



2020 AFROFEST Guidelines for Vendors

Saturday July 4th from 12:00N -11:00pm & Sunday July 5th from 12:00N– 8:00pm (Note: The Sound stage ends at 8:00pm on July 5th.)

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 8, 2020.**
2. Applications are accepted by:
Mail or in person to:
Music Africa of Canada Inc
RE: Vendor Application
802-21 St. Clair Avenue East
Toronto, ON M4T 1L9

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

Fees are also payable by e-mail transfer to vendor.payments@musicafrika.ca

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. Please allow 5-7 business day for approval.**
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. 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.**
8. Vendor Booth displays and equipment shall not extend into the aisles, including all signs, banners, equipment, etc. All food preparations and concessions must be confined within the booth space. For information on how to obtain insurance please visit www.palcanada.com
9. All Exhibitors require Exhibitor 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, 2020.

Music Africa

802-21 St. Clair Avenue East • Toronto, ON • M4T 1L9
Office: 416.469.5336; Fax: 416.967.6320 • www.AFROFEST.ca • info@musicafrika.ca

10. **The African Village for new and/or upcoming merchandise vendors only. You will be provided with one 6-foot table to sell your merchandise.** Africa Village displays shall not extend into the aisles, including all signs, banners, equipment, etc. All concessions must be confined to table space. **Limited spots available.**
11. All vendor forms must include complete and detailed list of items sold on the day of the festival.
12. 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.
13. Each food vendor space measures approximately 10x20 ft. Crafts and merchandise booth space measures approximately 10x10ft, African Village space is limited to a 6ft table only.
14. **An additional cost will be levied to vendors who are requesting additional space.**
15. All vendors are responsible for their RST (Retail Sales Tax) or HST (Harmonized Sales Tax) where applicable.
16. Vendor set is as follows:
 - Food Vendors: Thursday July 02, 2020 from 1:00 PM – 8:00PM
 - Food and Merchandise vendors: Friday July 03, 2020 from 10:00 AM – 8:00 PM
 - Not for Profit organizations: Saturday July 4, 2020 from 8:00 AM to 11:00 AM.
 - African Village: Saturday July 4, 2020 from 8:00 AM to 11:00 AM
17. 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. However, we do provide security to help keep the park safe.
18. All vendors display and registration signs must be visible at all times.
19. All vendors are required to display their exhibits or wares within their assigned areas.
20. **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.**

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 a 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. 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. **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. **NO GREASE, OIL, LEFT OVER FOOD OR DIRTY WATER SHOULD BE POURED INTO THE GRASS**
7. 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](#).
8. 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.
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 \$12 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 10, 2020**

Vendor Etiquette

1. Music Africa Management and/or Representatives reserve the right to restrict music and/or amplified sounds from any source that interfere with activities in neighbouring booths or the stage. 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 without permission from the organization.** Failure to comply will result in 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, 2019. 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.**

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 and tents are available for rent. The number of tables and tents must be ordered in advance and payment included on the vendor's application forms. Such rental tents items must be returned in good condition to the Information tent at the end of the festival. Rental deposits will be refunded when equipment returned.
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. All Food Vendor equipment must be loaded into the park no later than Friday July 3, 8:00 PM.
2. No vehicle will be permitted in the park after 9:00 am on festival days. All vehicles must be removed from the site immediately after unloading.
3. Set-up after unloading must be completed before 11:00am on Saturday July 4, 2020. BREAKDOWN on Sunday July 5, 2020 at 9:00 p.m.
4. Upon arrival at the festival all vendors must check in at the Information booth to pick up their vendor package.
5. 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 any way.

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 the 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/unloading and 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 satisfactory inspection of their concession and surrounding area by Music Africa representatives and City of Toronto staff. This deposit will not be refunded if there had been violations by the vendor during the duration of the festival.**
2. Each vendor must supply their own garbage bags for their concession site.
3. All trash must be placed in appropriate containers, dumpsters or bins provided.
4. All vendors using wooden skits or pallets must return with them after the festival. These skits or pallets should not be left in the park or thrown into the garbage bin or surrounding bushes.
5. 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 when needed.
2. All AFROFEST volunteers will be provided with a \$12 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.





