

EST  1998

CARROT FEST

BRADFORD WEST GWILLIMBURY

2024

VENDOR APPLICATION INFORMATION PACKAGE

For more information & to apply please visit:

WWW.CARROTFEST.CA

CARROT FEST 2024 VENDOR APPLICATION INFORMATION

**Carrot Fest is being held on Friday, August 16 and Saturday, August 17, 2024.
Please review the following information:**

Vendor Costs:

Friday, August 16:

Local Vendors (10X10 ft. space) - \$30
Non-local Vendors (10X10 ft. space) - \$50
Insurance - \$21.60

Saturday, August 17:

Local Vendors (10X10 ft. space) - \$60
Non-Local Vendors (10X10 ft. space) - \$85
Insurance - \$21.60

Booth Size & Requirements:

- Each booth area is 10X10 feet in size. You may purchase additional booths, but are restricted to maintaining an extension of 10 feet from the curb (e.g. 10X20).
- You are responsible to bring anything you may require for your booth, including a tent, weights, table, etc. Access to power/lighting and/or water is not provided.
- ALL booths are expected to have a trash receptacle and ensure that it is disposed of before leaving the festival.
- Vendors using generators must indicate so on their application and ensure the generator is under 70 db.

Vendor Market Information:

Please remember to remain calm and patient during vendor set up and take down due to the high amount of vendors participating in the festival. *While driving in the festival area, there is a speed limit of 5km/h.* Parking is available on streets and public parking lots outside of the festival area. It is the vendor's responsibility to find adequate public parking. Parking in private lots within the festival area is not permitted.

Friday, August 16:

- Vendors may begin setting up starting at 1:30pm.
- All vehicles must be out of the festival area by 3:00pm. If arrive after 3:00pm you will have to walk your items into the festival area.
- Vendor market operates from 4:00-10:00pm.
- Tear down is permitted after 10:00pm. No vehicles will be permitted into the festival area until after 10:00pm. All vendors must be out of the festival area by 10:30pm.

Saturday, August 17:

- Vendors may begin setting up starting at 6:30am. Specific set up times will be assigned based on location. **Please do not enter the festival area prior to 6:30am.**
- All vehicles must be out of the festival area by 8:00am. If you arrive after 8:00am you will have to walk your items into the festival area.
- Vendor market operates from 9:00am-6:00pm.
- Tear down is permitted after 6:00pm. No vehicles will be allowed into the festival area until after 6:00pm. All vehicles must be out of the festival area by 7:00pm.

**Submit an application at
www.carrotfest.ca**



CARROT FEST 2024 VENDOR APPLICATION INFORMATION

Vendor Selection & Approval:

- Vendor spaces are limited.
- All vendors are requested to be creative and develop an entertainment/uniqueness element for their booth (e.g. games, carrot related products/items, decorating in orange).
- Each food vendor is asked to incorporate a carrot related food item.
- Returning vendors will be evaluated based on past festival participation.
- There will be no exclusivity rights.
- Booths are non-refundable and non-transferable.
- No fireworks, weapons or illegal substances are not permitted in the event area.

All vendor applications will be reviewed based on this criteria. Only vendors that meet these requirements will be considered.

Vendor applications acceptances will begin on March 18, 2024. To ensure your vendor application is considered please ensure you apply before this date. Payment will be processed upon acceptance. We will continue to accept applications after this date as space permits.

Once approved, insurance and food vendor documents must be received within 10 business days. Failure to do so will result in booth loss and you will not be permitted to participate.

Booth Location:

- Booth locations will be sent out to vendors approximately 1 week prior to the festival.
- Booth locations are final but are subject to change the day of at the discretion of event organizers.
- ***Carrot fest is continually undergoing improvements and we cannot guarantee previous site locations.***

Food Vendors & Food Trucks/Refreshment Carts:

If you are a food vendor and are interested in selling food at Carrot Fest, you are required by the Simcoe Muskoka District Health Unit to fill out the submit Food Vendor Permit 10 days after being accepted into the festival. Failure to abide by these rules and regulations may result in removal from the festival.

As per the Town's Business Licensing By-law 2014-70, all food vendors that are considered to be a refreshment vehicle or refreshment cart that wish to participate at Carrot Fest will require a temporary Business License from the Town of Bradford West Gwillimbury. Please note that not all food vendors will have to obtain this license i.e. a restaurant serving outside a store front or handing out food samples.

