

FOLKLORE FESTIVAL



A WORLD TOUR OF NATIONS

2011

GENERAL INFORMATION

OPENING TIMES:

SATURDAY, APRIL 30, 2011 12:00 NOON – 11:00 PM	SUNDAY, MAY 1, 2011 12:00 NOON – 7:00 PM
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ENTRANCE ADMISSION:

ADULTS	\$5.00	STUDENT / SENIOR	\$3.00
CHILDREN 4 TO 12	\$1.00	CHILDREN 3 & UNDER	FREE

FOOD BOOTH Participation Rate:

MEMBERS	\$450.00	NON-MEMBERS	\$550.00
COMMERCIAL	\$650.00		

EXHIBITS & DISPLAY Participation Rate:

MEMBERS - NO SALE	\$100.00	MEMBERS - SALE	\$125.00
NON-MEMBERS – NO SALE	\$125.00	NON-MEMBERS - SALE	\$150.00
COMMERCIAL – SALE OR NO SALE	\$250.00		

SECURITY:

Overnight security will be provided throughout the Gardens and Curling Club beginning at 10:00 p.m. on April 29th. The Thunder Bay Multicultural Association will not be responsible for articles left after 7:00 p.m. Sunday, May 1st or till noon on Monday, May 2nd when all item must be completely removed. The Gardens security is at the highest level of control. There will be **NO EXCEPTIONS** to any admittance to the Curling Club or Arena.

INSURANCE:

Although the Thunder Bay Multicultural Association is insured for Accidental Liability, each participant is responsible for adequate insurance coverage for their booths, exhibits and any other materials and equipment left on site.

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FOOD BOOTH Site Rules & Policies

1.0 Food Booths Applications will be approved based on the following guidelines

1.1 Food Booths are first allocated to:

- Previous (Board members groups that had a booth last year)
- Returning (Board members that did not have a booth last year, but have participated in previous years)
- New (Board members who have joined our board in the present fiscal year)
- Previous year participant and New Folklore Festival Committee Approved- Ethnic and /or Small Business - Non-profit group
- Commercial booths

You will also need to pass the Health Units Inspections, Ontario Hydro Standards regulations and inspections, Fire Marshal inspections, acquire Refreshment Vehicle Licence and show proof of Liability insurance over \$2,000,000.

You Application package must include:

Completed and Signed Registration Form and Waiver

A copy of:

- Refreshment Vehicle Licence
- Special Event – Food Vendor Application
- Electrical Floor Plan
- proof of Liability insurance over \$2,000,000 to cover both days
- Menu &/or product and prices
- **Full Payment or partial(50%) be made by Feb 16th and completely paid by March 25th, 2011 or (Cheque payable to TBMA)**

* Payment and assignment of booth will not be process with out the above documents

2.0 All Food Booths must set-up on **Friday, April 29th** from 12:00 noon to 10:00 p.m. in the designated space and area only.

3.0 All Food Booths **must have** an approved Multicultural Theme and Décor but please ensure that your booth still meet all structural an electrical safety requirement as not to cause injury to you and your volunteers and to patrons.

4.0 **ABSOLUTELY NO FOOD BOOTHS ARE TO BE SET-UP ON SATURDAY, APRIL 30TH – NO EXCEPTIONS!**

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- 5.0 Taking apart or removal of booths **must not occur** before 7:00 p.m. on **Sunday, May 1**, and **must be completely removed** by **Monday, May 2** at **12:00 noon**.
- 6.0 All booths must be staffed at all times during the festival hours of operation. **No booth** may be left unattended.
- 7.0 **Absolutely** No Alcohol and Food is to be consumed while inside the Food Booth. **No Exceptions.**
- 8.0 The Folklore Festival **is not responsible** for any items left or utilized on site.
- 9.0 All Food Booth participants have access only through the Curling Club entrances before and after festival times.
- 10.0 Propane barbecues are allowed only by authorized groups, must have updated stickers and must be set up outside in the Curling Club Parking Lot with a perimeter of fencing when on City property and monitored at all times by each group.
- 11.0 All barbecues must be in an enclosed area with partitions due to health regulations.
- 12.0 All Food vendors are required to provide an **Electrical Floor Plan** to ensure that there is enough electrical supply. Once it is approved you will not be allowed to have any additional power with out approval form the Gardens Electrician.
- 13.0 Any group utilizing 220-volt power must supply there own approved regulated extension cords. Ontario Hydro will inspect these on Saturday, April 30 between 10:00 a.m. and 12:00 noon. You **must have** appropriate cable to meet the Fort William Gardens' Standards.
- 14.0 Each booth must supply and have a properly tested and ULC-rated fire extinguisher present at all times. **The extinguisher must be tagged, sealed and have been re-serviced within the past year.**
- 15.0 Each booth Serving Hot Food **must have** a Hot Food Thermometer and a Cold Temperature Thermometer in fridge and cold coolers.
- 16.0 We encourage all to reduce, reuse & recycle as much as possible.

