

# FOOD VENDOR INFORMATION PACKAGE

Railway City Music and Arts Festival  
P.O. BOX 20094  
ST. THOMAS, ON  
N5P 4H4

[Vendors.RCMAF@gmail.com](mailto:Vendors.RCMAF@gmail.com)



## EXHIBITOR'S INFORMATION PACKAGE

This information package has been developed to provide you with all the pertinent information about the Festival. Please ensure you read the package thoroughly and if you have any questions feel free to contact the office by email: [Vendors.RCMAF@gmail.com](mailto:Vendors.RCMAF@gmail.com)

**This document will become a binding part of your contract if you are accepted to participate in the Festival.**

## LOCATION

Pinafore Park – 95 Elm St., St. Thomas, Ontario

## 2024 DATES & TIMES:

Friday, August 16<sup>th</sup>, 9:00 a.m. - 11:00 p.m.

Saturday, August 17<sup>th</sup>, 9:00 a.m. - 11:00 p.m.

Sunday, August 18<sup>th</sup>, 9:00 a.m. – 6:00 p.m.

## APPLICATION STATUS

Past Festival vendors and exhibitors will receive priority status over new applications. The Festival may limit space available in each vendor/exhibitor category to ensure the best for both the Festival and vendors each year. For more details on these categories and which vendors would fall into please contact the office at

## CRITERIA FOR ACCEPTANCE

Admittance to the Festival will be determined solely by the Festival Committee. The criteria for acceptance include but is not limited to compliance with all dates and regulations in this agreement, presentation and appeal of booth or display, previous relationship with the Festival, and date of application. The committee reserves the right to limit the number of booths selling similar items. A letter of acceptance (via email) will be sent to all those who are successful in the application process for the Festival. Applications not including the required payment/deposit may not be considered.

## DEPOSITS

CLEAN SITE Deposit Cheque of **\$100** is required upon application (FOOD Vendors only). This deposit is to cover any damages or cleanup necessary after the vendor use of the space. If the vendor space is noted to be damaged or requires extra cleanup the cheque will be cashed without warning and no refund or difference issued. A 'damaged site' includes but is not limited to, waste and garbage, grey water disposal (in addition to the City by-law fines), grease buckets or hot coals disposed of on the property, or any damage deemed by the Site Manager. If you need information on disposal of grease or garbage, please contact the Site Manager and they will be happy to assist.

If you require your deposit check to be returned, the vendor **MUST** provide a self-addressed stamped envelope in the original package. Otherwise, the uncashed cheque will be destroyed.

## SET-UP

Friday, August 16<sup>th</sup>, 7:00am to 10:30am

Set-up must be completed by this time to ensure safety for our customers. All vehicular traffic will need to be removed from the show area by 11am.

### **Under no circumstances can the Fire Lane be blocked during set-up!**

Vendors will be directed by volunteers to their display location and parking location.

You must be prepared to have your booth intact and supervised each day from 11:00 a.m. until dusk. If you have lighting, you may keep your booth open until 11:00 p.m. Under no circumstances should you close your booth during show hours without first consulting the Vendor Coordinator. Any Vendors/Exhibitors not complying with this request will not be considered the following year.

## TEAR DOWN

Sunday August 19<sup>th</sup>, no earlier than 5:00 p.m. (Live Music & alcohol sales will continue until at least 6pm)  
Exhibitors/Vendors will be responsible for own site cleanup.

## PERSONNEL

All booths must be adequately staffed during show hours. Festival Volunteers and staff are NOT available to supervise vendor/exhibitor booths, please bring adequate personnel.

## SOUND / NOISE:

All vendors/exhibitors must have an equal opportunity to present their goods and services without the distractions from neighbouring vendors. Excessive sound/noise, as determined by the Events Coordinator, will not be tolerated.

## GARBAGE, RECYCLING & CARDBOARD

The Festival is striving to become ECO Friendly and continue to keep the grounds clean and garbage-free. We request all our food vendors use recycled/recyclable materials to distribute their fares and keep their surrounding area neat. ECO bins (recycling blue bins) will be located throughout the Festival grounds however, if you have a large amount to be collected, please contact the Festival Grounds Crew for removal. Regular garbage collection will be conducted by the Festival grounds Crew throughout the day.

## SECURITY

Limited security will be present overnights on Friday and Saturday nights; however, **You are responsible for your own Theft and Liability insurance.**

## VEHICLES

Vehicles will not be allowed into the closed Festival area without prior authorization. Requests can be made through the office staff and parking will only be allowed with **designated parking passes**. These passes are required for all vendor parking including nearby loading and unloading zones only. Vendor Parking is available near by on a first come first served basis.

