

MARIPOSA FOLK FESTIVAL (MFF) 2019 FOOD VENDOR GENERAL GUIDELINES

These regulations and guidelines form one component of vendor contractual commitments to the Mariposa Folk Festival (MFF). They have been established to provide clear operational rules to enhance the experience of festival patrons, and to ensure that vendors adhere to all deadlines, regulations and guidelines as required by MFF. **By submitting an application, you are committing to conducting your business in accordance with all MFF regulations and guidelines including (but not limited to) Food Vending General Guidelines, Greening Guidelines, Electrical and Utilities Guidelines. Failure to comply with all regulations may result in forfeit of security deposit, forfeit of space for the day and/or weekend, and exclusion from all future events.**

APPLICATION/ADJUDICATION/ACCEPTANCE /CONTRACTING

APPLICATION & ADJUDICATION

Application Deadline: Monday Feb 4, 2019 at 1pm with no extensions or exceptions

Need Not Apply:

- **Any vendor with set up greater than 25 feet in width**, due to space restrictions on vendor row.

Adjudication Process

- blind judging of applications will occur in Feb/March and vendors will be notified of outcomes by email by **Monday March 18, 2019**

ACCEPTANCE & CONTRACTING

For successful applicants, **the offer to participate in the festival is CONDITIONAL until all of the below requirements are met.** All documents are to be sent to the Mariposa office at reception@mariposafolk.com **ANY late or missed deadline is grounds for withdrawal of conditional offer at discretion of the FV Coordinators.** Please be forewarned that vendor conditional acceptance offers are regularly withdrawn for failure to meet deadlines.

Food Vendor Contract - Due Monday April 8 at 1pm

- Legal contract outlining the conditions for participation in festival. **Food vendors MUST adhere to all aspects of their contract**, and failure to do so may result in fines, revoking of ability to participate on the weekend and / or banning from future festival participation.

Electrical Contract - Due Monday April 8 at 1 pm

- outlines MFF and vendor responsibilities and agreements regarding utilities during the festival

General Liability Insurance Certificate - Due Monday April 8 at 1pm

- 2 million coverage required with MFF named as an additional insured

Security Deposit – Due Monday April 8 at 1 pm - \$250.00 payable to Mariposa Folk Foundation

- **Please be aware that your security deposit will be cashed and will not be refundable** should you subsequently withdraw from the festival or have your Conditional Offer withdrawn due to neglect of Guidelines and/or failure to meet deadlines.

Health Unit Special Events Permit – Due Monday May 6, 2019 at 1 pm

- vendor must insure that certificate is provided to the MFF office , or that communication is sent by the Health Unit to MFF office to indicate that certificate is approved and is forthcoming
- We strongly recommend that you make application at least 30 days prior to the May deadline.
- Permit applications are available on the Health Unit website at...
<http://www.simcoemuskokahhealth.org/Topics/FoodSafety/SpecialEventPlanning>

Certified Compostable Greenware Order - Due Monday May 6, 2019 at 1 pm

- All items used for dispensing product to patron must be purchased from an MFF-approved Greenware supplier – approved suppliers and further details in Food Vendor Greening Guidelines

MARIPOSA FOLK FESTIVAL (MFF) 2019 FOOD VENDOR GENERAL GUIDELINES

MFF FOOD VENDING CONTRACTUAL OBLIGATIONS

Please note that failure to adhere to **any vendor obligation** (as outlined here, in Greening and Electrical and Utilities Guidelines and in Food Vending and Electrical Contracts) will result in a \$50 fine per infraction (deducted from the vendor's security deposit), and vendor will risk expulsion from festival and / or exclusion from future festivals at the FV Coordinator's discretion.

HOURS OF OPERATION

- MFF operating hours are Friday 4pm–11pm, Saturday 11am-11 pm and Sunday 11am–11pm.
- **Vendors must be open during all festival hours, unless otherwise authorized by FV Coordinators.** Failing to remain open for the entire duration of festival hours is a serious infraction and will be addressed.
- Vendors may open prior to and close later than their contracted hours at their own discretion.
- Vendors are encouraged to consider breakfast food offerings, and to open earlier than 11am, as there are campers on site, and festival gates will open at 10am both Saturday and Sunday, perhaps even earlier.
- Vendors who agree to, and are selected to open at 8am for breakfast, will be required to do so as part of their contract. For breakfast vendors it is possible (but discouraged), to approach the FV Coordinators for special consideration to close earlier than the 11pm closing time. Consideration will be given on a case-by-case basis.

