

Locavore Lacombe Food Festival – July 30 2017.

VENDOR REGISTRATION FORM

Mailing Address:

Locavore Lacombe - Lacombe Days, P.O. Box 9006 RPO Town Centre, Lacombe, AB T4L 0G5

<http://www.lacombedays.ca/> Email: locavorelacombe@gmail.com

Application Deadline: June 30, 2017

Business Name: _____ Business Phone#: _____

Business Address: _____

Contact Name: _____ Email: _____

Business Webpage: _____ Facebook or Twitter: _____

*Please include a logo when sending the application form for promotion on social media.

BOOTH RESERVATION: ONE 10 x 10 booth _____

Is Electricity required _____ YES _____ NO

Do you require assistance sourcing a chef? _____

There is no fee to participate in this event.

Vendors are required to provide 2 oz samplings of food & or beverage products for an estimated 500 guests at 2 to 3 samples per person. Vendor will be advised by July 15/2017 as to the estimated number of guests.

Food & Beverage vendors must provide proof of liability insurance, and include a sample list of the products to be demonstrated. Food vendors also need to register with Alberta Health no later than 2 weeks prior to the event – copies of the approved AB Health Special Events registration must be provided to Locavore Lacombe Committee prior to the event. Failure to do so may result in extra inspections; those costs will be passed to the food vendor.

PLEASE PROVIDE a short description of the FOOD and/or BEVERAGE TYPE you plan to sample:

I have read and understand the Vendor Terms and Conditions and will adhere to the requirements.

Signature: _____ Date: _____ 2017

A confirmation email will be sent after registration is complete and review process has taken place. Booth assignments will be emailed the two weeks prior to the event.

Locavore Lacombe Vendor Terms & Conditions

Locavore Lacombe Committee (here after “the Committee”) agrees to permit an approved Vendor to have access to a booth during the Locavore Lacombe Food Festival (here after “the Festival”) – July 2017. In consideration of the foregoing and of the promises and mutual covenants herein, the parties agree as follows:

1. **HOURS OF OPERATION.** Vendor booths must be fully staffed, and must remain fully staffed, and prepared to serve attendees on Sunday, July 30, 2017 from 2:00 pm to 5:00 p.m., regardless of weather conditions. Vendor understands that the Festival will be held at Lacombe Research and Development Centre, Lacombe, AB * Vendor hours may change – the final determination will be made 2 weeks before the festival.
2. **SET-UP.** Beginning at 7:00 a.m. on Sunday, July 30, 2017, and must be complete no later than 1:30 pm. No vehicles will be allowed on-site after 11:30 a.m. on Sunday.
3. **WEATHER.** The Festival will run rain or shine.
4. **AUDIENCE SIZE.** The Committee does not guarantee audience size.
5. **ADVERTISING.** The Committee in conjunction with event governing body, Lacombe Days Board of Directors, will advertise to the best of its ability. The Committee & Lacombe Days Board of Directors will strive to provide innovative marketing and advertise with the growth of the festival in mind.
6. **BOOTH SIZE.** Size will be 10 feet wide by 10 feet deep for Vendors. Vendor understands that the Festival, in its sole discretion, will assign space. Vendors must provide all supplies necessary to operate – if a vendor needs assistance in obtaining supplies these discussions need to be held with the Committee on or before June 30/2017. This is in no way a guarantee that Committee will be able to assist in obtaining additional equipment.
7. **SPACE RENTAL.** Vendor agrees to host a booth space during the Festival to be held Sunday, July 30, 2017. Booth space will include tenting, 2 tables and access to electricity (only when stated on the registration form that it is required). The Committee reserves the right to limit vendors to only one booth.
8. **ELECTRICAL SERVICES.** The Festival will not be providing electricity as part of the booth space agreement unless it is expressed as required on the registration application. Should a Vendor require electrical power for their booth, the Committee can provide limited 120v electrical access and one power cord. There will be no electricity, generators, trailers, vans or other such mechanical devices allowed unless approved by the Committee. Please keep these restrictions in mind when planning your operations.
9. **LOAD-OUT.** All materials must be removed from the grounds by 8:00 p.m. on Sunday, July 30, 2017. Equipment load-out begins at 5:30 p.m.; Equipment load-out ends at 8:00p.m. **NO EARLY SITE LOAD-OUT WILL BE PERMITTED. EARLY LOAD-OUT WILL RESULT IN NOT BEING PERMITTED TO PARTICIPATE IN FUTURE LOCAVORE LACOMBE FESTIVAL EVENTS.**
10. **INSURANCE.** All Vendors must have and maintain the appropriate applicable liability insurance coverage as required under Alberta law. A copy of the liability insurance must be submitted to the committee on or before June 30/2017.
11. **FOOD & BEVERAGE SALES.** No food and beverage of any kind may be sold during the event – this is a sampling event only.
12. **FOOD VENDORS.** There is a non-compete clause for vendors; no two vendors may sample the exact same food or beverage product. Vendors must submit to the Committee a proposed sampling menu by June 30, 2017 (see registration application).
13. **PUBLICITY.** Upon receipt of registration approval, Vendor agrees to allow use of names, likenesses, and other materials as may be deemed appropriate for advertising, publicity, or marketing promotion of the Festival without compensation. Vendor may be asked to link to our website to help us promote the festival.
14. **GROUNDS.** Vendor accepts liability for any damage to the grounds or other City and public or private property. **NO DRIVING ON THE GRASS.**

