrupfestival.com">www.elmiramaplesyrupfestival.com</a></p>
<b>Clean Up</b>	<p>Garbage left by vendors has increasingly become a problem for us. It is the vendor's responsibility to remove their garbage and leave their booth space clean. This will be monitored on festival day. Garbage bins are located throughout the mall but we encourage vendors to take their packaging home with them. Without question, no liquids are to be left on the street or discarded into street drains.</p>
<b>Vendor's Permits</b>	<p>All vendors are responsible for obtaining an Ontario Sales Tax Permit, if required. Hawkers / Peddlers permits from the Township are arranged by the festival committee for the day of the festival.</p>
<b>Insurance</b>	<p>Liability insurance is the vendor's responsibility.</p>

**Note:** E.M.S.F. mall committee will make the final decision concerning your booth location. Booth spaces are located on the main street in Elmira (Arthur Street) and are east and west of the road centre line. If applying for multiple booths, please mark the boxes on the application indicating if you want "side by side" (spaces beside each other either on the West or the East side) or "back to back" (spaces behind each other West & East which allow selling products from both sides of the street). Please see the example below.

**Mall Layout** (Example of Layout)



If requesting more than one booth, please mark the layout boxes on the application indicating how you would like your booths situated. We will try to accommodate your request but cannot guarantee that it will be possible.



# 2024 Outdoor Mall • Vendor Application

## FOOD VENDORS ONLY

Festival Date: April 6, 2024

<i>Vendor</i>	<i>Contact Person</i>	
<i>Address</i>		
<i>City/Town</i>	<i>Province</i>	<i>Postal Code</i>
<i>Phone (incl. area code)</i>	<i>Email</i>	
<i>Website (Showing items being sold, if applicable)</i>		

Have you been a vendor on our mall before?       Returning,       New

Do you require access to an electrical outlet? (15 amps max.)      Yes      No  
*(\$30.00 + HST for electrical connection will be charged)*           

Please check the box that best describes your food items.      Perishable      Non-Perishable  
     

List appliances and amp usage (if known):

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Please list **ALL** products and/or foods you intend to sell: \_\_\_\_\_

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**Reset Form**



# 2024 Outdoor Mall • Vendor Application

**FOOD VENDORS ONLY**

Booth and vehicle fees (and electrical fee if applicable) must accompany this application. Cheques payable to: **ELMIRA MAPLE SYRUP FESTIVAL**. Send your application form and fees **by January 31, 2024** to:

Outdoor Mall  
 Elmira Maple Syrup Festival  
 24 Church Street West  
 Elmira, ON  
 N3B 2Z6

Your 10% sales payment will be paid (select one):  
*(New vendors must pay on festival day)*

- On Festival Day
- Mail in Cheque  
*(Must be received by **April 22, 2024**)*

BOOTH SPACES REQUIRED \_\_\_\_\_ (enter fee from Pg 1) \$ \_\_\_\_\_

VEHICLES IN BOOTH SET UP \_\_\_\_\_ @ \$50.00 \$ \_\_\_\_\_

ELECTRICAL POWER IF REQUIRED (1 receptacle) \$30.00 \$ \_\_\_\_\_

**Mall Layout**

*If multiple booths are requested, please mark the spaces of the layout you need.*

Sub Total: \$ \_\_\_\_\_

Plus 13% HST: \$ \_\_\_\_\_

Cheque Total: \$ \_\_\_\_\_

- Acceptance or rejection of applications is controlled by the Mall Committee and all decisions are final. Vendors will be informed of decisions by March 1, 2024. Fees will not be reimbursed within 30 days of the festival date.
  - The applicant agrees to abide by the terms and conditions as set out in the Mall Vendor Information section. If an applicant is in breach of any of the terms and conditions, they acknowledge that they will be subject to immediate removal from the Mall at the discretion of the Maple Syrup Festival Committee.
  - The applicant agrees to save harmless the Elmira Maple Syrup Festival Committee at all times from any claim of any nature or kind whatsoever in law, equity or otherwise arising out of or indirectly resulting from the construction, operation or maintenance of the applicant's operation at the Elmira Maple Syrup Festival.
- Inquiries:** All other questions can be emailed to [vendors@elmiramaplesyrupfestival.com](mailto:vendors@elmiramaplesyrupfestival.com)  
 You can also call 519-669-6000 or 1-877-969-0094 and ask for Karen Weber.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Submit Form**