



AFROFEST 2024 Vendor Guidelines

Friday July 5th, 6:00 pm – 11:00 pm, Saturday July 6th, 12:00N – 11:00 pm
& Sunday July 7th from 12:00N– 9:00pm
(Note: The Baobab stage closes at 8pm on July7th)

Please ensure that you have read the Vendor Guidelines in its entirety and that you have completed the application in full.

1. To secure your vendors place, complete the vendor application form and submit the completed forms with full payment to Music Africa of Canada Inc. **no later than June 15, 2024. Space is limited.**
Please note the specific deadline for food vendors and merchandise vendors – i.e. Early Bird dates, etc.
2. **Applications are accepted by mail or in person (By appointment only)**

Mail completed application forms to:

Music Africa of Canada Inc RE: Vendor Application
PO Box 30055, North York RPO Downsview
1027 Finch Ave W #5.
M3J 3L6. Ontario, Canada

In person meetings (By appointment only) will be held at:

National Event Venue

1000 Finch Ave W.

North York – Ontario

(Do not mail application forms or payment to this address)

Please ensure that all certified cheques, money orders or drafts are made payable to
MUSICA AFRICA OF CANADA INC

To schedule an appointment please contact 416-469-5336.

3. There are a limited number of vendor spaces available. No applications will be accepted until full payment has been received. **Deposits or partial payments are not accepted.**
4. **All vendor applications are subject to approval. A confirmation email will be sent to confirm your participation at the festival. Please allow 5-10 business days for approval.**
5. **Music Africa reserves the right to reject or deny any applications as the organizers deem necessary.** In the case of a denial, the applicants' application fee will be refunded in full.

6. **No more than two (2) vendors are permitted to rent one booth space. (Please see shared booth pricing) All vendors must be registered with Music Africa for a permit. The pairing of vendors must be approved by Music Africa of Canada Inc. FAILURE TO COMPLY WILL RESULT IN A \$250 FINE OR REMOVAL FROM THE FESTIVAL WITH NO REFUND.**
7. **It is mandatory for all vendors to obtain Exhibitor/Vendor Insurance.** A limit of liability bodily injury & property damage in the amount of \$1,000,000.00. Please submit the Certificate of Insurance on or before June 15, 2024. Your application will be considered incomplete until your certificate is submitted. For information on how to obtain insurance please visit www.palcanada.com. Music Africa of Canada Inc. must be included as additional insured on the insurance certificate.
8. Vendors may be approved pending the submission of their proof of insurance. If such proof is not submitted on or before June 15, 2024, the vendor may lose their space and be charged up to 50% of the vendor fee.
9. Vendor Booth displays including all signs, banners and equipment etc. shall not extend into the aisles.
10. Each food vendor space measures approximately 10x20ft. Crafts and merchandise booth space measures approximately 10x10ft.
11. All food preparations and concessions must be confined within the booth space.
12. All food vendor forms must include complete and detailed list of items sold on the day of the festival.
13. Vendor spaces are not assigned on a first come, first-serve basis, rather it is based on best fit at the discretion of Music Africa organizers. Mapping the vendors for placement at the festival allows Music Africa to maintain a high level of variety of vendors and their products, therefore avoiding excess duplication where necessary.
14. **An additional cost will be levied to vendors who are requesting additional space or prime spots.**
15. All vendors are responsible for their RST (Retail Sales Tax) or HST (Harmonized Sales Tax) where applicable.
16. All vendors must staff their site during operating hours. Music Africa does not accept responsibility for any vendors' possessions left on site for the duration of the festival. However, we do provide security to help keep the park safe.
17. All vendor display and registration signs must be visible at all times.
18. All vendors are required to display their exhibits or wares within their assigned areas.
19. **Failure to comply with the terms of the AFROFEST Guidelines may result in losing vending privileges at AFROFEST without a refund or a \$250.00 fine at the festival.**

SET-UP AND BREAKDOWN

1. All Food Vendor equipment must be loaded into the park no later than Friday July 5, 2024, 4:00p.m.

2. Vendor set up is as follows:

Food Vendors: Wednesday July 3, 2024 from 11:00am–7:00pm

Food and Merchandise Vendors: Thursday July 4, 2024 from 11:00 am – 8:00 pm

Food and Merchandise vendors: Friday July 5, 2024 from 10:00am–4:00pm

Food, Merchandise & Not for Profit organizations: Saturday July 5, 2024 from 7:00 am to 11:00am

****Note:** All vehicles are expected to be out of the park by 4:00pm on Friday and 9:00am on Saturday and Sunday. No vehicles will be allowed into the park after 9:00am on Saturday and Sunday.

3. All vehicles must be removed from the site immediately after unloading.

4. Set-up after unloading must be completed before 6:00pm on Friday July 5, 2024. BREAKDOWN on Sunday July 7, 2024 starts at 10:00pm or when it is safe to do so.

5. Upon arrival at the festival all vendors must check in at the Information booth to pick up their vendor package.

6. Barricades and fences are put in place by festival staff in consultation with the Department of Parks and Recreation. They must not be altered in anyway.

FOOD/DRINK VENDORS—Additional Guidelines

1. All food vendors must attend a **MANDATORY VENDOR** meeting prior to AFROFEST. Vendors will be informed of the date and location.

2. It is **MANDATORY** that all food vendor application forms be accompanied by a completed Temporary Food Establishment Application form. Please download and complete pages 2-5 from the link provided and return them with your completed application.

3. Food vendors must provide proof of completion of a current food handlers' course offered by the Public Health Department.

