



Vendor Application 2020

Food Trucks



What is UFest?

UFest is Edmonton's first and only annual Ukrainian Festival! It will be held **May 29 and 30, 2020** at the city's hidden jewel, Borden Park. UFest's goal is to offer the largest celebration of Ukrainian spirit in Alberta. We showcase the best of Ukrainian arts and culture for Canadians of Ukrainian heritage as well as those who feel themselves to be. We welcome people from all walks of life to come to UFest and eat "kovbassa", enjoy a plate of delicious "pyrohy", chug a "pyvo" or dance the "hopak".

UFest 2019 was another amazing success, with over 51,000 people taking part in our 2-day festival. We were proud to provide a multi-day cultural entertainment experience for all ages, continue to establish ourselves as a premiere festival in Edmonton, and provide a one-of-a-kind experience that offered a fun all-day family-friendly atmosphere outdoors, featuring live entertainment, a marketplace, kids' zone, displays, food, and beverages.

Vendors

We are looking for incredible food trucks to participate. **Deadline for applications is March 1, 2020.** Selected vendors will be notified by March 15, 2020. A limited number of vendors will be accepted at the discretion of the UFest Vendor Committee. Application or inquiry does not guarantee acceptance.

How to submit an application

Electronically:

- 1) Email the completed application form to ufestvendors@gmail.com; and
- 2) E-transfer the \$150 deposit to ufestfinance@gmail.com

*** When e-transferring money, be sure to clearly indicate whom the transfer is from (eg., Andy's Nummy Nibbles – Food Truck vendor)**

OR by hard copy:

Send application form and cheque made out to **Ukrainian Edmonton Festival Society** to:

UFest Vendor Committee
P.O. Box 70072 Londonderry
Edmonton, Alberta, T5C 3R6

Please direct any inquiries to the UFest Vendor Committee at ufestvendors@gmail.com





FOOD TRUCK VENDOR

Company Name: _____

Full Legal Business Name (if different from above)

Truck Manager/Vendor contact name:

Type of food truck: _____ self-contained _____ truck and trailer

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Daytime contact number: _____

Alternate phone number/fax: _____

Email: _____

Company website: _____

FEES (for both days, includes access to water)

\$485

A deposit of \$150 is required with this application. Your deposit will be returned to you in the event your vendor application is not successful.

**NEW
THIS
YEAR**

If you are selected as a UFest food vendor, you will be required to provide the UFest Committee with food vouchers for your food truck totalling \$40. These vouchers will be used to recognize UFest volunteers.

No cash or post-dated cheques will be accepted.



DETAILS

UFest will not provide any power for your truck. Food trucks should be aware of festival hours (see #2 in Terms of Agreement), and **be prepared with enough propane/own generator**.

There will be picnic tables placed near the food truck area for use by food truck customers.

MENU

In the table below, list all food and beverage refreshments that will be available from your food truck. Include any food sampling (if applicable) and non-alcoholic beverages. Alcoholic beverages are not allowed for sale by vendors.

Any changes to the submitted menu must be approved by the UFest Vendor Committee.

Glass bottles are not permitted on the festival site.

Menu Item	Price	Local	Organic	Vegetarian	Vegan	Gluten Free



LICENSES & PERMITS

Please include with this application proof of a valid and up-to-date Board of Health Certificate for offsite food prep. In addition, you must obtain and abide by all licenses and permits required by the City of Edmonton and Alberta Health Services. You must display these licenses and permits in your truck while at UFest.

SPECIAL REQUIREMENTS

Please list in detail below any special requirements you might have as a UFest vendor.

YOUR STORY (must be completed, even if you are a returning vendor)

Please provide a brief history of your artisan/retail vendor experience. (Please note that this information may be edited for length. It may appear on the UFest website, in UFest literature and be used by festival MCs.)



TERMS OF AGREEMENT FOR UFEST VENDORS

1. FEES

The \$150 deposit fee is due with your application (on or before March 1, 2020). The balance of the fees is due on April 1, 2020. UFest accepts e-transfer payments to ufestfinance@gmail.com or cheques or money orders made payable to Edmonton Ukrainian Festival Society. A \$ 50.00 service charge will be levied for NSF (non-sufficient funds) cheques. If payment is more than 24 hours late, after the due dates specified, the contract will be cancelled or a \$100.00 late fee will be charged. If applicable, the Vendor will lose all deposit fees paid.

