

EXPO LATINO 2017
Food Booth
August 18, 19 & 20, 2017

Organizations, businesses and individuals interested in participating in Expo Latino Food Market Aug. 18th, 19th and 20th, 2017; must fill out this application.

Please read the following points carefully, fill out our application, the CHRA application, sign and return ASAP to reserve your space.

Deadline is July 3rd, 2017.

****VENDORS ARE RESPONSIBLE FOR READING AND UNDERSTANDING ALL OF THE TERMS AND CONDITIONS IN THIS APPLICATION****

TERMS AND CONDITIONS:

- A Booth must be rented and set up for all three days of the festival.
- Applications are accepted on a first come first served basis.
- Applications will be received until July 3rd, 2017. (Spaces are limited so it is recommended that you apply early).
- The full payment of the total booth cost must be paid to reserve your place as a booth vendor. If the two-payment option is chosen, at least the first payment of \$950.00 + \$47.50 GST must be paid to reserve your place.
- Booking/Damage Deposits will be refunded 4 weeks after the end of the festival provided the vendor has not damaged the Prince's Island Park property or caused a fine to be issued to the Festival.
- Full payment for Food Booth must be received by no later than July 3rd, 2017.

THERE ARE NO EXTENSIONS!

- Payments are final and non-refundable.
- Vendors who have not fully paid their fees will not be allowed on the Prince's Island Park site.
- Vendors are NOT allowed to start setting up before the designated time. Food vendors will set up Thursday Aug. 17th, 2017.

It will be mandatory for all vendors to complete the Alberta Health Services (AHS): "Safe Food Handling Program" valid for 3 years. There is no charge for this program, but it is mandatory. To book call AHS at 403-943-2890.

- Vendors must follow AHS guidelines for food product guidelines, and food must be prepared in licensed/approved locations by the AHS.
- The Hispanic Arts Society will not be responsible for any lost or stolen products or equipment within the vendor's booth or surrounding area. As well our special event liability insurance will NOT cover vendor product for the public, vendor equipment/product against theft/lost or liability within the vendor's booth and surrounding area.
- The Hispanic Arts Society reserves the right to limit the amount of non-Hispanic vendors.
- Vendors may or may not receive the same location as past years. The Hispanic Arts Society attempts to organize the festival so all food products are distributed evenly. We may allocate space based on products and electrical needs.
- Vendors must be ready for AHS's inspection on Friday August 18, 2017 at 2 pm. It's the vendor's responsibility to be up to standards and pass the inspection. Vendors will not be allowed to start selling until the inspection is completed and the booth fee will not be refunded if the vendor does not pass the inspection.
- Vendors are responsible for their own parking arrangements off the Festival site. Parking is not permitted on the City Property surrounding the Prince's Island Park.
- Vendors will only be allowed to have their vehicle on the site to drop off their equipment and supplies. Time allocations will be enforced as there are limits on the number of vehicles allowed on the site at one time.
- All vendor vehicles must be off the site by 2 pm on Friday, August 18, 2017. Vendor vehicles will only be allowed to drop off equipment and products through Prince's Island road access before 2 pm on Friday and before 10 am on Saturday and Sunday.
- Booths must be properly identified for the public as well as product name and prices. All food vendors will be able to sell non-alcoholic beverages at the event.

- A maximum of two vendors will be allowed to sell the same product.
- Each individual booth is restricted from distributing flyers or posting banners from any outside sponsors/business. Any promotions must refer to your booth and products only.
- Even though we are providing overnight security the Hispanic Arts Society is not responsible for any damages, theft or losses to your merchandise or your personal belongings during the festival. The Special Event Liability Insurance carried by the Hispanic Arts Society does not cover vendor's products, or negligence within the vendor's booth. The vendors will be responsible for any damages to City property or fines due to their actions.
- All food vendors must have TWO million dollars Liability Insurance with The City of Calgary and Hispanic Arts Society named as second insured on the insurance certificate.
- Note: All food vendors must provide a certificate of insurance with their application noting the above named second insured.
- Calgary Parks and Recreation have the authority to cancel festival due to bad weather or acts of God. If that is the case you will be notified as soon as possible should the event be cancelled before August 18th, otherwise the festival runs RAIN OR SHINE.
- Verbal abuse towards staff, volunteers, organizers, other vendors, and performers will NOT be tolerated. The society reserves the right to close your booth without a refund in this case.
- No alcohol other than what is available for sale and consumption in the Festival run Beer Garden is permitted.
- The vendor will ensure that everything is removed from their space at the end of the festival.

** Vendors who fail to comply with any of the above terms and conditions will be subject to immediate and complete shutdown of their booth with no entitlement to a refund. **

RESPONSIBILITIES:

