



2018 Ottawa Jazz Festival
Thursday, June 21st – Sunday, July 1st
Confederation Park, Marion Dewar Plaza, Lisgar Field

Contact Information	
Name of Vendor:	
Legal Name (If different from above):	
Contact Name:	Phone:
Email:	Cell:
Mailing Address:	Postal Code:
City/Town:	Website:

Food Offerings
<ul style="list-style-type: none">• Item 1:• Item 2:• Item 3:• Item 4:

Please include a picture or two of your setup so that we may take aesthetics into account when we arrange the vendor placements.

Volunteer Discount

- I am open to provide a discount to Ottawa Jazz Festival Volunteers as part of our operation.

Yes	No

Sponsorship

- I am open to hearing more about sponsorship and advertising opportunities

Yes	No

Top Shelf Main Stage		Please Check
10 x 10 space	\$2,500	
15 x 15 space	\$3,300	
20 x 20 space	\$4,000	
Ontario Stage		
10 x 10 space	\$1,500	
15 x 15 space	\$2,300	
20 x 20 space	\$3,000	
Power		
2x15 AMP	\$100.00	
20 AMP	\$150.00	
30 AMP	\$175.00	
50 AMP	\$200.00	
Tent rental		
10X10	\$500.00	
15X15	\$600.00	
20X20	\$720.00	
Extra Options		
Plywood Floor	\$10.00 / sq. Ft	
Grey Water Bin	\$200.00	

Please add \$100 security deposit to the total

Total w/ 13% HST	
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TERMS OF CONTRACT

1. Location of allotted space will be assigned at the sole discretion of the Ottawa Jazz Festival before set-up.
2. Power is available. Some conditions may apply.
3. All vendors are expected to be self-contained.
4. Should a vendor require additional equipment or services they are responsible for all costs associated with such equipment or services and will require Ottawa Jazz Festival approval regarding delivery, location and servicing.
5. All vendors must be set up no later than 12pm on Thursday, June 21 for health inspection. No Payments will be refunded for late arrivals
6. All vendors must provide hand washing stations within their food prep area. Should vendors require a wash station, one can be provided at an additional cost.
7. Deliveries and pick-ups are to be made through the delivery gate as specified on the site plan. No vehicles are permitted on site during Festival hours for any reason. Restocking must be done by hand cart. Contact Festival Operations Assistant for restocking times as they may change from day to day. No restocking is to be done after 4pm on any day of the festival, please be prepared.
8. When a vendor space is vacated, it must be clear of paper, packing materials or other refuse. Do not discard cartons or packing materials anywhere in the Festival area.
9. All vendors are to provide their own display boards and signage. Do not tape, tack, or otherwise affix any materials or signs to trees, lamp posts or other surfaces on public property.
10. Storage of materials during the Ottawa Jazz Festival must be confined within the assigned area.
11. We do not offer discounts to vendors on: tickets, Festival beverages, food or merchandise.
12. All vendors are to carry their own insurance coverage to protect from damage, loss, or theft while participating in the Ottawa Jazz Festival. The Ottawa Jazz Festival provides site security only. The Ottawa Jazz Festival, its partners and volunteers, are not responsible for lost, damaged, or stolen equipment and/or merchandise.
13. All vendors are responsible for adhering to their power requirements and for keeping their concession and surrounding area tidy and free of litter. A security deposit of \$100 will be reimbursed upon honoring this agreement and inspection of their concession and surrounding area at the end of the festival.
14. In the event of shows being cancelled due to inclement weather or otherwise, fees paid by vendors are non-refundable
15. Alcoholic beverages are not permitted to be consumed or sold by your operation at anytime.
16. Food vendors may sell non-alcoholic beverages from their booth at the Festival. If we have a beverage, product or service sponsor, for example Ottawa Jazz Festival pop/water supplier, you will be required to sell that brand exclusively.
17. All vendors are responsible to keep area clean during and throughout the duration of the Festival > including take down.
18. The Festival is NOT responsible for acts of god, profitability of concessions or sales. Closure or removal by the City of Ottawa Police, Bylaw Enforcement, Ottawa Public Health and liability claims the vendor may incur.

June 21st – July 1st Show Schedules (Shaded box indicates no programming)

Vendors are expected to be operating from the time the venues opens until closing

Top Shelf Main Stage (Marion Dewar Plaza)

Start	Finish	21	22	23	24	25	26	27	28	29	30	Jul 1
6:30pm	7:30pm											
8:30pm	10:00pm											

Hours 5:00 pm – 10:00 pm

Canada Day Free Programming

- 2:00 pm, 6:00 pm

Tartan Home & OLG After Dark Series (Lisgar Park)

Start	Finish	21	22	23	24	25	26	27	28	29	30	Jul 1
7:30pm	8:30pm											
10:30pm	11:30pm											

Hours 7:00 pm – 11:30 pm

Ontario Stage Free Programming (Confederation Park)

Start	Finish	21	22	23	24	25	26	27	28	29	30	Jul 1
10:00am	4:00pm											
12:00pm	1:00pm											
5:00pm	6:00pm											
7:30pm	8:30pm											

Canada Day Free Programming

- 1:00pm, 3:00pm, 5:00pm

- **Friday, May 18** Application Deadline
- **Friday, May 25** Notification of acceptance
- **Friday, June 1** Deadline for full vendor payment

Checklist

It is the vendor’s responsibility to collect the necessary information required and submit a complete form with payment. Incomplete applications will not be processed.

- Complete Vendor Application
- Vendor Fee paid by certified cheque, cash or credit card (Post dated cheques will not be accepted)
- Please check here to confirm that you have read and agree to the terms and rules outlined on the guidelines below. Failure to comply may result in immediate removal from the festival.
- Liability Insurance (minimum of \$2,000,000.00) listing the Ottawa Jazz Festival as additional insured.
- City of Ottawa Application for “Food Service at a Special Event” form completed in full and sent to Ottawa Public Health a minimum of 14 days prior to the event.
<https://forms.ottawapublichealth.ca/Special-Event-Application-for-Food-Vendors>

Please submit your application to:

Address	Phone/Fax	Email
Chris Elms	613-241-2633x107	chris@ottawajazzfestival.com
Ottawa Jazz Festival Inc	613-241-5774	
602-294 Albert Street		
Ottawa, Ontario K1P 6E6		

Date: _____

I agree to all of the terms listed above