PRODUCTS CONTRACTED FOR SALE

- Food offered for sale by vendors at MFF will adhere exactly to the food description, quantity and price as outlined on the menu included in vendor contract. **Please note that no changes** (e.g., items available, price, size etc.) **will be allowed once the contract is signed without FV Coordinator approval.**
- **No alcohol** is allowed for sale by food vendors.
- **No bottled water** is allowed for sale by vendors. Reverse Osmosis (RO) Water is provided on site free of charge. Vendors are encouraged to bring reusable containers for their own personal use.
- **No promotional or fundraising items** may be sold by food vendors

VENDOR EQUIPMENT REQUIRED

- **Canopy and Flooring** - Vendors must use a 'smooth, easily cleanable' canopy for cover and flooring at their booth, if they don't have an enclosed facility.
- **See Food Vending Electrical and Utilities Guidelines for Food Vendor requirements related to ...**
 - Required lengths of potable water hose to access water from manifold
 - Required means / capacity to transport grey water to the grey water collection tub
 - Required length/ quality of extension cords required to access electricity from the electrical panel
 - Requirements regarding electrical equipment condition and coding
- Please note that all equipment must comply with **Food Vendor Electrical and Utilities Guidelines.**

GREENING SUPPLIES and PROCESSES

- **Please see Food Vendor Greening Guidelines** for all Food Vendor responsibilities and requirements related to food dispensing, waste management and other issues related to Greening of the festival

MARIPOSA FOLK FESTIVAL (MFF) 2019 FOOD VENDOR GENERAL GUIDELINES

MFF FOOD VENDING CONTRACTUAL OBLIGATIONS CONTINUED

VENDOR FEES, FINES and PAYMENT

- MFF will collect **15% of gross revenue** as a fee from each vendor. **Vendors with frontage greater than 20 feet will incur a surcharge of 1% per foot over 20 feet. Please note that due to space restrictions on vendor row, there is a maximum lot size of 25 feet in width.**
- Vendors will permit MFF personnel to review, during and after the Festival, all transactions, ledgers, and back-up as they reasonably require confirming compliance with this obligation. Please note that in any given year, there may be an audit of records to verify income, so it is incumbent upon the vendor to keep adequate records to meet this requirement.
- **Vendors with high electrical demands may incur an electrical surcharge** (ranging from \$100 to \$500) and will be informed of this prior to, or at the outset of the festival.
- MFF is issuing **Mariposa Money**. Vendors are required to accept Mariposa Money as cash for the purchase of food and beverages. This includes issuing change in cash from any purchase made with Mariposa Money. Mariposa Money collected by vendors will be refunded at face value at cash out.
- Vendors will receive a Cash-Out Form at festival outset, and must cash out on Sunday evening at the on site Cash Control trailer, unless alternative arrangements have been authorized with MFF staff. **Failure to do so may result in exclusion from future festivals. Cheque is the only acceptable form of payment.**
- **Security deposits will be refunded** to vendors in the weeks following the festival, **only if, in the opinion of MFF, the vendor has adhered to all guidelines and regulations** put forward by MFF including (but not limited to) the **Food Vendor General Guidelines**, the **Food Vendor Greening Guidelines** and the **Food Vendor Electrical & Utilities Guidelines**.
- A **post-festival inspection of the vendor site** will be conducted on **Monday post festival at 3pm** and must be deemed satisfactory for a full refund. We suggest that you consider taking a photo of your site prior to leaving to verify the condition in which you left it as needed. Please note, there should be nothing remaining on your site, including garbage, cooking oil containers, recycling etc.

OTHER VENDOR OBLIGATIONS

- Vendor is responsible for the security of their belongings. MFF and its staff, directors and volunteers are not responsible for lost, stolen, damaged or misplaced goods.
- Vendors are required to complete set up by **1:30 pm on Friday and attend an on-site 2:15 pm meeting**. The meeting time is subject to change if it happens to correspond with the Main Stage sound check. Vendors will be notified on Friday of any such change. **Failure to have a representative in attendance will result in a \$50 loss from vendor's deposit.**
- **Your menu with prices must be posted by 3:30 pm on Friday**. Your menu will be reviewed for accuracy by festival volunteers. Your posted menu must match your contract throughout the weekend.
- Use of sandwich boards and flags must not obstruct pedestrian traffic or site lines of other vendors on the row. MFF volunteers reserve the right to reposition boards and flags to insure visibility of other vendors, insure patron safety and to maximize pedestrian traffic flow
- All vendors (and vendor staff for which the vendor is responsible) agree to uphold **MFF's Code of Conduct**. Failure to do so may result in exclusion from future festivals. For further information see our Code of Conduct on the Mariposa website at <http://www.mariposafolk.com/code-of-conduct/>
- Vendors acknowledge that email is the main mode of communication between vendors and festival organizers and will ensure that email contact information is accurate. Food Vendor Coordinators are volunteers, and as such cannot guarantee immediate response to queries and concerns. **In consideration of this limitation, vendors will allow adequate lead time for important communications.**

MARIPOSA FOLK FESTIVAL (MFF) 2019 FOOD VENDOR GENERAL GUIDELINES

FOOD VENDING PROVINCIAL AND MUNICIPAL REGULATIONS

PUBLIC HEALTH REQUIREMENTS AND REGULATIONS

- A **Special Events permit** is required for each vendor from the Simcoe Muskoka District Health Unit – found online at <http://www.simcoemuskokahealth.org/Topics/FoodSafety/SpecialEvents>
- It is the responsibility of the vendor to obtain this permit, to submit permit by deadline, and to comply with all health/sanitation requirements. Vendor permit must be posted at all times. Health Officials will inspect all operations prior to festival start up, and may inspect food handling practices at any time.
- **Alcohol Consumption is prohibited** by any person engaged in food handling
- **Smoking/vaping is strictly prohibited** in any area where food/drink is being prepared or eaten both by vendors and patrons. This includes outdoor areas where seating and/or tables are provided for patrons to consume their meal or beverage.

