



## 2024 Edmonton International Fringe Theatre Festival Rules & Regulations for Food Vendors

### Vendor Program Contact

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Vendor Coordinator

Fringe Theatre

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### **1. RATES & PAYMENT OF FEES**

**Rates for booths located on 104 Street and 83 Avenue are the same:**

10 x 10 tent, truck or trailer: \$5,000.00 (GST included) Fee + \$200.00 Damage Deposit

10 x 20 tent, truck or trailer: \$6,000.00 (GST included) Fee + \$200.00 Damage Deposit

### Payment Schedule Options

**Option 1:** total fee and damage deposit paid in full on or before **Monday, May 27, 2024**

**Option 2:** 50% of total fees and damage deposit due on the payment schedule:

- First installment paid due on or before **Monday, May 27, 2024**; and
- Balance of total fees paid due on or before **Monday, June 24, 2024**.

**Option 3:** If you require a payment plan that distributes these fees over more than two payments, please contact us directly to negotiate a plan together.

- All fees are due as per the payment schedule above.**
- Fringe Theatre accepts electronic forms of payment, via e-transfer, electronic funds transfer (EFT), or major credit cards (MasterCard and Visa).
- In-person payments (Cash, cheque or debit) will NOT be accepted.
- Upon contract signing, Vendors will be issued an electronic Quickbooks invoice via email with further payment details.

**NOTE:** If payment is more than twenty-four (24) hours late (without prior communication with the Vendor Coordinator) the contract will be cancelled, or a \$100.00 late fee will be charged. If applicable, the Vendor will lose all First Installment & Deposit Fees paid.

NOTE: Vendors are required to provide a \$200.00 damage deposit at time of payment. Damage deposits may be returned to Vendors following satisfactory site inspection after load-out. Refund will be issued within 30 days following the close of Festival.

## **2. SITE HOURS**

- a. The Edmonton International Fringe Theatre Festival takes place **August 15 – 25, 2024.**
- b. **All Vendors must remain open for the duration of Festival – times specified below.**
- c. The main Festival site will be open:
  - **Thursday, August 15 (Opening): 6 PM to 11 PM**
  - **Friday, August 16 – Saturday, August 24: 11 AM to 11 PM**
  - **Sunday, August 25 (Closing): 11 AM to 8 PM**

## **3. LOAD IN SCHEDULE**

- a. The Vendor load-in schedule will be available in advance of Festival and provided to Vendors by the Vendor Coordinator.
- b. All Vendors must comply with the load-in schedule as set.
- c. **NO EXCEPTIONS TO THE LOAD-IN SCHEDULE WILL BE MADE.**
- d. Vendors are not to arrive prior to their set time.
- e. Festival Security will be on site to ensure all Vendors comply with their designated times.

## **4. ALLOTMENT AND USE OF SPACE**

- a. The signed Vendor Contract is a limited license to use the **Fringe Theatre Adventures Society** Festival site for the purpose of doing business.
- b. Your space must be occupied at all times during Festival. Failure to do so will result in immediate removal from Festival.
- c. **If you require more than your allotted space, you must specify this information in this application.**
- d. Only approved products can be sold.

## **5. BOOTH SIZE AND STRUCTURE**

- a. All booths on the Festival Site must be of sturdy construction and be weighted to the ground.
- b. The pegging of tents into the pavement is forbidden.
- c. Tents must be manufactured with a flame retardant material; recreational tents or tarps are not permitted by fire code.
- d. If a booth becomes unstable during the Festival, Fringe Theatre reserves the right to dismantle the booth for public safety, at the expense of the Vendor.
- e. Trailers must have passed all required inspections and be certified before arriving on site.
- f. No changes to a Vendor's booth may occur during the Festival, without written approval from the Vendor Coordinator. These changes include, but are not limited to, booth structure, signage, moving garbage barrels, and or infringing upon vendor storage area.
- g. Location preference does not guarantee a Vendor will be placed in requested location. Location will be advised prior to signing Vendor contracts.

- h. The size of booth space is the total space required: trailer hitches and overhangs as well as any space requirements for storage of product and/or preparation area included.

## **6. SIGNAGE AND ADVERTISING**

- a. Vendor signage must fit on the booth, and not extend above the booth, or in front of it. The vertical height of a Vendor's booth may not exceed twelve (12) feet (three point seven [3.7] meters).
- b. Sandwich boards are only permitted within the total space allotment of the booth and may not protrude outward.

## **7. PERMITS AND INSURANCE**

- a. All Vendors must have appropriate City of Edmonton Licenses/Permits and insurance for the operation of their booth.
- b. Vendors must submit this documentation upon signing the Contract.
- c. All Vendors must obtain a minimum of \$2,000,000 Commercial General Liability Insurance naming Fringe Theatre Adventures as an additional insured.
- d. **Proof of insurance is required for acceptance into the Festival and must be available upon signing of the contract.**

## **8. FIRE INSPECTIONS**

- a. Food Vendors are required to provide a class BC 20 Fire Extinguisher for their booth.
- b. No uncontrolled flames are allowed on site.
- c. The City of Edmonton Fire Inspector has the authority to inspect any Vendor structure at any time.
- d. Briquettes shall be disposed of in a metal can complete with lid, that has been filled to a minimum 15 cm depth with wet sand.