21 St. Clair Ave E., Suite 802, Toronto, ON, M4T 1L9

2020 AFROFEST Vendor Application Form

Saturday July 4th., from 12:00N – 11:00 pm & Sunday July 5th, from 12:00N – 8pm (Note: The sound stage ends at 8pm on July 5th)

CONTACT INFORMATION

Last Name	First Name		
Address			
City, Province		Postal Code	
Phone (Daytime)	()	Phone (Evening)	()
Cell	()	Email	

VENDOR INFORMATION

Booth name		
Please list items that will be sold at your booth	ITEMS	DESCRIPTION
Please list electrical equipment along with amount of amps required for use for each one. eg. 1 Patty warmer, 10 amps	APPLIANCE	AMPS REQUIRED

VENDOR PRICES <i>It is the vendor's responsibility to have personal and/or business insurance coverage.</i>		EARLY-BIRD SPECIAL On or before April 17	April 18 – May 11	May 12 – June 8	MANDATORY FOR ALL FOOD/BEVERAGE VENDORS	Vendor Sub-total
<i>Price of ALL booths includes: booth space as indicated, HST, selling permit, \$50 non-refundable environmental fee, and one 15-amp electrical outlet.</i>	10 x 20 Food Booth	\$1,958	\$2,071	N/A	+\$100 Refundable Clean-up fee	
	10 x 20 Shared Food Booth (Max. 2 vendors)	\$1,092*	\$1,120*	N/A	+\$50 Refundable Clean-up fee*	
	10 x 10 Drink/Beverage Booth	\$1,393	\$1,506	N/A	+\$100 Refundable Clean-up fee	
	10 x 10 Merchandise Booth	\$971	\$1039	\$1133	N/A	
	10 x 10 Shared Merchandise Booth (Max. 2 vendors)	\$534*	\$618*	\$703*	N/A	
	African Village (Merchandise vendors only; Limited spaces available)	\$395	\$410	\$425	N/A	
	10 x 10 Not-for-Profit Booth	\$615	\$671	\$735	N/A	
	Food Truck	\$2290	\$2495	N/A	+\$100 Refundable Clean-up fee	
Hot Dog / Ice Cream Cart	\$856	\$856	N/A	+\$100 Refundable Clean-up fee		

Note: Food booth vendors **MUST** purchase additional amps if using more than the allotted amount with booth purchase.

*Shared booth rates are per person to a maximum of 2 per booth

EQUIPMENT RENTALS				Qty	Equipment Sub-total
NOTES: <i>Table deposit is refunded when tables are returned. Tent rental includes set up and tear down.</i>	6' Table	\$40 per table		+ \$40 deposit per table	
	Tent (10 x 10)	\$160 per 10 x 10			

ADVERTISING				Advertising Sub-total
Material Due: June 1, 2020 Electronic files must be supplied as a high resolution pdf with all support files and fonts included. Type should be converted to outline when possible. Compressed files must be saved as self-extracting archives (sea). Music Africa will not assume responsibility for type reflow or accurate colour reproduction if all necessary fonts or support files are not included.	Inside Front Cover		\$1,250	
	Inside Back Cover		\$1,250	
	Outside Back Cover- SOLD		\$1,750	
	Full Page		\$950	
	1/2 Page Vertical		\$650	
	1/4 Page		\$450	

PAYMENT		TOTAL PAYMENT
FULL PAYMENT is due with your application form. Last day for payment is June 08, 2020 All payments must be made by certified cheques, money orders or bank drafts and dropped off at the MUSIC AFRICA office. Cheques should be made payable to: Music Africa of Canada Inc. 21 St. Clair Ave E. Suite 802 Toronto, ON M4T 1L9 Fees can be paid by e-mail transfer to vendor.payments@musicafrika.ca No post-dated cheques are accepted.		

AGREEMENT	
<p>The applicant agrees to abide by the conditions and rules and regulations as set out in the 2020 Vendor Guidelines document and agrees to absolve Music Africa of Canada Inc. from any claims, damages, or liabilities in violation of these terms. The applicant also agrees to abide by all municipal, provincial, or federal laws and regulations in effect for the duration of the festival (Afrofest).</p>	Printed Name _____
	Signature _____
	Date: _____
OFFICE USE ONLY	Date Received: _____ Paid: \$ _____
	Signature: _____

CHECKLIST

It is your responsibility to collect the necessary information required and submit it along with the completed form and payment. Incomplete applications will not be processed. Package should include the following:

- Completed vendor application;
- Vendor fee (paid by certified cheque, money order, bank draft or e-mail transfer payment to vendor.payments@musicafrika.ca) Posted dated personal/business cheques and cash will not be accepted.

Payments must be in FULL;

- (FOOD VENDORS ONLY) Completed [Temporary Food Establishment Application forms](#). Pages 2-5 should be downloaded and completed from website.
- (FOOD VENDORS ONLY) A copy of your Food Handlers certificate is included with application (your application will not be approved until this is received)
- Exhibitor/vendor insurance is included with application
 - I will be declining exhibitor/vendor insurance and will accept all responsibility that may occur for any accidents/incidents at or with my vendor booth. Name _____ Initials _____

Please check here to confirm that you have read and agree to the terms outlined on the guidelines. Failure to comply may result in immediate removal from the festival.