4. All food concessions will be subject to inspection at the discretion of the Public Health Department. It is at the discretion of the Toronto Public Health Officer to remove any food vendors in non-compliance with the Food and Safety Guidelines. It is at the discretion of Music Africa to refuse future applications from vendors that fail to comply with these guidelines.

5. Food vendors must bring their own plastic jugs with spigots or similar equipment to hold portable water for use while in the park.

6. **All vendors are responsible for their grease cleanup. NO GREASE, OIL, LEFT OVER FOOD OR DIRTY WATER SHOULD BE Poured INTO THE GRASS and surrounding areas. Vendors should take their used grease back home with them.**

7. **Grey water bins are available and should be used only for grey water only. Food waste should not be poured**

along with the grey water into the bin.

8. Food vendors bringing skids and crates to the park will be charged an additional fee of \$15 per skid for disposal.
9. Access to water is shared with other food vendors. This water is for washing small items and not large cooking pots and containers. All utensils must be washed in accordance with the [Public Health Guidelines](#).
- 10. In compliance with the Public Health Department all utensils are not to be washed in the park at the close of either day of the festival –these items must be taken home for proper washing and sterilization.**
11. The sale of alcohol prohibited. Any vendor found selling alcohol will be subjected to police action, including vendor eviction from the festival and banned from future appearances.
- 12. Only propane barbeques are permitted.** Propane barbeques must be enclosed within barricades with access to a fire extinguisher for each barbeque unit. **No charcoal use is permitted in the park.**
13. Ice supply will be available for purchase on-site.
- 14. Drink vendors selling coconuts, melon and pineapple drinks from the shell will be subjected to an additional \$250 deposit for clean-up..**

Vendor Etiquette

1. Vendors are not to bring stereo systems to the festival.
2. Vendors are not allowed to distribute any literature or promotional items, from their company or any other company, beyond their contracted vendor space. **Vendors are not allowed to sell any products or services outside their exhibit space.** Failure to comply may result in a fine or immediate booth closure.
3. All vendors are expected to be in their booths during all published festival hours, as we do receive attendee complaints about unmanned booths.
4. City regulations prohibit **metal bottle caps and wooden skewers** from being discarded within the park grounds. Instead, these items must be removed by the vendors at the time of purchase.

SECURITY

1. Security will be provided during the festival operation; however, the concessions, contents, inventory and products are the sole responsibility of the vendor.
2. Additional short-term liability insurance must be purchased from an insurance provider of your choice. Please submit the Certificate of Insurance on or before June 15, 2024. Please contact Music Africa of Canada Inc. for clarification if needed.

3. **It is the vendor's responsibility to have personal and/or business insurance coverage. Please contact MUSIC AFRICA Inc. if you require information.**
4. Tents must be lowered at the end of each night to secure your area.

EQUIPMENT

1. **We no longer rent out tables and chairs. Each vendor is required to bring these items.**
2. Stereo systems, speakers, microphones, loud speakers or any other equipment that amplifies sound are not permitted at any time during the festival.

ELECTRICAL

1. No personal generators are allowed. Music Africa will provide generators to supply electrical to all vendors. Vendors will receive one **free** 15-amp electrical outlet.
2. Food Trucks are required to come with their own silent generators. We will not accept noisy generators.
3. **All food vendors will need to purchase additional amps if using more than the 15 amps provided with your vendor booth purchase.**
4. Vendors who require additional electricity must complete and attach a listing with their application indicating details of appliance type (fridge/freezer, blender, warmers et.) the quantity of each appliance, and the amp/watts and voltage (110or 220) of each appliance.
5. **Vendors must supply their own 100 foot heavy duty outdoor AC120VAC electrical extension cord(s) to reach reserved electrical outlets.**
6. **Additional hydro will not be available to a vendor if the requested information is not submitted prior to festival start date. The fee for additional hydro is not included in the booth space.**

PARKING

1. Municipal by-laws prohibit parking of vehicles on the park grounds at any time except for specific load-in and load-out times indicated by the organizers.
2. Only a limited number of vehicles will be allowed on site for purposes of loading/unloading and must be removed within 30 minutes. Vehicles left for a longer period in the loading zone will be ticketed and/or towed at the owners expense.
3. Parking is NOT included in the vendor fees. Parking is available in public lots in the immediate area at the vendor's expense.

CLEAN UP

1. All vendors are responsible for keeping their concession and surrounding area tidy and free of litter.
2. **Additional fees will be charged to those vendors bringing skids and crates into the park and leaving them behind.**
3. **Additional fees will be charged to those vendors selling item with the shells i.e. Coconuts, melon and pineapples.**
4. Each vendor must supply their own garbage bags for their concession site.
5. All trash must be placed in appropriate containers, dumpsters or bins provided.
6. All vendors using wooden skids or pallets must return with them after the festival. These skids or pallets should not be left in the park or thrown into the garbage bin or surrounding bushes.
7. A penalty will be charged for any equipment, property or items left behind in the park after the designated load-out times. Such penalty can restrict a vendor from future vending privileges at Music Africa events.

VOLUNTEERS

1. Festival volunteers and Music Africa representatives will be at the park to monitor and assist where needed.
2. **All AFROFEST volunteers will be provided with a \$20 meal voucher which can be used at the park.**

DISCLAIMER

Music Africa is not responsible for acts of God, profitability of concessions, removal by the City of Toronto's by-law enforcement officers, Toronto Police and/or the Department of Health and any liability claims that any vendor may incur. Music Africa also reserves the right to remove any vendor(s) from the premises who fail to fulfill any of the conditions specified in this contract.