## TENTS / TRAILERS

Please indicate space requirements and submit a recent photo of your booth for approval. Tents are to be constructed of flame-resistant material and must have documentation to prove this in case of inspection by fire department officials.

## HEALTH BOARD REQUIREMENTS (Food Vendors only)

Food vendors will be familiar with the **MANDATORY** compliance requirements from the Southwest Health Unit. Please complete their [online form](#) or print and send the completed form directly to the Southwest Health Unit\_\_fax# 519-633-0468. Please also send a scanned copy to [Vendors.RCMAF@gmail.com](mailto:Vendors.RCMAF@gmail.com) for our records.

Mandatory Inspections will be scheduled or without notice by the Health Unit at their discretion.

## HYDRO REQUIREMENTS

Due to extremely limited electrical infrastructure in the park, we are NOT able to provide vendors with high AMP electrical connections. You will need a generator, but they should be reasonable quiet, in good condition and must not produce excessive smoke/exhaust odour.

All equipment/extension cords must meet the approval of the **Electrical Safety Authority**. All booths requiring Hydro are subject to an inspection by the Electrical Safety Authority at any time during the Festival.

Any extension cords found plugged in to the Hydro boxes that are NOT displaying the **2024 HYDRO Label** will be removed immediately and possibly confiscated.

## Gray Water & Grease (Food Vendors Only)

There is absolutely no dumping of gray water allowed in any city sewer drain, grates, or manholes. See attached waiver and release of liability, which must be included, signed, and witnessed with the application.

**It is the responsibility of the vendor to store and/or discard their grease and gray-water properly.**

**Any breach of these regulations will result in automatic forfeit of the site deposit.**

## VENDOR SPACE

Please note that booth sizes are approximate, and we cannot guarantee that all booths will be exactly as listed. We thank you for your understanding.

Pursuant to all applicable regulations **all** booths must have an approved **fire extinguisher** in their booth. All vendor spaces will be sold on a first come first served basis. Please be sure to return your contract as soon as possible in order to reserve your space.

Hay, straw, shavings, or similar combustible materials shall not be permitted within or around tents.

**Smoking and open flame devices shall not be permitted in a tent. Any breach of these regulations is automatic forfeit of the site deposit.**

## BOOTH LOCATION

Location of booths will be the responsibility of the Festival Site Logistics Committee and Vendor Coordinator. If you have a preference, please indicate it on your application, as the Festival will try to accommodate as best as possible.

Booth locations may not be changed without written permission of the Vendor Coordinator. Any disagreement that arises will result in the vendor being asked to leave the park for the duration of the Festival. **There will be NO refund of booth fee.**

## INSURANCE

The Festival is insured against liability and property damage. Vendors are responsible for their own theft and liability insurance.

All applicants **must** submit a **Certificate of Insurance** naming the Iron Horse Festival of St. Thomas as an additional named insured in the amount of \$2,000,000. The minimum requirement for food vendors is \$2,000,000 GENERAL LIABILITY POLICY.

The Certificate of Insurance, covering the dates of the Festival, **must** be submitted at the time of application. If the dates of the Festival are after the renewal date please notify the office upon application, the new issue policy must be on file prior to the Festival dates.

## **NO CERTIFICATE OF INSURANCE – NO ADMITTANCE INTO THE FESTIVAL.**

“The Vendor shall indemnify and save harmless Railway City Music and Arts Festival operated by the Iron Horse Festival of St. Thomas, their employees, volunteers, agents, the property owners, and management, etc. from all claims for the loss, damage, or injury to persons or property caused to the vendor, his employees, or agents through any wrongful act, neglect, or default. Iron Horse Festival, their employees, volunteers, agents, the property owners, management, etc; shall not be liable to the Vendor, his employees, agents, or customers for any personal injury or damage to property. Everything brought to the show premises by the Vendor, his employees and agents, or customers shall be entirely at the risk of the Vendor or others for any loss or damage in accordance with Canadian Insurance Laws. The Vendor shall be responsible for the insurance of his own property.”

## **NSF/RETURNED ITEMS**

Any cheque returned by the bank due to insufficient funds is subject to a **\$45.00** charge and may deem the application fee invalid due to non-payment terms and conditions. I.e., EARLY BIRD

## **REFUNDS**

Refunds must be requested in writing; phone calls or messages are not acceptable and will not be considered as notification prior to the deadline. Requests can be submitted via mail or email at the addresses listed on this package. The following is the refund amount schedule.