<p>THE THUNDER BAY MULTICULTURAL ASSOCIATION WILL NOT PROVIDE TABLES, CHAIRS, ELECTRICAL CORDS OR ANY OTHER EQUIPMENT TO ANY BOOTH.</p>
<p>YOUR BOOTH REGRISTRATION NUMBER IS:</p>

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LIQUOR REGULATIONS

- 1.0 The Thunder Bay Multicultural Association shall be the sole holder of any and all Liquor License Board of Ontario permits to the Festival and shall maintain and control the sale of any and all alcoholic beverages during the festival.
- 2.0 The Thunder Bay Multicultural Association shall ensure that it maintains a minimum third party liability of a minimum of \$5,000,000.00 for the festival.
- 3.0 As the sole holder of any and all Liquor License Board of Ontario permits to the Festival and the insurer, this allows active board member food groups participating in the Festival to be eligible for profits obtained from liquor sales and shall be required to pay in advance a deposit determined by the Folklore Festival Committee.
- 4.0 The Folklore Festival Committee shall determine the prices of all alcoholic drinks.
- 5.0 **The sale of homemade liquor, beer or wine is forbidden, and any individual or group found to have any alcoholic products within the facility would be immediately removed from the Festival without refund. ABSOLUTELY NO EXCEPTIONS.**
- 6.0 All tickets for the purchase of all liquor shall be controlled by the Festival and the Festival shall provide trained cashiers to ensure proper cash control.
- 7.0 The Thunder Bay Multicultural Association shall issue a donation to each eligible participating food booth for the net profit derived from the sale of liquor divided equally amongst eligible participants no earlier than **15** but not later than **30** days after the completion of the Festival.

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- 8.0 All liquor sales staff will be SMAART trained or receive SIPS informative training as stipulated by the LCBO and Fort William Gardens
- 9.0 **ABSOLUTELY NO ALCOHOL IS TO BE CONSUMED ON THE GARDENS OR CURLING CLUB PROPERTY BEFORE 12 NOON ON SATURDAY, APRIL 30. THIS INCLUDES DURING BOOTHS SET UP TIMES. ANY INDIVIDUAL OR GROUP FOUND TO HAVE ANY ALCOHOLIC PRODUCTS WITHIN THE FACILITY WOULD BE IMMEDIATELY REMOVED FROM THE FESTIVAL WITHOUT REFUND. ABSOLUTELY NO EXCEPTIONS.**

Your Registration Form must be accompanied by:

- Full Payment or partial (50%) be made by **Feb 16th** and completely paid by **March 25th, 2011** (Cheque payable to TBMA)
- Space and power requirements are allotted on a first come-first served basis and you must submit and attached Electrical Floor Plan of your booth (no addition power will be allocated)
- Participants must provide copy of : Refreshment Vehicle Licence / Special Event – Food Vendor Application / Copy of insurance with proof of \$2,000,000 Liability and original SIGNED WAIVER /Electrical Floor plan with fee to be accepted and Food Booth assigned
 - Tables and Chairs will not be provided

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PASS & ADMISSION POLICIES FOOD BOOTH

*These admission policies are reviewed on a yearly basis.
The Folklore Festival Committee passed the current policy on January 13, 2011.*