If you have any questions, please contact Evan Bryan - ebryan@townofbwg.com.

Insurance Requirements:

Vendors are required to provide a certificate of insurance listing the Town of Bradford West Gwillimbury as an Additional Insured in an amount not less than two million dollars (\$2,000,000) per occurrence, two million dollars (\$2,000,000) aggregate. Vendors who are not able to provide a certificate of insurance will have the option to purchase insurance from the Town of Bradford West Gwillimbury for the event.

CARROT FEST 2024 VENDOR TERMS AND CONDITIONS

Terms and Conditions

1. The Town of Bradford West Gwillimbury has the right to refuse the sale of certain products at any time and to limit the number of exhibitors in any one category (Category Examples: food vendor, retail vendor, service business, community group, entertainment). Your application will be reviewed and you will receive notification whether your application has been accepted by July 12, 2024.
2. No aggressive sales will be permitted. Ambush marketing strategies are strictly prohibited. All items for sale need to be kept inside the designated booth space, you cannot display outside the purchased space.
3. All food vendors must read and understand the information in the Food Contract and submit the appropriate documents to the Leisure Events & Marketing Programmer to be submitted to Simcoe Muskoka District Health Unit and Town of BWG Licensing Officer.
4. We will attempt to consider special requests if indicated on the application form. However, once the festival opens, BOOTH LOCATION IS FINAL but is subject to change the day of at the discretion of the event organizers. We cannot guarantee previous site locations.
5. **INSURANCE REQUIREMENTS:** Vendors are required to provide a certificate of insurance listing the Town of Bradford West Gwillimbury as an Additional Insured in an amount not less than two million dollars (\$2,000,000) per occurrence, two million dollars (\$2,000,000) aggregate. Vendors are solely responsible for any personal property at all times. Vendors who are not able to provide a certificate of insurance will have the option to purchase insurance from the Town of Bradford West Gwillimbury for the event.
6. **INDEMNIFICATION:** Contractor agrees, by accepting this agreement, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Town of Bradford West Gwillimbury and its agents (as applicable) harmless from all claims, demands, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of the contractor or its principals, employees, subcontractors or other agents while performing services under this contract.

Evan Bryan

Leisure Events & Marketing Programmer

Ebryan@townofbwg.com

905-775-2162 ext. 5103

CARROT FEST 2024 VENDOR FREQUENTLY ASKED QUESTIONS

Am I considered a local or non-local vendor? Businesses located in Bradford West Gwillimbury are considered "local" all other businesses are considered "non-local."

Do you have a not for profit rate? No we do not. Rates for vendor spaces are either local (located in Bradford West Gwillimbury) or non-local (located outside of Bradford West Gwillimbury).

When does the vendor market operate? Friday, August 16 – 4:00-10:00pm & Saturday, August 17 – 9:00am-6:00pm

When can I set up/take down? Friday, August 16: set up – 1:30pm, all vehicles must be out of the festival area by 3:00pm, take down – 10:00pm. Vehicles are only permitted in the festival area after 10:00pm. Saturday, August 17: set up – 6:30am, all vehicles must be out of the festival area by 8:00am, take down – 6:00pm. Vehicles are only permitted in the festival area after 6:00pm

What happens if I show up late for vendor set up? Vendors that show up after 3:00pm on Friday and 8:00am on Saturday will not be permitted to drive into the festival area and will have to walk their items in.

Is electricity or lighting provided? Access to power/lighting and water is not provided. If you require power you may use a generator that is under 70- db. Lighting is not provided.

Can I borrow a tent and table? No. You are responsible to bring anything you may require for your booth, including a tent, weights, table, etc. You will only be provided with the physical booth space.

When will I know if I have been accepted into the festival? Vendors will begin to be accepted starting on March 18, 2024. After that, applications will be processed in waves until there are no spaces left. Vendors will be notified at the latest by July 12, 2024. Please remain patient during this process due to the high amount of applicants.

How are vendors selected? Vendor spaces for local businesses and store fronts residing in the festival area are given priority. Applications will be evaluated by entertainment and uniqueness of booth and products. There will be no exclusivity rights.