**100% of all fees including hydro - By May 31, 2024**

**50% - of all fees including hydro - By August 1, 2024**

**0% - of all fees after August 1, 2024**

## **APPLICATION CHECKLIST – please read and sign the form on the last page and return with your completed application package:**

- SIGNED APPLICATION
- FULL PAYMENT – we accept business or personal cheque, money order, cashier’s check/bank draft, Interac e-transfer (to [info.RCMAF@gmail.com](mailto:info.RCMAF@gmail.com)) and PayPal
- INSURANCE CERTIFICATE (with Festival named as an additional insured)
- A photo of your typical booth setup (include tent/trailer if required)
- A self-addressed, stamped envelope (if you require the clean site deposit check returned or a receipt for tax purposes post-Festival)
- IF** you want to be included on the Festival’s website please include additional editorial, logos, and photos for insertion.
- IF you would like to be contacted about other advertising or sponsorship options available at the Festival, please email [info.RCMAF@gmail.com](mailto:info.RCMAF@gmail.com)

**By completing, signing and submitting the application form below, I acknowledge I have read and understood the SMOKEFREE Ontario Act, Grey Water By-law Notice (if applicable), and agree to abide by the rules and regulations as stated in the Vendor Package provided.**

**PLEASE SEND ALL CORRESPONDENCE TO:**

Railway City Music & Arts Festival  
Attn: VENDOR COORDINATOR  
P.O. Box 20094  
St. Thomas, Ontario  
N5P 4H4

[Vendors.RCMAF@gmail.com](mailto:Vendors.RCMAF@gmail.com)

**PLEASE SEND ALL eTRANSFERS TO:**

[Info.RCMAF@gmail.com](mailto:Info.RCMAF@gmail.com)



# FOOD VENDOR APPLICATION

<b>EXHIBITOR/ COMPANY NAME</b>			
<b>CONTACT PERSON</b>			
<b>ADDRESS</b>			
<b>CITY</b>		<b>PROVINCE</b>	
<b>PHONE</b>		<b>POSTAL CODE</b>	
<b>EMAIL</b>			
<b>Website / Description of Offerings / Menu Items</b>			

*We hereby contract to exhibit in the Railway City Music & Arts Festival and have read the Exhibitor/Vendor Information Package. I understand and agree to adhere to the requirements set out, in exchange for my participation. I also acknowledge that the Festival reserves the right to approve my application only if such space is available and that I have proven to meet the standards as set out in the information package and approved by the Festival.*

DESCRIPTION	EARLY BIRD (prior to May 1)	FEE (After May 1)	# Required	TOTAL
<b>Standard</b> Food Trailer / Tent (12' x 12' max.)	\$450	\$600		
<b>Large</b> Food Trailer (20' x 24' max.)	\$600	\$750		
<b>Other</b> Food Vendor Configuration (mobile, tent, etc.)	TBD	TBD		
<b>BOOTH REQUIREMENTS / OPTIONS</b>				
<b>Hydro:</b> 1 - 15 Amp outlet - for LED lighting only - <b>no appliances</b>		+\$40		
<b>PRIME LOCATIONS</b> (nearest to bandshell/stage) - incl. 1-15 Amp outlet for LED lighting only - <b>no appliances</b> , (See attached map)		+\$100		
<b>PRIME LOCATIONS</b> (nearest to bandshell/stage) - <b>no hydro</b> (See attached map)		+\$75		
Other requests:		TBD		
			<b>Subtotal</b>	\$
€ <b>Description and/or picture of products sold.</b> € <b>Insurance Certificate (required for all vendors &amp; exhibitors)</b> € <b>Clean site Deposit Cheque (\$100) – only for food vendors</b>			<b>TOTAL</b>	\$

