



2018 Greater Sudbury Earth Festival Food Vendor Guidelines

Thank you for your interest in the Greater Sudbury Earth Festival. The Festival will be held on Saturday June 2nd, 2018 at Memorial Park in Sudbury, Ontario. The Earth Festival features a variety of activities for children and adults, and focuses on Sudbury's environmental and grassroots organizations. Last year, the Earth Festival welcomed over 1500 visitors.

Due to the environmentally-friendly nature of this event, we prefer that the food used by vendors be locally sourced whenever possible. We encourage you to serve at least one vegetarian, vegan, and gluten-free option to appeal to the needs of our attendees. We also encourage vendors to serve food in recyclable or compostable containers if possible, and provide recyclable or compostable utensils.

The following guidelines outline additional requirements in more detail. You have also been provided with a Food Vendor Application Form (separate document). We ask that you review these guidelines carefully, complete the Food Vendor Application Form, and return all requested documents to reThink Green by Friday May 11th, 2018.

Please feel free to contact us if you have any questions regarding this application, or the Greater Sudbury Earth Festival.

Leigha Benford
Communications Director/Festival Coordinator
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VENDOR FEES

The full fee for the 2018 Earth Festival is \$169.50 (\$150.00+HST). Full payment, along with completed application, is due Friday May 11th, 2018

TERMS

reThink Green will provide:

- 10'x10' serving space (or similar)
- Two 6' foot tables
- Two chairs
- Advertising of your business on our promotional materials
- Advertising of your business on our social media feeds leading up to the event
- Access to electricity

**Note: Food trucks are not allowed on park property.*

VENDOR AGREES TO:

- Submit to reThink Green by Friday May 11th, 2018:
 - Completed Food Vendor Application Form
 - Sudbury District Health Unit SPECIAL EVENT FOOD SERVICE PERMIT
 - Payment of \$169.50 (\$150.00+HST)
 - Copy of insurance certificate
 - High-resolution logo
- Respect and work well with reThink Green staff and volunteers
- Maintain hours of operation (9:30am-3:30pm)
- Minimize kitchen waste
- Be clean and leave nothing behind after festival is over
- Supply own promotional signage/banners



- Supply own extension cords
- Ensure a safe and healthy working environment
- Maintain cash, credit, and debit security (we are not responsible for theft or loss of money)
- Provide own waste and recycling receptacles (materials can be left at designated area after Festival)

TRACKING SALES

All vendors will be provided with a clipboard and tracking sheet. We kindly ask for a tally of all items sold. This will help us track sales and ensure that we can be more prepared for future events.

EVENT & SALES HOURS

Food vendors are required to remain open and fully staffed during festival hours. The Festival will open at 10:00am and close at 3:00pm. We recommend that food vendors are open a half-hour before the festival begins, and remain open for a half-hour after the festival closes (9:30am-3:30pm) to meet the needs of attendees and ensure safe arrival, set-up, take-down, and departure.

STAFF

All food vendor facilities must be fully staffed at all times to prevent accidents and ensure customer satisfaction. The facility cannot be left unattended during sale hours. We encourage your staff to experience the Festival, but please ensure proper coverage in the event a staff member wants to explore.

INSURANCE

All vendors are required to provide a Certificate of Insurance for liability coverage. The Greater Sudbury Environmental Network must be listed as an *Additional Insured*. Please ensure that you have coverage specific to operating at our venue location: Memorial Park, Minto St, Sudbury, ON P3E 3M8.



LIABILITY

reThink Green is not responsible for any injury, loss, or damage that may occur to the vendor, the vendor's property, or its employees. Vendors are required to carry insurance against injury to persons and/or property. Each vendor shall assume all risks as provided herein and release/hold harmless reThink Green from any such loss, damage, or injury.

QUALITY ASSURANCE

All vendors must attain and submit a SPECIAL EVENT FOOD SERVICE PERMIT from the Sudbury District Health Unit by Friday May 11th, 2018. reThink Green reserves the right to remove any item from sale that (in the coordinator's opinion) poses a safety threat, is offensive, or is generally undesirable as part of the event. Such decisions may be made at any time prior to, and during the event. reThink Green also reserves the right to conduct inspections on-site to ensure food safety.