- 1.0 Food Booth groups will receive twenty Food Booth Volunteer (20) passes and one (1) parking pass for one vehicle for the purpose of setup and supply replenishment. At all other times the vehicles must be parked in the reserved parking spot.
- 2.0 Admittance to the Festival for Food Booth Volunteers is through the Curling Club entrance (back parking lot) **ONLY**.
- 3.0 Passes are available to food booth workers/volunteers **ONLY**.
- 4.0 Please provide you Volunteer with some form of Identification (e.g. name tags, t-shirts, head bands, etc.)
- 5.0 Volunteers who arrive without proper admission will only receive admittance to the Folklore Festival through the main entrance at the appropriate admission charge.
- 6.0 Additional passes can be purchased for \$2.50 per pass at the Fort William Gardens on **Friday, April 29th 2011** only.
- 7.0 **THE NO PASS – NO ADMITTANCE POLICY WILL BE STRICTLY ENFORCED. THERE ARE ABSOLUTELY NO EXCEPTIONS.**

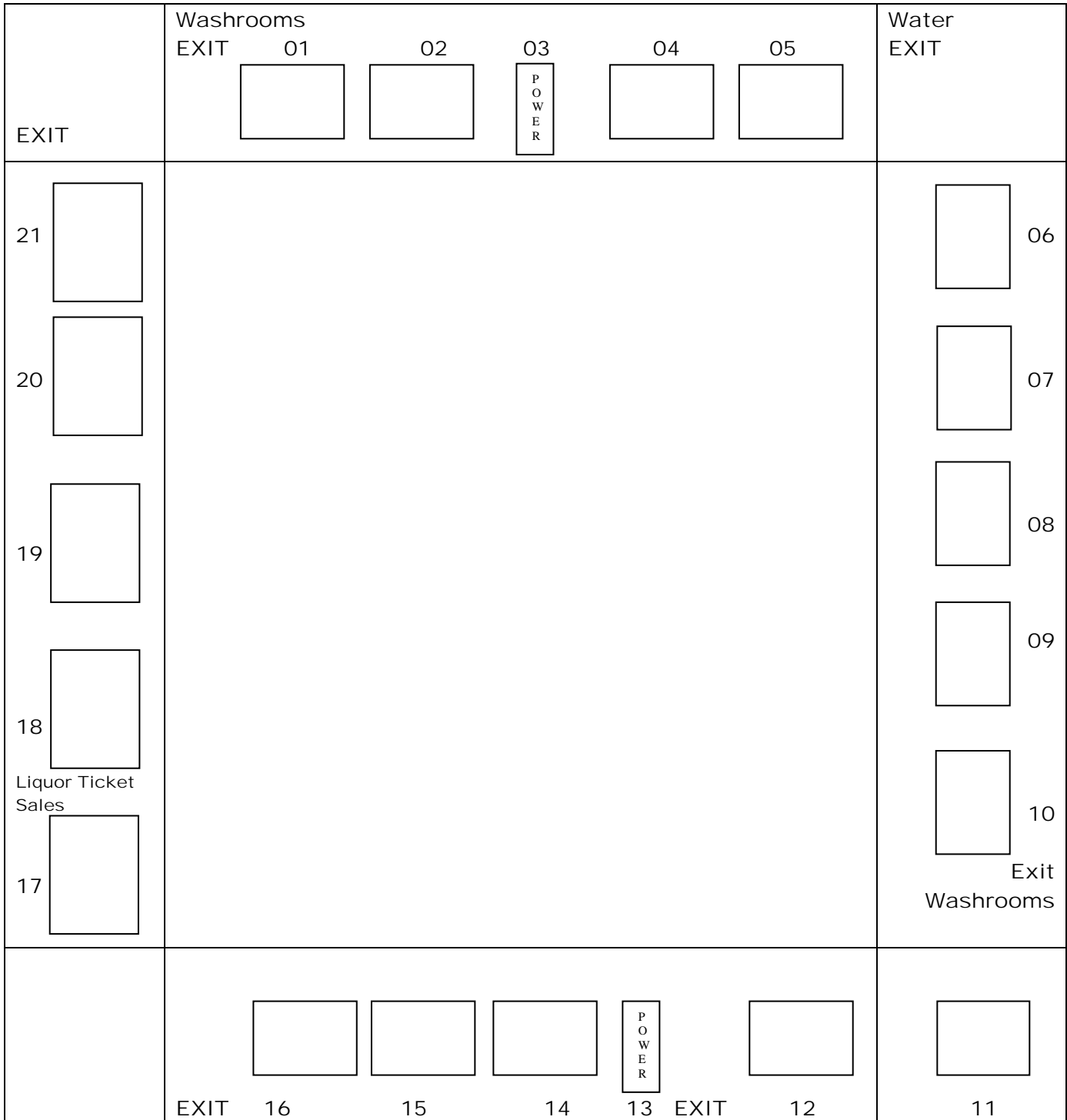
ANY GROUP FOUND TO DUPLICATE, MANIPULATE, OR BREAK THE POLICY OR PASS WILL BE ELIMINATED FROM THE 2011 FOLKLORE FESTIVAL AND PLACED ON REVIEW FOR ADDITIONAL FESTIVALS.