2. SITE HOURS

The 2020 UFest Edmonton Festival takes place May 29 – 30, 2020. Site hours are: Friday, May 29: 5 PM to 11 PM and Saturday, May 30: 11 AM to 11 PM. All Vendors must be set up by noon on May 29, 2020 to accommodate necessary inspections. Food vendors must remain open during the entire duration of the Festival.

3. LOAD IN SCHEDULE

The vendor Load-in Schedule will be provided to vendors by the UFest Vendor Committee as soon as possible. All vendors must comply with the Load-in Schedule as set. NO EXCEPTIONS WILL BE MADE. Vendors are not to arrive prior to their set time. Festival Security will be on site to ensure all Vendors comply with their designated times.

4. LOAD OUT SCHEDULE

All food truck vendors and equipment must be off site by midnight, Saturday, May 30, 2020.

Site must be left clean and free of garbage and debris. Used oil must be removed from the site by vendor.

5. ALLOTMENT AND USE OF SPACE

The signed vendor contract is a limited license to use UFest's site for the purpose of doing business. The vendor may occupy only the space that has been specifically allotted to them. Truck space may not be shared unless agreed upon in writing by the UFest Vendor Committee. Only approved products/services can be sold.



6. SIGNAGE AND ADVERTISING

Vendor signage must be professional-looking (no handwritten signs), and fit on the truck. Sandwich boards are only permitted within 3 feet of the truck and may not impede foot traffic.

7. CITY OF EDMONTON LICENSES AND PERMITS

Vendors must have all applicable City of Edmonton licenses and permits, and must display these at the event.

8. ALBERTA HEALTH SERVICES

Alberta Health Services Inspectors will be on site to ensure all safety standards are adhered to. All instructions and advisements by the Health Inspector must be adhered to. To not do so is grounds for removal from the Festival.

NOTE: UFest does not have control over the arrival time and/or length of AHS inspections.

9. INSURANCE

In accordance with AHS and City of Edmonton requirements, food vendors must also have insurance for the operation of their booth and will need to submit this documentation upon signing the vendor contract.

10. FIRE INSPECTIONS

Food vendors will be required to provide a class BC 20 Fire Extinguisher in their truck. No uncontrolled flames are allowed on site. The City of Edmonton Fire Inspector has the authority to inspect any vendor structure at any time. Briquettes shall be disposed of in a metal can complete with lid, that has been filled to a minimum 15 cm depth with wet sand.

11. WATER AND SEWER

Hook up and removal of water services are arranged by UFest. No vendor on site may perform hook ups or disconnections independently. UFest will supply a shared, potable source of water (to food vendors). It will be the vendors' responsibility to set up their own temporary handwashing stations as per AHS requirements. Sinks, potable hose, gray water hose, sump pump, and possibly gray water containers are to be provided by the vendor. UFest will advise each vendor where to route gray water. Gray water containers must be used and emptied in designated locations by the vendor (not on the ground or in storm sewers). Fines will be levied against all vendors not complying with the above.



All food vendors require grease traps for sinks (if applicable). Food vendors will be responsible for providing and maintaining their own units. There will be no exceptions.

12. PARTIAL PARTICIPATION

All UFest food vendors must provide their services for the entire length of the Festival (2 days). One day only vendors will not be accepted.

13. BEVERAGES

Vendors will be permitted to sell non-alcoholic beverages such as bottled water, carbonated beverages, juices. NO alcoholic beverages may be sold by vendors. Sales of alcoholic beverages are the exclusive right of the UFest Beer Gardens. In addition, no alcohol consumption will be permitted in the Vendor Village.

14. PARKING

There is NO vendor parking (including recreational vehicles) or camping anywhere on the Festival site. Vendors caught parking on the Festival site will be towed at the vendor's expense. Public parking will be available for vendors' use adjacent to Festival site.

15. GARBAGE

Personal garbage removal is the responsibility of the vendor during move in, throughout the Festival, and load out. During the Festival, all Vendors must keep their truck and surrounding ten foot (10 ft) radius clean. No boxes or garbage are to be stored behind the truck and under no circumstances are vendors allowed to use garbage bins designated for public use.