Can I have the same location as last year? Carrot fest is continually undergoing improvements and we cannot guarantee previous site locations. We will make note of your request but it is not guaranteed.

When will I know my booth location? Booth locations will be sent out approximately 1 week prior to the festival.

I am unable to attend, can I get a refund? Can I transfer my booth to a friend? No, booths are non-refundable and non-transferable.

If I am participating in both days, can I leave my belongings overnight? The Town is not responsible for any items left unattended.

It is raining... will the event be canceled? No, this event is rain or shine. If extreme weather occurs, event organizers will notify you of any changes. Refunds will not be provided if the event is canceled due to inclement weather.

Where is parking available? Parking is available outside of the festival area on side streets and municipal parking lots. Please do not park in the Courthouse parking lot.

CARROT FEST 2024 VENDOR APPLICATION CHECKLIST

Before you apply:

- Review vendor information documents
- Prepare description of booth/what you will be selling
- Prepare paperwork (insurance, food permit, etc.)
- Have online payment method ready

Once you've been accepted:

Submit paperwork to Ebryan@townofbwg.com:

- Insurance requirements (provide COI)
- SMDHU Food Vendor Application (food vendors only)
- Temporary Business License application (food trucks only)
- Begin preparations for booth items/decoration

Before the festival:

Receive event information one week prior to Carrot Fest:

- Set up time
- Event entrance
- Booth location
- Have booth supplies ready



VENDOR INFORMATION

GOING GREEN

Select local, organic and seasonal foods & provide vegetarian and vegan options.



Avoid the use of unnecessary disposable items e.g. straws, stir sticks, plastic bags.



Use items that are made from recycled content e.g. plates and napkins.



Use large containers for condiments and beverages instead of individual packets.



Select reusable or recyclable materials for the construction of booths and displays.



Select items with less packaging.



Avoid single use giveaways and handouts.



Distribute information using electronic methods.



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FOOD VENDOR APPLICATION INFORMATION PACKAGE & DOCUMENTS

CARROT FEST 2024 FOOD VENDORS

If you are a food vendor, interested in selling food or drinks at Carrot Fest, you are required by the Simcoe Muskoka District Health Unit to fill out a Food Vendor Permit and submit it to the Leisure Events & Marketing Programmer (ebryan@townofbwg.com) 10 days after acceptance. Failure to abide by these rules and regulations may result in removal from the festival.

Please review the following food vendor guidelines and requirements:

Simcoe Muskoka District Health Unit

- All exhibitors must be in compliance with all SMDHU regulations.
- Food must be covered at all times.
- All meats must be stored in a cooler or refrigerator and maintained at a proper temperature.
- YOU MUST BRING YOUR OWN TEST KITS – thermometers, test strip.
- All food vendors must wear hat or hairnets and maintain proper hygiene.
- All food prepared off-site must be prepared in a kitchen facility inspected by the SMDHU. **(Please note: not a person's home)**
- If you are handling/preparing food (other than pre-packaged items) you must have your own portable hand washing station.
- Each vendor must ensure that at least one certified food handler is available at all hours food is being prepared/handled

Electrical Requirements

- The electrician selected by Carrot Fest will have complete jurisdiction over the electrical requirements and installations.
- All electrical equipment and wiring used must conform to Electrical Safety Authority Standards and must be CSA approved.
- The booth will be inspected prior to opening and any electrical equipment that has not been pre-approved will be removed.

Fire Marshal/Department Requirements

- No flammable compressed gas source (i.e. propane) is permitted under a tent to cook at any time. If a vendor wants to cook inside their tent they can use electric fryers, electric plates/warmers, etc. Exception: Little candle flames (sternos) one would see as a food warmer at a banquet hall. (Fire inspector discretion)
- All cooking with a flammable compressed gas must occur min. 10 feet away from the tent.
- There must be 2 x 10 pound ABC fire extinguishers at each tent (1 at the BBQ cooking area, and 1 in the tent area). An extinguisher must be available at both ends of the tent.
- The extinguishers must also have a current year inspection tag on them. Fire extinguishers that have not been inspected in the calendar current year are not acceptable.
- All spare propane cylinders must be secured in an upright position at all times and must be kept in a secured area away from all public access.
- Cooking area must be secured from all public access

