**RetroFest™ 2018 –Vendor/Exhibitor Contract**

Fri. May 25th 3pm-11pm and Sat. May 26th, 2018 10am-11pm

Contact Name:

Business Name:

Phone# Cell#

Email address: Website:

Address:

City: Province: Postal Code:

Type of Vendor: (please give a detailed description of your setup; product and menu if applicable)

Will you have a tent set up? YES NO

Costs of space:

Generic Vendor/Information Booth ($150 + HST) **$169.50** 10X10 spot -2 days

Charity (Information) Vendor (50.00 off price)

Food Vendor ($300 + HST) **$339.00** 10X10 spot – 2 days

Charity (Food) Vendor (50.00 off food vendor cost)

All Food vendors must supply a copy of insurance.

Booth fees do not include HYDRO. Hydro is not Guaranteed. If you require power, you are to bring it via portable generator.

*Make cheques payable to:* ***Historic Downtown Chatham BIA***

√

I have read the read the attached Terms and Conditions and herby agree to abide by the rules of this event.

I have read and understood the Chatham-Kent Public Health Unit Special Events Food Vendor Package.

√

**Signature** for all the above information is correct:

Date:

Return form, and your payment to: 237 King Street West, Chatham, Ontario N7M 1E6 or email to [info@downtownchatham.com](mailto:info@downtownchatham.com) . Applications will be accepted until May 5, 2017.

**Office Use Only:**

Date Rec’d: 10X10 space x Amount Paid$

Confirmation Sent: Lot space #

Special requirements:

**General Terms & Conditions:**

Historic Downtown Chatham BIA will be referred to as Management/Organization in the following:

1. In making an application to this show, it is understood that you will adhere to all governing regulations. All matters and questions not covered by these regulations are subject to the decision of management. Exhibitor agrees to abide by all decisions of RetroFest management/Organizers and further agrees to cease any activity the management deems to be a violation of the terms and to following the directives of the management.
2. By signing the attached Vendor form, you understand that there are risks associated with participating. Having knowledge of these risks, you assume all risk of injury, damage and liability from such activities. Therefore, releasing the Historic Downtown Chatham BIA and the RetroFest Committee members and the Municipality of Chatham-Kent and its officials, employees, and agents and waive the right of recovery you might have to bring a claim or lawsuit against them for personal injury, death, or other consequence occurring to yourself or your group as a result of your participation. Further you grant full permission to use any photography, video, film or record of your participation. Signing the vendor application states that you agree to all the terms and conditions.
3. Assignment of exhibit space: Management/Organization will assign exhibit space, once confirmed it is final. Management reserves the right to relocate space of exhibits, which may be affective by a change in the site plan.
4. Set-up, tear down and duration: All booths are to be set up by 2:00 pm on Friday and must remain in it’s location for the full designated show which ends at 11pm on Saturday. Early departures or late set-ups are disruptive and present a safety hazard to the public, and security problem.
5. It is the exhibitor’s responsibility to keep their area clean and orderly throughout the show and are fully responsible for the safety and manning for their area.
6. Compliance: The exhibitor shall comply with all rules and regulations of the show and all laws (Municipal, Provincial, Federal, Fire, and Health.)
7. Cancellation policy & NSF cheques: Cancellation’s will be accepted two weeks prior to the eventwith refund, after this date no refund will be issued. A $50.00 charge will be administered for NSF cheques.
8. Management/Organization shall not under any circumstances be liable or responsible for any damage or injury suffered by the exhibitor or his servants or agents or by any other person any loss, damage, injury, or cost suffered by the exhibitor by reason of any change in the date, time or place of exhibition or the abandonment thereof.
9. The exhibitor shall be liable for all loss, damage, injury, claim cost and expenses caused to any person or property in any circumstances whatsoever by the exhibitor, his servants or agents or the goods, exhibits, fittings, machinery and other property belonging to the exhibitor or for which the exhibitor or for which the exhibitor is responsible for.

From the Municipality of Chatham-Kent:

*Appendix:* ***Guidelines for Mobile Preparation Premises - HEALTH***

*“Mobile preparation premises” means a vehicle or other itinerant (i.e. travelling from place to place, covering a circuit) food premises from which food prepared therein is offered for sale to the public.*

Food must be prepared safely and according to the applicable sections of Ontario Regulations 562 R.R.O., 1990 (Food Premises). All food must be prepared and served from inside the vehicle.

Only foods from a government approved source are allowed to be sold or served. Foods that do not come from an approved source will be discarded.

All hazardous foods must be maintained at 4°C (40°F) or lower; OR 60°C (140°F) or higher during transport, storage, display and service. All hazardous foods not within proper temperature will be discarded.

Temperature controlled compartments used for storage of hazardous foods must be provided with accurate indicating thermometers that can be easily read.

Raw and ready to eat foods must be stored separately.

All food must be protected from contamination with the use of sneeze guards, containers, lids, barriers, etc.

Food must be stored a minimum of 15 cm (6”) off the floor.

All equipment and utensils that touch the food must be corrosion-resistant and non-toxic.

A separate clean utensil is needed for each food item and/or condiment. Extra utensils are required to replace utensils that become soiled during operation.

All utensils for customer use are to be disposable, single use items. These utensils should be stored and dispensed in such a way as to prevent possible contamination.

A separate hand washing sink supplied with potable water, liquid soap and paper towels in dispensers is required.

A double sink must be provided for washing and sanitizing utensils used in the preparation of food.

Separate holding tanks for fresh water and waste water are required and must be of adequate size with gauges which easily indicate the level.

Waste water must be disposed of in a sanitary manner. Not onto the ground or down storm sewers.

Food service personnel shall wash their hands thoroughly with soap and water before and after handling food.

From the Municipality of Chatham-Kent:

*Appendix****: Mobile Food Vendors Checklist- FIRE***

**MOBILE FOOD VENDORS UTILIZING PROPANE FIRED COOKING EQUIPMENT**

**(TRUCK OR TRAILER)**

**A -Vent Hoods**

All hoods must be constructed of not less than No. 20 MSG (0.94mm) stainless steel or

No.18MSG (1.09mm) steel. **NO** galvanized metal is acceptable

All seams and joints must be liquid tight.

All hoods must be vented to the exterior of the vehicle by one of the following methods:

o Venturi Vent

o A listed electrical fan

**B - Fuel Supply for Cooking Equipment**

All fuel fired equipment must be certified by a qualified service company annually. A letter of certification must be supplied by the service company.

Fuel tanks must be installed and protected in accordance with the Propane Handling and Utilization code of Ontario

**C - Fire Protection**

All vent hoods are to be equipped with an automatic fixed extinguishing systems installed and certified by a qualified service technician.

These systems must be serviced and tagged annually by a qualified service technician.

At least one portable fire extinguisher of the proper rating and type must be installed in the immediate area.

These extinguishers must be serviced and tagged annually by a qualified service technician.

**D - Exiting**

A clear accessible exit from the interior of the trailer or truck shall be maintained at all times.

**E - Cleaning**

All equipment must be cleaned on a regular basis as required by NFPA 96 and a certificate of proof shall be made available to the inspector upon request indicating that cleaning has been done.

**F – Other Documentation Required**

A copy of the TSSA Director’s Order FS-056-06 Mobile Food Service Equipment checklist must be available on site for review by the authority having jurisdiction.

For all Food Vendors, please ensure you have also read and understood the **Chatham-Kent Public Health Unit Special Events Food Vendor Package**. If you do not have a copy, please request one from [info@downtownchatham.com](mailto:info@downtownchatham.com) or call 519-352-8387.

Regards, the HDTC-BIA