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Food Booth Location Layout Fort William Gardens

VICKERS STREET



FCA

ERB Transport Trailer

CAMAC

THAI

PARKING LOT

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Individuals and organizations planning to hold a fair, festival, charity barbeque or other special event where food will be served must notify the Health Unit in advance. This will ensure the Health Unit is aware of your event and has the opportunity to provide you with appropriate application form(s) and operating guidelines.

If you are planning to sell or give away food to the public, learn how to put food safety first to ensure you get the approval to operate.

For more information call 625-5930 or toll-free 1-888-294-6630, extension 5930

For all Health Regulation and food Safety info you can also Visit:

<http://www.tbdhu.com/EH/FoodSafety/SpecialEvents.htm>

or

http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900562_e.htm

For your Refreshment Vehicle –Licence (People Licence)
Visit Licensing & Enforcement Division, Attention- Barb
111 Syndicate Avenue South
(Inside Victoriaville Mall)
Tel -807 625-2710)

Complete and return Registration Form

Thunder Bay Multicultural Association
17 North Court Street,
Thunder Bay, ON
Tel: (807) 345-0551
Fax: (807) 345-0173
Email: folklore@thunderbay.org

To learn more about the Folklore Festival
Visit: www.folklorefestival.ca

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Complete and return form by fax or mail to the following:

Thunder Bay Multicultural Association

17 North Court Street, Thunder Bay, ON P7A 4T4

PHONE: (807) 345-0551

FAX: (807) 345-0173

Or email to folklore@thunderbay.org

FOOD BOOTH REGISTRATION FORM

Your Registration Form must be accompanied by:

- Full Payment or partial (50%) be made by **Feb 16th** and completely paid by **March 25th, 2011** (**Cheque payable to TBMA**)
- Space and power requirements are allotted on a first come-first served basis and you must submit and attached **Electrical Floor Plan** of your booth (no addition power will be allocated)
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- Tables and Chairs will not be provided

Organization:

Address:

Postal Code:

Tel.: Home: _____

E-mail: _____

Cell/Work: _____

(Please print clearly)

Site Supervisor:

Cell #:

Check One Only: Member Non-Member Commercial
 \$450.00 \$550.00 \$650.00

Booth Measurements: 12 x 10 standard size Increased booth size (will be allocated after March 31 on a first come-first served basis based/vendors registered/electrical restrictions, and may incur additional charges)

Equipments Being Used:

Appliances: _____

Electricity: 110 Volts * _____ 220 Volts * _____ (These items are allotted on a first come-first served basis)

Barbecue: _____ **Inspected Date:** _____

Signature:

Date:

FOR OFFICE USE ONLY:

Receipt #: _____

Copy Attached:

Refreshment Vehicle License Copy of Liability Insurance

Cheque #: _____

Special Event - Food Vendor Application Form

Signed Waiver Electrical Floor Plan

Received By:

Approved Date:

Booth #:

The Thunder Bay Multicultural Association reserves the right to review the eligibility of those organizations and individuals that do not abide by established festival policies and procedures, and furthermore, reserves the right to consider participation at future Folklore Festivals.

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LIQUOR & FOOD BOOTH INFORMATION FORM

BOOTH INFORMATION:

Organization: _____

Contact Person: _____

Country/ Region Representations: _____

Liquor Selection:

1. _____

2. _____

3. _____

4. _____

Food /Menu selection:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Comments: _____