CARROT FEST 2024 FOOD VENDORS

Other Requirements

- Participants must supply their own cooking equipment.
- Participants must supply own cooler or fridge, with lid to maintain cold foods at proper temperature.
- Participants must also supply a flashlight and thermometer (SMDHU requirement), first aid kit and soap and paper towels for the washstand at their own booth.
- Participants must supply their own workers and/or volunteers.
- Participants are responsible for the clean-up of their booth and its perimeter at all times. This includes supplying the required garbage bags, broom, etc.
- Mobile Food Service Equipment owners/operators must comply with the Technical Standards and Safety Act 2000 (TSSA). For further compliance standards and requirements please visit www.tssa.org.
- The Town of Bradford West Gwillimbury believes in accessibility for all people under the Accessibility for Ontarians with Disabilities Act, 2005 (the AODA). Under this Act it is mandatory for complete compliance in meeting all requirements and providing Accessible Customer Service. To find out specific requirements under the standard and how to meet them, we invite you to visit www.ontario.ca/accessibility.

Food Vendor Business Licensing

As per the Town's Business Licensing By-law 2014-70, all food vendors that are considered to be a refreshment vehicle or refreshment cart that wish to participate at Carrot Fest will require a Temporary Business License from the Town of Bradford West Gwillimbury.

To purchase (\$75) a Temporary Business License, add the Food Truck/Refreshment Cart Fee when submitting your application for your booth. Once your application has been approved you will need to submit a second application for the Temporary Business License. Please have this paper ready and submit it to the Leisure Events and Marketing Programmer (ebryan@townofbwg.com) 10 days after acceptance. Failure to abide by these rules and regulations may result in removal from the festival.

Please note that not all food vendors will have to obtain this license i.e. if they are a restaurant serving outside their store front or handing out food samples.

Questions regarding food permits and temporary business licenses?

Please contact:

Evan Bryan

Leisure Events & Marketing Programmer

ebryan@townofbwg.com

905-775-2162 ext. 5103



Tel: 705-721-7520
Toll free: 1-877-721-7520
www.simcoemuskokahealth.org
Your Health Connection

Vendor Application Form (Special Events, Farmers Market)

This application must be submitted at least 10 days prior to any event. Complete and sign form. Fax the completed form to Simcoe Muskoka District Health Unit office at 705-721-1495. If you require assistance, please call *Health Connection* at 705-721-7520 (1-877-721-7520) ext. 8811.

EVENT INFORMATION

Name of Event:	
Date of Event: From: DD / MM / YYYY	To: DD / MM / YYYY
Event Address:	Hours of Operation:

Event Organizer Information Name:	
Phone:	Email:

VENDOR INFORMATION

Name:	Business Name:	
Currently holds Simcoe Muskoka District Health Unit Certificate of Inspection (green sign) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Address:	Phone:	Mobile:
	Email:	

ORGANIZER'S INFORMATION

Name of Sponsoring Group or Agency:	
Contact Person:	
Mailing Address:	Phone:
	Email:

TYPE OF FOOD PREMISES AT EVENT

<input type="checkbox"/> Mobile Premises	<input type="checkbox"/> Inspected Restaurant	<input type="checkbox"/> Temporary Booth
Is Food Handler certified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Certification: DD / MM / YYYY	
<input type="checkbox"/> Request For Exemption From Regulations (<i>Religious, Fraternal Organizations or Service club</i>)		

NOTE: A sign must be posted notifying patrons event not inspected. A donors list must be provided if exempted from regulations and accepting food from an un-inspected source.

WATER SUPPLY

Water Source:	
<input type="checkbox"/> Municipality (<i>City/Town</i>) _____	<input type="checkbox"/> Well Address _____
<input type="checkbox"/> Hauled Municipal Name and Phone _____	
Bottled Water	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water Lines - Food-grade material	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, length in feet/meters: _____
Backflow devices provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ice supplied to vendors	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, source of water used to make ice: _____

HYDRO

Power Supply:

Municipality (City/Town) _____ Generator

Premises Name _____ N/A

Electricity available Yes No Refrigerated truck Yes No

Backup power available Yes No Power cords Yes No

WASTE WATER & GARBAGE DISPOSAL

Method of Waste Water Disposal:

Holding tank Other, specify: _____

Waste water containers None available, please explain: _____

FOOD SOURCES AND STORAGE

Food from (choose all that apply)

Inspected source Restaurant

Private residence Community Hall

Other, specify _____

***Attach most recent Inspection Report to this application**

How will food be transported to the event?

