2027 Outdoor Mall Vendor • Information Sheet

FOOD VENDORS ONLY

Saturday, April 3, 2027

Booth Fees	The festival has a flat booth fee for all food vendors. 1 space = $162 (plus HST) 2 spaces = $306 (plus HST) 3 spaces = $442 (plus HST) 4 spaces = $560 (plus HST) 5 spaces = $696 (plus HST) 6 spaces = $821 (plus HST) 7 spaces = $964 (plus HST) 8 spaces = $1100 (plus HST)
Power Supply (Electricity)	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 15 amps. 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 **or** laid on the ground. **Ground installations must be covered with carpets or mats to avoid tripping, no exceptions**. 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.
Vehicles inside booths	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.
10% of Sales (Additional Fee)	The festival is organized as a fundraiser for local charities. **10% of sales** will be collected in addition to booth fees. Please indicate your preferred method of payment in the application. **New vendors are required to submit their 10% of sales on the day of the festival.**
Payment	For returning vendors, your fee payment must accompany your application. The deadline for applications and payment is January 15, 2027. Returning vendors in good standing may be accepted before the application due date.
Set-up	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. **After this time we cannot guarantee that you will get your trailer into your designated spot.** All vehicles not used as part of booth set up must be off the mall before 7:00am.
Clean Up	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 exception, no liquids are to be left on the street or discarded into street drains.

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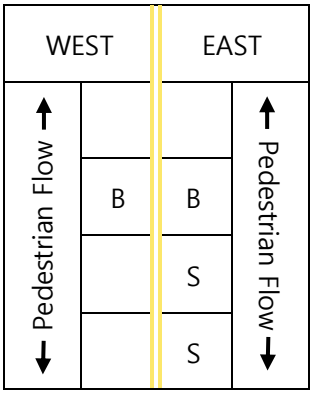
Booths	Space only is provided. There is no available water supply. Vendor must supply and set up all equipment and shelter, if applicable. Each space is 10ft x 10ft square. If requesting more than one booth, please mark the layout boxes on the application indicating how you would like your booths to be situated. **Note:** The E.M.S.F. Mall Committee will make the final decision concerning your booth location. Booth spaces are located down the center of the main street in Elmira (Arthur Street) and are east and west of the road center line with pedestrian traffic around the perimeter. 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 and east.  *B = back-to-back* *S = side by side*
Selection Process	Applications are assessed annually. Some preference may be given to previous vendors in good standing. Your products should reflect the Maple Syrup festival and/or be unique to highlight your skills/abilities. Please list all the items you intend to sell on the application. The festival has the right to stop a vendor from selling items including those items not indicated on the application. The Outdoor Mall is not intended for corporate marketing. The festival will confirm your selection by email in late January/early February 2027.

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Food Safety	Vendors must comply with the regulations established by the Region of Waterloo Public Health Department, the Elmira Fire Department and the TSSA. Information will be sent to you upon acceptance of your application. **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).** Those not providing the current TSSA Annual Inspection Form will not be able to use their equipment and may not be able to participate on the day of the festival. 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. Visit our website for more information regarding vendor requirements. https://www.elmiramaplesyrupfestival.com/mall-vendors/
Vendor's Permits	All vendors are responsible for obtaining an Ontario Sales Tax Permit, if required. Hawkers and Peddlers permit from the Township are arranged by the festival committee for the day of the festival.
Insurance	Liability insurance is the vendor's responsibility. Bring a copy of your valid insurance certificate on April 3rd.

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Business Name: _____ Contact Name: _____

Email Address: _____ Phone number: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Were you a vendor at the 2026 festival? _____

Are your products perishable? _____

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

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Complete the section below to determine your booth fees and requested layout. Returning vendors must submit their fees at the same time as the application. New vendors will submit upon receiving confirmation of their requested space(s). **The deadline for submitting your application and payment is January 15, 2027.**
The festival prefers payment by e-transfer at finance@elmiramaplesyrupfestival.com.
However, if you must pay by cheque, make it out to ELMIRA MAPLE SYRUP FESTIVAL.

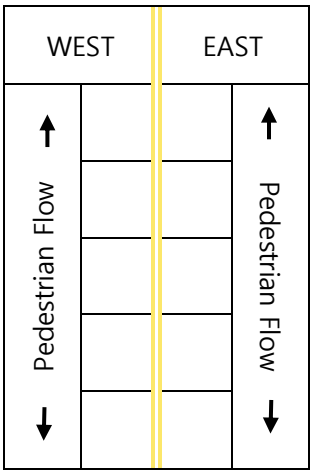
Mail to, or drop off at:

Elmira Maple Syrup Festival
Attn: Outdoor Mall
24 Church St. West, PO Box 158
Elmira, ON
N3B 2Z6

New Vendors: I acknowledge that the Elmira Maple Syrup Festival is run as a fundraiser and commit to paying 10% of sales to this cause on Festival Day. _____

Returning Vendors: I acknowledge that the Elmira Maple Syrup Festival is run as fundraiser and commit to paying 10% of sales to this cause no later than April 22, 2027 via: ☐ **cash** ☐ **cheque** ☐ **e-transfer**

REQUESTED NO. OF BOOTH SPACES:	_____	enter fee from page 1	$ _____
ELECTRICAL SERVICE REQUIRED?	Y / N	If yes, add $30	$ _____
NO. OF VEHICLES IN BOOTH SETUP:	_____	X $50 per vehicle	$ _____



Subtotal $ _____

HST (13%) $ _____

Total Due $ _____

**If you are requesting multiple booth spaces, please mark your desired layout on the diagram.*

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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.

For all inquiries contact us at:

Email: vendors@elmiramaplesyrupfestival.com

Phone: 519-669-6000 or 1-877-969-0094 and ask for Kathy Fahey.

Name (printed): _____ Signature: _____ Date: _____