Locavore Lacombe Vendor Terms & Conditions

15. SIGNAGE. Vendor may only display its own business signs and banners within the assigned booth space. This includes the use of any marketing materials.
16. TRASH. Spaces must be free of trash, litter and other refuse at all times.
17. CONDUCT. Vendors may not smoke or consume alcoholic beverages within any assigned space. Foul language and behaviour unsuitable for the Festival or which constitutes a public nuisance will not be permitted. The Committee & Lacombe Days Board of Directors in its sole discretion shall determine whether an act is unsuitable.
18. CONTENT. Nothing can be sold, distributed or displayed that can be construed as unlawful, threatening, libellous, defamatory, obscene, scandalous, inflammatory, pornographic, or profane, or any other material that could give rise to any civil or criminal liability under the law.
19. STORAGE. There may be space for storage to the rear of each booth.
20. SITE INSPECTION. Vendor is responsible for leaving their designated space as found.
21. GOVERNING LAWS. This Agreement shall be governed by the laws and the health, sanitation and fire regulations of the Province of Alberta. All Vendors must provide proof of Alberta Health Special Event certification. If a vendor does not know how to obtain this certification the Committee will assist in getting the vendor connected to the governing body.
22. SECURITY. Vendors are responsible for the security of their own property and equipment at all times. No security personnel will be assigned specifically to vendors. The Committee shall not be held responsible for loss, theft or damage to any property left on the grounds at any time.
23. VIOLATIONS. Vendor acknowledges that a breach of any of the terms of this agreement may result in the termination of this agreement and the preclusion of the vendor's participation in the Festival. In the event this agreement is terminated as a result of any breach by vendor, vendor shall not be entitled to any refund of products that may have already been purchased to participate in the event.
24. LIABILITY. Vendor shall indemnify and hold the Festival, the Locavore Lacombe staff, contractors and volunteers harmless from any claim or cause of action arising out of or in connection with the acts or omissions of vendor under this agreement, and shall reimburse the Locavore Lacombe Food Festival for any costs, including but not limited to, reasonable attorney's fees incurred in defence against any such claim.
25. CANCELLATION. Vendor understands in the event the vendor cancels after June 30, 2017, all cost incurred by the vendor be forfeited, and that vendor may not be permitted to participate in future festivals (conditions may apply).
26. REQUIRED DOCUMENTATION. Vendor agrees that, in the event this Agreement is terminated as a result of Vendor's failure to provide any required documentation, Vendor shall not be entitled to participate in the 2017 event.
27. DISPLAYS. The Committee reserves the right to locate any exhibit or display where it is in the best interest of the Locavore Lacombe Food Festival. The Committee reserves the right to cancel any exhibit or display that is not in the best interest of the Festival.
28. VENDOR SELECTION. Vendor selection is at the sole discretion of the Committee & Lacombe Days Board of Directors. Please note that all applications will be reviewed and a selection process will make the final determination of vendors that will participate. Vendors who produce, process or operate within the County of Lacombe will be given first priority.

Locavore Lacombe Committee acts on behalf of the Lacombe Days Board of Directors. As a representative committee, final and all concerns or issues as it pertains to the Terms and Conditions, are reviewed and resolved upon mediation and consultation with the event governing body, which is the Lacombe Days Board of Directors. Questions as it pertains to the terms and conditions can be addressed with the 2017 Locavore Committee Chair Chelsey: 403-357-2115.