16. ON SITE CONDUCT

Vendors shall familiarize themselves with, and observe all applicable bylaws. Neither vendor staff nor the booth products can encroach on the road. All staff, products and signage must be contained within the purchased space. Vendors must allow passersby unencumbered passage down the street, and only initiate contact with attendees when they are in close proximity to the booth. The UFest Vendor Committee will arbitrate all disputes between vendors, or between vendors and the public. UFest reserves the right to cancel a vendor's contract if public conduct is deemed consistently or extremely offensive. All decisions made by the UFest Vendor Committee are final.



17. SECURITY

Security personnel will be on site at the Festival; however, UFest will not be held responsible for lost or stolen property. In case of security or safety questions or concerns during the Festival, please contact UFest Administration at a phone number to be provided before the event, or speak with a member of the UFest Vendor Committee.

18. VENDOR ON-SITE STAFF

All vendor employees must be at least 15 years of age, as per provincial law. Any person left in charge of a booth must at least 18 years of age. If the owner, or person signing the Vendor Contract will not be on site daily at the Festival, the name of the person responsible for the booth, as designated by the licensee, must be made known to the UFest Vendor Committee.

19. VENDOR SELECTION

Applying to be a UFest Vendor does not guarantee you space at the Festival. Vendors are selected to participate based on providing the best possible patron food experience at the UFest Festival. All application information must be complete and accurate. Failure to complete all areas will delay your application. From the information provided, we will choose vendors and allocate space as fairly as possible. Deadline for Vendors application submission is March 1, 2020.

20. TRUCK SPACE ASSIGNMENT

Food truck space will be assigned by the UFest Vendor Committee taking into consideration a number of variables. The Committee cannot guarantee space location; however, a vendor may request a certain location for consideration.

21. COMPLIANCE

Vendors, their representatives, agents and employees will comply with all general rules and regulations prescribed by the Festival Board. The vendor certifies that this information will be properly and completely communicated to its associates to ensure complete compliance.

22. GOODS AND SERVICES

UFest is a family oriented event and the sales of any kind of harmful, illegal or offensive items or services are prohibited. The decision of the Festival Board is final.



23. RAIN-OUT POLICY

In the event of inclement weather, the Festival Board will assess the situation and determine if it necessary to close down booths at the festival and call a rain out. Vendors will be informed if this is the case by the Festival staff. No vehicles will be allowed on the festival grounds until the general public is cleared of the festival area. No refunds will be made due to weather conditions.

24. UFEST LOGO

Vendors are not permitted to use the UFest logo, name, or likeness on any items they offer without expressed permission by the UFest Vendor Committee.

25. FORCE MAJEURE

Neither the Vendors nor UFest will be held liable for failure to perform their obligations under this Agreement where such breach is due to any of the following: acts or regulations of public authorities, labour difficulties or strike, inclement weather, epidemic, interruption or delay of transportation service, acts of God, or any other legitimate cause beyond the reasonable control of the vendor and UFest.

26. INDEMNIFICATION

The Vendor is responsible for their conduct. UFest will be compensated by the vendor for any and all damage done to UFest equipment by the vendors, their agents or guests. The vendor indemnifies and holds UFest staff, volunteers and committee members harmless for any and all property damage or personal injury that results from or is related to the vendor that is not directly caused by the UFest.

27. GOVERNING LAW

UFest and the vendors submit to the jurisdiction of the courts of the Province of Alberta for the enforcement of this Agreement or any arbitration award or decision arising from this Agreement. This Agreement will be enforced or construed according to the laws the Province of Alberta.

28. GOOD FAITH

UFest and the vendors agree to perform their obligations under this Agreement, in all respects, in good faith.



Edmonton Ukrainian Festival

ufestvendors@gmail.com

We, the undersigned, hereby acknowledge that we have read the 2020 UFest Vendor Terms of Agreement and understand its content, import and meaning.

Vendor's name (please print)

Witness's name (please print)

Vendor's signature

Witness's signature

Date: _____

Date: _____



Food Truck Vendor Application Checklist

Did you include the following in your application?

- ☐ Vendor Information (Page 3) - completed
- ☐ Menu (Page 4) - completed
- ☐ Licences, special requirements and “your story” (Page 5) - completed
- ☐ signed and dated Terms of Agreement (Page 11)
- ☐ \$150 deposit via cheque or money order made payable to:
Edmonton Ukrainian Festival Society **OR** sent via e-transfer (see page 2 for details)