



# Vendor Information Guide

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25<sup>th</sup> Anniversary Year  
July 21 - 23, 2017

Angela Wu, Vendor Director  
Sun Life Financial UpTown Waterloo Jazz Festival

# Sun Life Financial UpTown Waterloo Jazz Festival

## VENDOR INFORMATION GUIDE

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# FESTIVAL INFORMATION

## Festival Fun Facts

- The UpTown Waterloo Jazz Festival is a free event for everyone to enjoy on July 21, 22, and 23, 2017, **RAIN OR SHINE.**
- The Festival offers premier, live jazz entertainment in the picturesque setting of UpTown Waterloo.
- On average, we expect about 30,000 visitors to join us!
- Over 100 volunteers commit to running the Festival annually.
- The UpTown Waterloo Jazz Festival has been a registered charity since 1999.

## Festival Mission

To enhance the broad cultural experience in Waterloo through the delivery of an extraordinary and accessible jazz music festival in UpTown Waterloo.

## Festival Hours

Please note that the festival hours are subject to change, as we get closer to the date. Any changes to the hours will be communicated via email prior to the event if there should be a change. Each stage will have required set-up times which will be confirmed at a later date – either the evening of Thursday, July 20<sup>th</sup> or the morning of Friday July 21<sup>st</sup>, so that the electrical and health inspections can be completed before the show begins at each respective location. Vendors are required to be on site throughout the stated performance hours. Please note that closing down your booth early may result in loss of vendor privileges without a refund.

The table below outlines the Vendor set up times as well as the stage performance schedule.

Stage Area	Vendor Set Up Hours *	Performance Hours (subject to change)
<b>City Hall Stage</b>	Friday, July 21 9:00am – 3:00pm	Friday, July 21 5:00pm - 10:30pm
		Saturday, July 22 11:00am - 10:30pm
		Sunday, July 23 11:00am-5:00pm
<b>Waterloo Public Square Stage</b>	Friday, July 21 8:00am – 10:00 am	Friday, July 21 11:00am – 6:00pm
		Saturday, July 22 11:00am – 6:00pm

\*All vendors MUST arrive and be set up prior to the first act at each of the stages. Exact timing and logistics TBD and will be communicated via email in the weeks prior to the festival.

## VENDOR PRICING 2017

The pricing structure is based on a flat fee for each vendor based on a space of 10ftx10ft, if additional space is needed for power or space for trailers or ‘add on’ pieces to the vendor booth, additional fees will be charged. Please be aware that there are no distributed water connections available and all vendor waste removal is the responsibility of each vendor.

As the UpTown Waterloo Jazz Festival is a music festival, we are focused on ensuring that the music is not drowned out by the hum of vendor generators. We kindly ask that you take this into

consideration and communicate to us any concerns you may have with regards to your own generators.

Vendor space is 10 x 10 and must be adhered to; if you require additional space apart from the 10 x 10 allotment for trailers, vehicles or 'add on' booth items, you must indicate and pay for additional space as per the agreement. Pieces that have not been agreed to within the agreement will be turned away as you are not guaranteed more space than you are allocated.

Vendors are encouraged to bring tent or shade umbrellas, as most areas are sunny. All tents and sunshades must be appropriately weighted down and not staked. These items need to be noted on the application form. The Festival will provide no service items.

Running water is not available at the sites and power is each Vendor's own responsibility. Fire regulations require us to keep walkways clear and have adequate space between vendor spaces.

Power will be provided, upon request, at the Waterloo Public Square stage. Fees for power are included below. There will be **no power available** at the City Hall Stage and all vendors must be self-sufficient

Vendor fee schedule as follows:

<b>Vendor Fees</b>	<b>City Hall Stage Price (100 Regina St.)</b>	<b>Waterloo Public Square Price (75 King St. South)</b>
Base Vendor Fee (10x10 space)	\$550	\$350
Additional Space (10x10)	\$300	\$100
0-15 amps of power*	N/A	\$100
20-30 amps of power*		\$125
40+ amps of power* (standard stove plug)		\$200

\*Power will be supplied from time of arrival/set up until the end of performance hours on Sunday, July 17<sup>th</sup>.

### **Discount for City of Waterloo Vendors and Food Trucks**

We are offering any vendors or food trucks registered with the City of Waterloo a discount of (i) City Hall Stage: \$200 applied towards base vendor fee of \$550 and (ii) \$100 applied towards base vendor fee when you are successfully accepted as a vendor for the 2016 event by April 15<sup>th</sup>, 2017. Please note, in order to qualify, you must submit your completed application, submit pictures of your products, food truck or stall and confirm your City of Waterloo License number to prove your registration as at April 15<sup>th</sup>, 2017.

