



# 2026 Mall Vendor

## Information Sheet

### FOOD VENDORS ONLY

Saturday, April 11, 2026

<b>Booth Fees</b>	1 space = \$147 (plus HST)      4 spaces = \$509 (plus HST)      7 spaces = \$876 (plus HST) 2 spaces = \$278 (plus HST)      5 spaces = \$633 (plus HST)      8 spaces = \$1000 (plus HST) 3 spaces = \$402 (plus HST)      6 spaces = \$746 (plus HST)																
<b>Power Supply (Electricity)</b>	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.																
<b>Vehicles inside Booth</b>	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.																
<b>10% of Sales (Additional Fee)</b>	The festival is organized as a fundraiser for local charities. <b>10% of sales</b> will be collected in addition to booth fees. Please indicate your preference in the application. <b>Please note new vendors are required to submit their 10% of Sales on the day of the festival.</b>																
<b>Payment</b>	To reserve a booth, your payment must accompany your application. The deadline for applications and payment is January 15, 2026. 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>																
<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. Each space is 10ft x 10ft square.</p> <p><b>Note:</b> 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 center line. If applying for multiple booths, please mark the boxes on the application indicating if you want "side by side", west or east or "back-to-back" west or east. If requesting more than one booth, please mark the layout boxes on the application indicating how you would like your booths.</p> <p><i>B = back-to-back</i> <i>S = side by side</i></p> <table><tr><td>West</td><td>B</td><td>B</td><td>East</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td>S</td><td></td></tr><tr><td></td><td></td><td>S</td><td></td></tr></table>	West	B	B	East							S				S	
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<b>Set Up</b>	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.</b> All vehicles not used as part of booth set up <u>must be off the mall before 7:00am.</u>
<b>Selection Process</b>	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. The Festival will confirm your selection by email in late January/early February 2026.
<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>	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.
<b>Vendor's Permits</b>	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.
<b>Insurance</b>	Liability insurance is the vendor's responsibility.



## 2026 Outdoor Mall • Vendor Application

### FOOD VENDORS ONLY

Festival Date: April 11, 2026

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Business Name

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Email Address

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Contact Name

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Address

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City and Province

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Postal Code

Are you a returning Vendor?    Yes    ☐                      No    ☐

Most Recent Year: \_\_\_\_\_

Are your food products perishable?    Yes    ☐                      No    ☐

If using electricity, what appliance(s) are you using and what is the combined amp usage?

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

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# 2026 Outdoor Mall • Vendor Application

**FOOD VENDORS ONLY**

Complete the section below to determine your booth fees. All fees (for returning and new vendors) must be submitted at the same time as the application. **Deadline is January 15, 2026.**

The festival prefers payment by e-transfer at [finance@elmiramaplesyrupfestival.com](mailto:finance@elmiramaplesyrupfestival.com).

However, if you must pay by cheque, make it out to ELMIRA MAPLE SYRUP FESTIVAL.

Mail to, or drop off at:

Outdoor Mall  
Elmira Maple Syrup Festival  
24 Church Street West, PO Box 158  
Elmira, ON  
N3B 2Z6

**New Vendors:** 10% sales payment is paid on Festival Day; I acknowledge ☐

**Returning Vendors:** Please choose how you will remit the 10% sales payment (due April 22, 2026)

☐

Cash

☐

cheque

☐

e-transfer

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

ELECTRICAL POWER IF REQUIRED (1 receptacle @ \$30 per) \$ \_\_\_\_\_

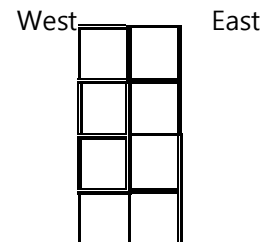
# OF VEHICLES IN BOOTH SET UP \_\_\_\_ X \$50.00 PER VEHICLE \$ \_\_\_\_\_

SUB TOTAL \$ \_\_\_\_\_

HST (subtotal + 13%) \$ \_\_\_\_\_

TOTAL PAYMENT \$ \_\_\_\_\_

## Mall Layout



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

1. The Festival Mall Committee's decisions on application acceptance/decline are final.
2. Selected vendors will receive a confirmation package. Fees will not be reimbursed after the date of this package should you subsequently decide to no longer attend.
3. Selected vendors agree to abide by the terms and conditions set out in the Mall Vendor Information section. Vendors in breach are subject to immediate removal by the Mall Vendor Committee.
4. Selected vendors agree to hold the Elmira Maple Syrup Festival harmless at all times from any claim or any nature of kind whatsoever in law, equity or otherwise arising out of or indirectly resulting from the construction, operation or maintenance of the vendor's operation at the Festival.

### **Inquiries**

Email: [vendors@elmiramaplesyrupfestival.com](mailto:vendors@elmiramaplesyrupfestival.com)

Phone: 519-669-6000 or 1-877-969-0094 and ask for Karen Weber.