Vendor

- Vendors are required to bring their own tent/booth with anchors to secure the tent/booth to the ground through the use of weighted objects such as sandbags.
- Booth must be set up by 10:00 pm Thursday, Aug. 17th.
- Tent/booth should be no bigger than 15' wide. Tents/booths larger than 15' wide must obtain approval at the time of registration.
- Vendors are required to provide a triple sink, freezer, fridge, table, chairs, electrical cords and adequate flooring for their tent/booth. All equipment must comply with AHS standards.
- Vendors will be financially responsible for any cleanup cost, damages and/or loss of equipment, City Property, tents, improper garbage, water or grease disposal.
- Vendors must have a compost bin and be responsible for emptying into the larger compost bins.
- Vendors will be responsible for any damage to the turf around their space caused by their vehicles.
- Vendors are not permitted to hang or tie things from the trees.
- Vendors must provide their own containers for Grease disposal.
- Vendors must not place grease in the park sinks, grass, or trees. Any fines to the Hispanic Arts Society due to the vendor's negligence will be the vendor's financial responsibility.
- The vendor must provide a Certificate of Completion of the AHS Safe Food Handling Program with their application.
- The vendor must provide a Certificate of Insurance in the amount of Two Million Dollars with the City of Calgary and Hispanic Arts Society named as second insured on the insurance certificate.
- The vendor must fully pay the Booth costs by July 3, 2017.
- The vendor must provide adequate flooring for the entire booth to protect the turf and maintain a clean appearance. Plywood finished with white paint or plywood with a linoleum surface is recommended.
- Removal of garbage within their booth and surrounding area.
- Proper food storage units: refrigeration units (freezers, commercial fridges or double sliding door fridges only) with extension cords.
- Appropriate cooking and warming units and extension cords.
- All refrigeration, cooking, warming equipment and other electrical equipment must be set up and plugged in by the evening of Thursday Aug. 17th.

- Clean the floors and the space within and around your booth during Festival hours, and at the end of each day.
- Vendor owned garbage cans with bags (cardboard boxes are not acceptable) in the booth.
- Clean up and removal of garbage during the day, and dispose secured garbage bags at the end of each day in the large garbage bin provided by the Society.
- Cleaning supplies (bleach, soap, paper towels, garbage bags, etc.) garbage cans and grease collection containers to ensure the cleanliness and safety of the booth.
- Disposal of grease containers.
- Own parking arrangements.
- Provide sufficient lighting within booth for evening hours.

Vendors must provide:

- A completed Food Booth Application
- A certificate of Liability Insurance for TWO million dollars with the City of Calgary and Hispanic Arts Society as second insured in the certificate.
- Proof of Completed AHS's program "Safe food Handling Program", within 3 years.
- Payment in full by July 3, 2017.

THE HISPANIC ARTS SOCIETY WILL PROVIDE:

- Up to Twelve (12) non-transferable Festival daily passes or Four (4) weekend passes to each food vendor for their staff.
- Overall clean-up of the site.
- Overnight security services for the site, however the Hispanic Arts Society will not be responsible for any lost or stolen products or equipment within the tent of the vendors.
- Grey water disposal containers and grease disposal on a daily basis.
- Large Garbage bin for garbage disposal.
- Portable toilets for the public.
- Fencing to the perimeter of the festival site.
- Police presence.
- Site security officers.
- Water
- Electricity (Included in the food vendor fees).

Information for vendors:

Public Safety Task Force regulations for PORTABLE EXTERIOR COOKING BOOTHS

In order to increase fire safety for both booth operators and the general public, the following requirements shall be met when open flame cooking devices are used during an outdoor special event.

I. Booth Construction and Location

- a. Booths shall be located a minimum of 3 m. from the permanent structure.
(Note: If conditions warrant, the distance may be reduced when approved by the Fire Marshal)
- b. Cooking booths must be separated from non-cooking booths by 3 m.
- c. All fabric or pliable canopy covers, side/back drops and decorative material must conform to CAN/ULC-S109-M, "Flame Tests of Flame-Resistant Fabrics and Films"
- d. Exit openings shall be a minimum of .900 m wide and 2.03 m in height
- e. Vehicles shall be parked a minimum of 6 m. from booth

II. Cooking Equipment

All cooking equipment shall be of an approved type.

- a. Coleman stoves or equivalent
- b. Propane or butane (LPG) stoves or BBQ's
- c. Charcoal or wood BBQ or smokers
- d. Deep Frying units

No cooking which produces grease/oil laden vapours will be allowed inside tents without approved ventilation system.

III. Fire Extinguishers

- a. Each booth shall be equipped with a minimum 2A10BC rated portable fire extinguisher. Deep fat cooking operations require a 6 liter "K" class extinguisher.
- b. Fire extinguishers shall conform to the following:

- i. Extinguisher shall be mounted and secured so that it will not fall over
- ii. Extinguisher must be visible and accessible
- iii. Extinguisher must have been serviced within the last year and have a service tag attached

IV. Housekeeping

- a. The Fire Marshal encourages the use of non-combustible materials in the cooking areas and away from heat sources
- b. Trash, Recycling and Compost containers shall be made of non-combustible material and should be emptied regularly
- c. Clean all cooking surfaces regularly to prevent the build-up of grease

V. Additional Fire Safety Tips

- a. Know where the fire extinguisher is located and how to use it
- b. Don't leave food cooking unattended
- c. Don't wear loose-fitting clothing when cooking
- d. In case of emergency, call 9-1-1

For any additional information, please contact:
Public Safety Task Force at (403) 863-6884

*** Personal or Company cheques will NOT be accepted after July 3rd and a \$25.00 surcharge will be charged for NSF. ***

EXPO LATINO 2017 TIMES AND DATES:

Friday, Aug. 18 – 6:00 pm to 12:00 am *
Saturday, Aug. 19 – 12:30 pm to 12:00 am *
Sunday, Aug. 20 – 12:30 pm to 10:00 pm *

*Times subject to change