### **Security Deposit**

A deposit of \$150 will be charged to each vendor upon approval and acceptance to the festival. This is an additional fee on top of the Vendor Fees presented above. It will be fully refundable under the following conditions:

- You have correctly assessed your space requirements
- You have correctly assessed your power requirements (if applicable)

- You ensure your timely arrival for setup prior to the festival, at a later agreed upon date and time between you and the Vendor Director

However, if unexpected power or space accommodations are needed upon arrival, we will assess our ability to meet these unplanned events for additional space or power need and use this deposit towards the charge for the additional needs, at our discretion. If you do not arrive at your prearranged setup time (to be communicated in June), then any additional costs incurred from operating our generators at your expense may be deducted from this deposit as well, if you require power. Please remember, this festival cannot be run well if we don't have proper space and power plans in place, AND we do not guarantee that any last minute requests will be accommodated - please be accurate in your applications and communications with the Vendor Director prior to the festival.

## ADDITIONAL REQUIREMENTS

### City of Waterloo Vendor License

A City of Waterloo business license is required for all vendors in order to operate at the festival.

**If you are already licensed with the City of Waterloo**, then there are no further steps for you as an UpTown Waterloo Jazz Festival vendor, except to ensure that you are in compliance with the requirements under your license.

**If you are NOT licensed with the City of Waterloo**, the following steps will need to be taken:

1. Complete the appropriate Business License Application at: <http://www.waterloo.ca/en/government/businesslicences.asp>. Please ensure you fill out the correct license for your type of business (i.e. if you are not a food truck or a food trailer, you will likely need to fill out the 'Temporary Vendor on City Property' application).
2. **For FOOD TRUCKS and TRAILERS only:**  
**Please ignore the following requirements in Section C** of the application as they will be taken care of by the Vendor Director:
  - a. *'Written permission of the Owner of the property consenting to the use of their property for the Food Trailer'*
  - b. *'Site Plan showing the location of the Food Truck as it relates to other buildings and structures on the property'*
3. **For ALL OTHER VENDORS:**  
**Please ignore the requirements in Section C** of the application as they will be taken care of by the Vendor Director:
  - a. *'Written permission from the organizer of the Significant Community Festival or event'*
  - b. *'Proof of the length of the event'*
  - c. *'A rental agreement from the Facility Books and Allocations'*
  - d. *'Proof that it is a Registered Charity or Community Organization'*

4. **All fees related to application of the business license are waived by the City of Waterloo as the UpTown Waterloo Jazz Festival is deemed a 'Significant Community Festival'. ☺**
5. Send the completed license application to the Vendor Director with the application form and deposit.

#### **ADDITIONAL REQUIREMENTS FOR FOOD VENDORS:**

- Your license application is subject to approval by The Region of Waterloo Public Health if you operate in the Region of Waterloo, or your affiliated region's Health Department.
- All medium and high risk food premises in the City of Waterloo are required to have **at minimum one (1) certified food handler** working in a supervisory capacity during all hours of operation. It is the vendor's responsibility to ensure that they are in compliance with this regulation during the festival.

#### **Health Inspection**

A Health Inspection is required for any Vendor who is selling food products. It is the Vendor's responsibility to contact the Region of Waterloo 30 days prior to the event start date to register their Vendor booth for health inspection. Each Vendor **must** complete a Region of Waterloo Public Health (ROWPH) Special Events Food Vendor Package found here:

<http://chd.region.waterloo.on.ca/en/healthyLivingHealthProtection/resources/FoodVendorRequirements.pdf>

**The UpTown Waterloo Jazz Festival will not be registering you on your behalf.** Please note that ROWPH may conduct health inspections on-site at any time during the festival weekend and it is your responsibility to be compliant with Public Health requirements.

#### **Utilities**

No phone or water will be available at the booths. No power will be provided from the festival organizers and is the responsibility of each Vendor. In the event that the Vendor requires power (i.e. does not own a generator), it must be pre-arranged and/or mutually agreed upon with the Vendor Director, prior to the festival. We will not be able to accommodate power requests upon arrival to the site.

#### **Booth Content**

Application information **must** accurately reflect booth content. All promotional items to be given away at the Festival must be pre-approved by Festival Management. (i.e. whistles or noise makers of any type will not be accepted as promotional giveaways). The Vendor acknowledges that the UpTown Waterloo Jazz Festival is a family oriented event and agrees that any products sold will be suitable for all ages and free of any content that would be inappropriate for a diverse, multi-cultural, multi-generational audience. The Festival Organizers reserve the right to prohibit the display and/or distribution of materials they alone deem illegal, obscene, or otherwise offensive. The Festival Organizers may limit the number and location of similar vendors. All decisions are final.