Insulated container Cooler with ice

Refrigerated vehicle Other: _____

Cold Holding Equipment

N/A Cooler with ice (4°C or lower) Refrigerator (4°C or lower) Refrigerated Truck

Chest Freezer (-18°C or lower) Other: _____

Cooking Equipment

N/A BBQ/grill Deep Fryer Stove Oven

Microwave Smoker Rotisserie Other: _____

Hot Holding Equipment

N/A BBQ/grill Steam table Chafing Dish Oven

Heat Lamp Crock Pot Other: _____

Indicate (check) what type of equipment you will have on-site during the event:

Hand washing station Liquid soap and paper towel Two compartment utensil washing station

Garbage container Probe thermometer Three compartment utensil washing station

Plastic containers Waste water holding water tank Sanitizing solution for dishes/equipment

Potable water tank Sanitizer test strips Thermometer in cold holding units

Extra, clean utensils Other: _____

Food Sold/Served etc.	Type of Food Preparation (e.g. grilling, frying, BBQ, etc.)	Food Precooked		Food Cooked On-site			Food Storage On-site	
		Yes	No	Yes	No	Pre-Heating	Hot 60°C (140°F) or higher	Cold 4°C (40°F) or lower
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MULTIPLE EVENT PARTICIPATION FORM

If you are attending more than one special event, not including Farmers Markets, within Simcoe Muskoka District, please list the events below.
Please note: If you are serving the same foods as detailed above on the application, you do not need to submit an application for these events you have specified below. If the food served/sold at another event is different please submit a new food vendor application detailing the types of foods and source information. Attach additional pages if needed.

Name of the Event	Location of the Event	Date of the Event	Operating Hours AM/PM	Proposed menu same as indicated below (Yes/No)	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No

EQUIPMENT LAYOUT & PHOTOS

Provide an equipment layout for your booth at the special event. The layout can be hand drawn in the space below or attached to this application.

FORM COMPLETION

Name(print):		Date: DD / MM / YYYY	
Office:		PHI:	
Inspector's Notes:		Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	

Inspector's Notes area (large empty space for handwritten notes).

Revised April 2019

Temporary Refreshment Vehicle Licence Application

PART A- Temporary Refreshment Vehicle Type			
<input type="checkbox"/> Refreshment Vehicle \$75		<input type="checkbox"/> Refreshment Cart \$75	
PART B- Application Requirements			
The following original documents must be included with this application:			
<input type="checkbox"/> Photo Identification <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> List of Operators <input type="checkbox"/> Approval from the Simcoe Muskoka District Health Unit			
PART C- Applicant Information			
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Operator (Check both if Owner is also Operator)			
Last Name:		First Name:	Company:
Street Address:			Unit Number:
Town:	Postal Code:	Province:	E-mail:
Telephone Number:		Fax:	Cell:
PART D- Special Event Information			
Event Name:		Event Date: _____ to _____	
Last Name:		First Name:	Company:
Street Address:			Unit Number:
Town:	Postal Code:	Province:	E-mail:
Telephone Number:		Fax:	Cell:
PART E- Declaration of Applicant			
I _____ certify that:			
(print name)			
The information contained in this application and other attached documentation is true to the best of my knowledge.			
_____		_____	
Date		Signature of Applicant	
Date Received:		License Number:	Issued By:
<small>All personal information on this form is collected pursuant to the <i>Municipal Freedom of Information and Protection of Privacy Act</i> and the <i>Municipal Act, 2001</i> and will be used for the purposes of licence processing, monitoring, issuance and enforcement. The name and address and business name and address of the licensee are public information. Any other personal information collected will only be used for investigative purposes. Questions regarding this collection may be directed to the Licensing Officer, Town of Bradford West Gwillimbury, P.O. Box 100, 100 Dissette St., Units 7 & 8, Bradford, ON L3Z 2A7, Telephone 905-775-5366 ext. 1102; Fax 905-775-0153.</small>			