



2018 AFROFEST Guidelines for Vendors

1. To secure your vendor space, complete the vendor application form and submit the forms with full payment to Music Africa of Canada Inc. **no later than June 11, 2018.**
2. Applications are accepted by:
Mail or in person to:
Music Africa Inc.
RE: Vendor Application
802-21 St. Clair Avenue East
Toronto, ON M4V 2Y7

Please ensure that all certified cheques and money orders are made payable to **MUSIC AFRICA OF CANADA INC.**
3. There are a limited number of vendor spaces available. No applications will be considered final until full payment has been received. Deposits or partial payments are not accepted.
4. All fees are non-refundable. Incomplete applications will not be accepted.
5. **All vendor applications are subject to approval. A confirmation will be sent to confirm your attendance at the festival.**
6. **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.
7. **No more than two (2) vendors are permitted to rent under one vendor booth space. (Please see shared booth pricing) All vendors must be registered with Music Africa for a permit. FAILURE TO COMPLY WILL RESULT IN REMOVAL FROM THE FESTIVAL WITH NO REFUND.**
8. All vendors are required to carry liability insurance. Please contact MUSIC AFRICA Inc. if you require information.
9. **Introducing the African Village for new and/or upcoming merchandise vendors only. You will be provided with 1 6-foot table to sell your merchandise. Limited spots available.**
10. All vendor forms must include complete and detailed list of items sold on the day of the festival.
11. Vendor spaces are not assigned on a first-come, first-served 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.
12. Each food vendor measures approximately 10x20 ft. Crafts and merchandise booth space measures approximately 10x10ft.

Music Africa

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13. An additional cost will be levied to vendors who are requesting additional space.

14. All vendors must be responsible for their RST (Retail Sales Tax) or HST (Harmonized Sales Tax) where applicable.
15. Vendor set up time on Thursday July 5, between 1:00 pm - 8:00 pm and Friday July 6, between 10:00 am – 8:00 pm.
16. All vendors must staff their site during operating hours. Music Africa does not accept responsibility for any vendors' possessions left onsite for the duration of the festival.
17. All vendors 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 \$150.00 fine at the festival.**

FOOD VENDORS – Additional Guidelines

1. All food vendors must attend a **MANDATORY VENDOR** meeting prior to AFROFEST. Vendors will be informed of date and location.
2. It is **MANDATORY** that all food vendor application forms be accompanied by completed Temporary Food Establishment Application forms. Please download and complete pages 2-5 from link provided and return them with your completed application. [Temporary Food Establishment Application forms](#)
3. Food vendors must provide proof of completion of a current food handlers' course offered by the Public Health Department.
4. Food vendors must provide proof of completion of a current food handlers' course offered by the Public Health Department.
5. 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.
6. Food vendors must bring their own plastic jugs with spigots or similar equipment to hold portable water for use while in the park.
7. **A grey bin for holding grease and a container for holding wastewater** will be accessible for all food vendors. It is the responsibility of each vendor to use them accordingly.

8. Access to water is shared with other food vendors. It is not for washing utensils, which should be done in accordance with the Public Health Guidelines.
9. The sale of alcohol not prohibited. Any vendor found selling alcohol will be subjected to police action, including a vendor eviction from the festival and banned from future appearances.
10. 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.**
11. Ice supply will be available for purchase on-site.
12. **Volunteers will be provided with a \$10 food voucher to be used at any food concession. Food vendors accepting these vouchers will be reimbursed the amount of money after submitting such vouchers to Music Africa no later than August 15th, 2018.**

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.
3. **It is the vendor's responsibility to have personal and/or business insurance coverage. Please contact MUSIC AFRICA Inc. if you require information.**

EQUIPMENT

1. Vendors must supply their own tents/canopies, tables and chairs. All coverings must be securely anchored with sandbags or weights – no ground stakes are permitted.
2. Tables are available for rent. The number of tables and the cost must be included on the vendor's application forms. Such rental tables must be returned to *the Information* tent for a refund in good condition at the end of the festival.
3. Stereo systems, speakers, microphones, loudspeakers or any other equipment that amplifies sound are not permitted at any time during the festival.

SET-UP AND BREAKDOWN

1. Vendor set-up time on Thursday July 5, between 1:00 pm – 8:00 pm and Friday July 6, between 10:00 am – 8:00 pm.
2. Vendor equipment must be loaded into the park no later than Friday July 6.
3. No vehicle will be permitted in the park aft 9:00 am on festival days.
4. Set-up must be completed one hour prior to the festival start times. All vehicles must be removed from the site immediately after unloading.
5. Upon Arrival at the festival all vendors must check in at the information booth to pick up vendor package.

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. **All food vendors will need to purchase additional amps if using more than 15 amps provided with your vendor booth purchase.**
3. 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 amps/watts and voltage (110 or 220) of each appliance.
4. **Vendors must supply their own 100-foot heavy duty outdoor AC 120 VAC electrical extension cord(s) to reach reserved electrical outlets**
5. **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 and unloading must be removed within 30 minutes. Vehicles left for a longer period in the loading zone will be ticketed.
3. Parking is NOT included in the vendor fees. Parking is available in public lots in the immediate area.

CLEAN UP

1. All vendors are responsible for keeping their concession and surrounding area tidy and free of litter. **Food vendors clean up fee of \$100. will be reimbursed upon inspection of their concession and surrounding area at the end of the festival.**
2. All trash must be placed in appropriate containers, dumpsters or bins provided.
3. Each vendor must supply their own garbage bags for their concession site.
4. 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 will be throughout the park to assist if needed.
2. **All AFROFEST volunteers will be provided with a \$10 meal voucher which must be accepted as payment. Please submit all vouchers received to Music Africa for reimbursement in the envelope provided in your vendor package.**

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.