Please submit your application and payment to:

MUSIC AFRICA OF CANADAINC.

21 St. Clair Avenue East, Suite 802

Toronto, Ontario M4T 1L9

Tel: 416-469-5336; Fax: 416-967-6320

E-mail: vendor.payments@musicafrika.ca Website: www.afrofest.ca



AFROFEST – Frequently Asked Questions

1) What does my vendor price include?

Your vendor price includes your booth space for two days, permit, \$50 non-refundable environmental fee and one 15-amp electrical outlet.

2) Booth sizes

Food booths are 10' x 20'. Merchandise, Drink/Beverage and not-for-profit booths are 10' x 10'. African Village 1 6ft table.

3) How can I pay for my booth space?

Vendor fees can be made payable via certified cheque, money order or bank draft. Please make them payable to **MUSIC AFRICA OF CANADA INC.**

Payment can be made in person or sent by mail.

Music Africa Inc. head office is located at:

21 St. Clair Avenue East, Suite 802

Toronto, ON M4T 1L9

Fees are also payable by e-mail transfer to vendor.payments@musicafrika.ca

4) Can I share my booth with another vendor?

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 and have a permit. FAILURE TO COMPLY WILL RESULT IN REMOVAL FROM THE FESTIVAL WITH NO REFUND.

5) I registered early. I would like my vendor space to be located by the entrance

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.

6) Where do I send my vendor forms?

Vendor forms can be submitted in person, sent electronically to info@musicafrika.ca or in person at the Music Africa head office:

21 St. Clair Avenue East, Suite 802

Toronto, ON M4T 1L9

7) When do my fees and forms have to be submitted?

There are three different stages for submitting your forms and price saving:

- On or before April 17 - Early Bird Special
- April 18 -May 11
- May 12 – June 8



8) I'm a food vendor. When do I have to submit my Temporary Food Application Forms?

All [Temporary Food Application Forms](#) must be submitted by June 11, 2020.

9) What if I have to cancel my participation at AFROFEST?

There are no refunds and no cancellations. Once your application has been approved.



What is the African Village?

African Village is for new and/or upcoming merchandise vendors only. You will be provided with one 6-foot table to sell your merchandise under a shared space. Please note that all items sold in the village MUST fit on your table. You cannot have any beside, behind or in front. This includes banners and clothes racks. Limited spots available.

Can I rent tables, chairs and tents for my vendor booth?

Please indicate on your application whether you require table and tents rentals.

Tables can be rented for \$40 each along with a \$40 deposit each table. 10 x 10 tents can be rented for \$160, this includes set up and tear down

When is AFROFEST?

AFROFEST 2020 is a two-day festival held Saturday, July 4 from 12:00 pm to 11:00 pm and Sunday, July 5 from 12:00 pm to 8:00 pm.

Where is AFROFEST?

AFROFEST 2020 will be held at Woodbine Park in Toronto:
Woodbine Park
1695 Queen Street East
Toronto, ON M4L 1G7
Nearest intersection: Lakeshore Blvd. East and Coxwell Ave

What day and time can I set up my booth?

Thursday, July 2, 1:00 to 8:00 pm
Friday, July 3, 10:00 am to 8:00 pm

NOTE: There are no trucks allowed in the park on Saturday, July 4, if you have larger equipment or a lot of material required for set up, please be sure to set up on Friday, July 3, 2020.

What day and time can I tear down my booth?

You must breakdown your booth on Sunday, July 5, 9:00 pm. All selling must stop by 9:00 pm.

Vendors cannot tear down during the festival as no cars are allowed to drive in the park during the festival hours.

DAY OF THE FESTIVAL

What should I do when I arrive to set up?

When you arrive, check in with the AFROFEST Information Booth to receive your vendor package including permit.

If I have questions and/or need help onsite, who do I contact?

The AFROFEST Information booth will always be monitored by board members, staff and volunteers. AFROFEST will also have volunteers wandering the park during set-up and during the day for onsite assistance.

If I rented tables and/or a tent for my booth, where do I pick them up?



Please check in with the AFROFEST Information Booth.



Where can I park for AFROFEST?

There is a parking lot located north of the park off of Eastern Avenue/Coxwell. There is a parking lot south of the park connected to Woodbine Beach. There is also various street parking surrounding the park. Please note that parking is at the cost of the vendor and is not included with your vendors fees.

Is the park TTC accessible?

Yes. From Coxwell subway Station, take the 22A South bus to the Queen Street East stop. Once there, walk south for approximately 2 minutes.

I am a food vendor and accepted a food voucher from an AFROFEST volunteer. How do I get reimbursed?

Please send originals of each food voucher to the Music Africa head office for reimbursement. All vouchers must be received by August 10, 2020. Mailing envelope will be provided in Vendor Package.