ACCESSIBILITY FOR ONTARIANS with DISABILITIES ACT (AODA)

- AODA aims to identify, remove, and prevent barriers for people with disabilities. Details regarding this act can be found online at <https://www.aoda.ca/the-act/>
- MFF asks that you be mindful of any patrons who have paused in front of your booth and may have accessibility issues. Please offer to go to them to complete the transaction as needed.
- Signage indicating that you can come to patrons to serve them as needed would also be helpful.

ONTARIO MINISTRY OF LABOUR

- All vendors are expected to be in compliance with the Occupational Health and Safety Act (OHSA) and any related regulation that relates to the work or activity that the vendor has been approved to supply to the festival. If you are not familiar please review its requirements at <http://www.labour.gov.on.ca/english/hs/>
- With respect to the issues of incident and accident investigation and injury reporting, all vendors are responsible for their own employees and equipment. The Festival requires prompt notification and copies of any Health and Safety infractions that occur while on site during the festival, including days of set up and tear down. All Vendors are required to comply with the reporting requirements set out at <http://www.labour.gov.on.ca/english/hs/incident.php>

SAFETY REGULATIONS

- It is the responsibility of each MFF vendor to appreciate and adhere to all appropriate standards that will ensure the health and safety of vendors, staff, patrons, performers and volunteers. This includes being mindful of hazardous cooking services and appliances, and their proximity to patron areas.
- Festival staff may address any notable hazards and will expect vendors to rectify any such concerns.
- **For those using Propane** - Orillia Fire Department will be inspecting all propane-fueled appliances to confirm that the required T.S.S.A. certificates for the appliance and its tank hook-up are in place **prior to authorizing operations**. Any appliance without the appropriate certificate will not be allowed to operate by the Fire Department. If you have any questions about this T.S.S.A. regulation, please visit www.tssa.org and/or contact Fire Prevention Division at 705-325-5215
- **Movement of vehicles on Festival grounds during restricted hours will be strictly prohibited. This is a safety issue and will be vigilantly enforced. There will be absolutely no exceptions. Failure to comply will result in a \$50 penalty per occurrence (deducted from vendor security deposit) and possible exclusion from future MFF events. Vehicles must be off site by 3pm on Friday and 9 am on Saturday and Sunday. Each night MFF "Site Access" (Security) will advise when it is safe to move vehicles following the last performance on the Main Stage. This will occur no earlier than 30 minutes after the Main Stage has closed.**

MARIPOSA FOLK FESTIVAL (MFF) 2019 FOOD VENDOR GENERAL GUIDELINES

MFF WILL PROVIDE TO FOOD VENDORS...

SPACE FOR VENDOR'S BOOTH

- **Vendor plot size (width and depth) will be as per vendor contract. We are unable to accommodate requests for larger plot sizes once contracts have been finalized**
- Placement of booths will be determined by festival organizers. Successful applicants will be notified of booth location closer to the time of the festival.
- Vendors will generally be located in a central food court. Exceptions to this placement may be made for vendors with low utility needs, at the discretion of food vendor coordinators.

MAXIMUM OF TWO PARKING PASSES

- Preferred vendor parking is located just outside of the South Gate of the park and each vendor will be provided with two parking passes.

OVERNIGHT SECURITY

- This applies to the security of structural components / displays **only**. MFF is not responsible for lost, stolen, damaged or misplaced goods.

MAXIMUM OF FIVE GENERAL ADMISSION ARMBANDS

- Vendors will be provided **up to** five general admission wrist-bands for their staff. If vendor staffing is above 5 at any one time, the vendor can discuss needs with MFF FV coordinators but will likely have to purchase additional admission passes.
- Vendors with a simple operation and low staffing will be expected to take only the armbands required for their operations.

UTILITIES - ELECTRICITY, WATER and GREY WATER

- Electricity, water and grey water disposal will be provided as per individual Food Vendor Contracts and per **Food Vendor Electrical and Utilities Guidelines**
- Please take note of the maximum electrical connection allowances as outlined in the Food Vendor Electrical and Utilities Guidelines. Electrical requests above this level may be refused once demands have been analyzed, and / or an additional surcharge may be applied to vendor and will be specified prior to the festival.
- **Please note that no changes will be permitted to electrical and utilities requirements once the Contracts have been signed.**
- Ice will be available for purchase on site at Alice's (the beer tent right beside the food court) **during festival hours but not before.**

WASTE MANAGEMENT

- Removal of all **properly sorted waste** will be undertaken by MFF staff and volunteers
- Please see **Food Vendor Greening Guidelines** for further guidance