## Clean Up

Each Vendor is responsible for the disposal of all garbage on their designated sites. Booths **must** be cleaned by Applicants and left in the same condition as received. Please fold and stack all tables and chairs when leaving.

## Grounds Walk Through

During the course of the weekend, we will be inspecting sites to ensure compliance to health, electricity and fire codes as well as safety regulations.

## Signage

Vendors are encouraged to display tasteful signs linking their booths to the UpTown Waterloo Jazz Festival. Signage obstructing site lines or deemed inappropriate or offensive by the Festival Organizers will be removed at the sole discretion of the festival.

## Parking/Vendor Entry

Vehicles **must** be in appropriate legal parking locations, if additional space or parking is required, please make sure this is noted on your application. Any vehicles, trailers or other items requiring space not listed on the application may not be accommodated at time of entry and will be subject to the Vendor Director's discretion.

## Security and In/Out Privileges

At the City Hall Stage, there will be security on site overnight on Friday July 21<sup>st</sup> and Saturday July 22<sup>nd</sup>; however vendors are responsible for their own property. At Waterloo Public Square, there will be security on site overnight on Friday July 21<sup>st</sup>. There will be **no in and out privileges** during the course of the festival weekend, and vendors are expected to continuously remain on site from the beginning of set up hours to end of festival performance hours on Saturday for WPS and Sunday for the City Hall Stage. For vendors that have paid for power at Waterloo Public Square, overnight power will be supplied and is included in Vendor fees set out under Vendor Pricing in this package. Failure to comply with this policy may result in loss of vendor privileges without a refund.

## Assignment and Use by Others

Applicant space is restricted to one Applicant per space unless authorized by the Festival Organizers. The Applicant may **not** assign its space or permit any other Applicant, person, firm, and organization to use any part of such space without written permission from the Festival Organizers.

## PAYMENT AND CANCELLATION POLICY

Fees entitle the vendor full use of their designated site for the duration of the festival's operating hours. Payment in FULL **must** be accompanied along with proof of insurance and your completed vendor application prior to May 1, 2017. We accept cheques only and they must be made out to **UpTown Waterloo Jazz Festival Inc.** Cheques made out to anything other than this will not be honoured and your booth space will not be reserved.

Vendors may cancel by giving written notice to *The UpTown Waterloo Jazz Festival Inc.* by June 1<sup>st</sup>, 2017. **There are no refunds for cancellations past this date.**

**\*Any exhibitor that does not comply fully with the Festival Policies and Regulations will immediately have their vendor privileges revoked without a refund.**

## INSURANCE

All Applicants hereby assume responsibility or expense including government charges or fines and attorney's fees in connection with any and all claims, demands and causes of action including but not limited to bodily injury, death or property damage, created by, arising out of or resulting from: (i) Applicants installation, removal and maintenance of space and supplies; (ii) Any goods, products, samples or souvenirs; (iii) Applicant activities at the UpTown Waterloo Jazz Festival and occupancy or use of the facility or any part thereof; (iv) Improper handling or storage of food as stated in the Health and Safety Act. By Executing the Application, the Applicant warrants that it has and shall maintain in full force and effect through the dates of the UpTown Waterloo Jazz Festival comprehensive general liability insurance, with coverage including personal injury, broad form of property damage, contractual liability, operations hazard and product liability, in limits of not less than \$2,000,000 which insurance specifically covers all Applicants activities on or off site of the facility and related to the UpTown Waterloo Jazz Festival. Applicant must provide a Certificate of Insurance naming the "Corporation of the City of Waterloo" and "UpTown Waterloo Jazz Festival" as co-insured prior to the event. *No exceptions can be made.*

***Failure to comply with any of the terms, conditions, rules or regulations of this application shall constitute an automatic termination of this agreement whereupon the Applicant immediately shall remove the exhibit and articles from the premises and, at their own expense, restore the premises used by the Applicant.***

## UPTOWN WATERLOO CONTACT INFORMATION

For additional information about the UpTown Waterloo Jazz Festival or the information contained in this information package, please use the following information:

### **Festival Contact Information**

Phone: +1 (519) 496-4585  
Website: [www.uptownwaterloojazz.ca](http://www.uptownwaterloojazz.ca)  
Email: [vendor@uptownwaterloojazz.ca](mailto:vendor@uptownwaterloojazz.ca)

### **Mailing Address**

UpTown Waterloo Jazz Festival Inc.  
100 Regina St. S. Suite 160  
Waterloo, Ontario N2J 4P9

### **Festival Vendor Director**

Angela Wu  
[vendor@uptownwaterloojazz.ca](mailto:vendor@uptownwaterloojazz.ca)  
519-589-5689