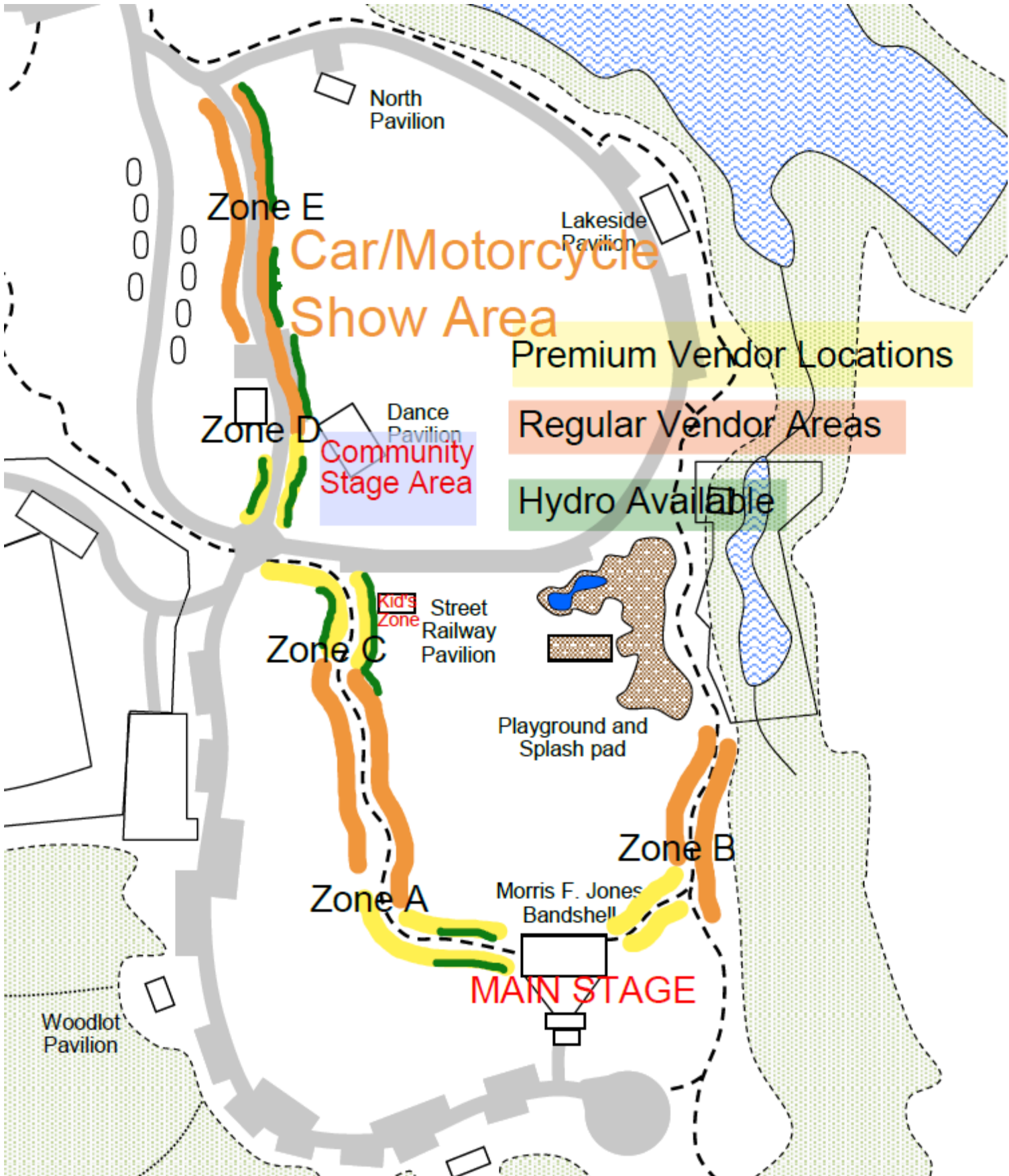
**\*Clean Site Deposit Cheques will NOT be returned unless self addressed stamped envelope provided\***

*Non-compliance with or violation of any requirements and limitations listed in the Vendor Information Package will result in your booth being shut down for the remainder of the festival without a refund of your fees.*

**RELEASE OF INFORMATION WAIVER** - Upon acceptance into the show I agree to the release of my name and/or photographs for use in current or future promotional publications, articles, advertising, etc., in connection with the Railway City Music & Arts Festival. I have read, understand, and agree to abide by all parts of the terms of agreement, and acknowledge that violation of any part may result in immediate expulsion from the festival with no refund of fees. In consideration of acceptance of this application, I hereby, for myself, my heirs, executors and administrators, waive, release, and forever discharge any and all claims with rights for damages which may hereafter accrue to me against the Railway City Music & Arts Festival, their respective officers, agents, representatives, successors and /or assigns, for any and all damages and liabilities which may be sustained and suffered by me in connection with my said association with, or entry and/or arising out of my traveling to, participating in, and return from the Railway City Music & Arts Festival.

<b>X</b>	<b>Date</b>	<b>X</b>	<b>Date</b>
<b>Signature of Exhibitor</b>		<b>Signature of Vendor Coordinator</b>	





# Car/Motorcycle Show Area

Premium Vendor Locations

Regular Vendor Areas

Hydro Available

Zone E

Zone D

Zone C

Zone A

Zone B

North Pavilion

Lakeside Pavilion

Dance Pavilion

Community Stage Area

Kid's Zone

Street Railway Pavilion

Playground and Splash pad

Morris F. Jones Bandshell

Woodlot Pavilion

MAIN STAGE