## **9. ALBERTA HEALTH SERVICES**

- a. **All Food Vendors must provide a Temporary Food Concession - Special Event Permit.**
- b. Alberta Health Services (AHS) Inspectors will be on site to ensure all safety standards are adhered to.
- c. All instructions and advisements by the Health Inspector must be adhered to.
- d. **Not adhering to instructions and advisements by the Health Inspector is grounds for removal from the Festival.**

Please Note: AHS forms and special event information can be found here: <http://www.albertahealthservices.ca/eph/Page13999.aspx>

## **10. WATER AND SEWER**

- a. Hook up and removal of water and sewage services are arranged by Fringe Theatre. No vendor on site may perform hook ups or disconnections independently.
- b. Fringe Theatre will advise each Vendor where to route gray water as some locations require gray water to be carried to a designated dump site.
- c. **Sinks, approved potable water hose, 75' gray water hose, grease traps, sump pump, and gray water containers (if required) are to be provided by the Vendor.**

- d. Fines will be levied against all Vendors not complying with the above.
- e. Plumbers will be on site during load-in to ensure proper water and gray water set up.
- f. All Vendors will pay additional fees should a plumber need to be called to address leaks. Minimum charge will be \$150.00.
- g. **All food Vendors require grease traps for sinks. Food Vendors will be responsible for providing and maintaining their own units. Food vendors must dispose of the grease trap contents in a safe manner or cap and remove the trap from the site without spillage. No exceptions.**

#### **11. PROPANE**

- a. A Fringe approved supplier will provide all on site propane services.
- b. Vendors may not hook up, remove or refill their own propane while on site.
- c. All propane equipment supplied by the Vendor must conform to current safety standards and will be required to have current safety permits. The City of Edmonton enforces prohibition of excess fuel stored in/around/under vendor trailers and/or tents. This includes propane and gas containers.

#### **12. ELECTRICAL HOOKUP**

- a. Fringe Theatre Adventures will supply power hookup and disconnection to each booth.
- b. Installations will be inspected, and only approved electrical devices can be used.
- c. Total power for Food Vendors shall not exceed 50 amps 220v.
- d. If a Vendor requires more than 50 amps, the Vendor must purchase additional power at an additional rate.
- e. A Vendor will pay additional fees should an electrician need to be called to address power concerns caused by misuse or overloading power panels. Minimum charge \$150.00.
- f. **Under NO circumstances are Vendors authorized to alter their power hookup, as this constitutes a violation of Provincial Law.**
- g. Electricians will be on site during load-in to ensure proper connections. The Vendor Coordinator will be the first point of contact to address all electrical needs.

#### **13. MENU & FOOD PRODUCTS**

- a. To minimize competition on site and to provide a greater variety of product to Festival patrons, all menus will be carefully reviewed before being considered for selection.
- b. We will select unique food products conducive to our Festival environment and the enjoyment of our patrons.
- c. Prior to acceptance into Festival, Vendors may be asked to modify their menus or remove certain items if there is similar product offered by other Vendors.
- d. Approved menus cannot be altered without the consent of the Vendor Coordinator following acceptance into Festival.

#### **14. BEVERAGES**

- a. Vendors will be permitted to sell bottled water, carbonated beverages and juices.
- b. Purchase of beverage product will be **through an official supplier as designated by Fringe Theatre, no exceptions.**

- c. Follow up with the supplier will be ongoing prior and throughout the Festival; failure to comply will result in immediate removal from the Festival.
- d. No beverages of any kind will be permitted on the Festival site for sale unless it is part of your Fringe Theatre approved menu.

#### **15. ICE**

- a. Arctic Glacier will provide all on site services for ice.
- b. Ice must be purchased from Fringe Theatre.
- c. Ice will be available at the South Beer Tent (located in the Walterdale Parking Lot) from 12PM - 11PM.
- d. Ice purchases must be paid for while on site, at time of request.

#### **16. GO GREEN**

- a. No Styrofoam of any type will be permitted on the Festival site.
- b. **Biodegradable and/or corn-based plates, cups and utensils must be used by Vendors and be purchased from a designated Fringe Theatre supplier one month in advance of move in date.**
- c. **Fringe Theatre's preferred supplier is EARTH FRIENDLY PRODUCTS.**
- d. Follow up with the supplier will be ongoing prior and throughout the Festival; failure to comply will result in immediate removal from the Festival.
- e. Any Vendor not using biodegradable products will be asked to remove them immediately.

#### **17. PARKING**

- a. There is NO Vendor parking on the Festival site.
- b. There is no parking for recreational vehicles or camping anywhere on the Festival site.
- c. Vendors caught parking on the Festival site will be towed at the Vendor's expense.

#### **18. GARBAGE**

- a. Garbage removal is the responsibility of the Vendor during move in, throughout the Festival, and load out.
- b. During the Festival all Vendors must keep their booth and surrounding ten-foot (10 ft) radius clean. No boxes or garbage are to be stored behind the booth and under no circumstances are Vendors allowed to use garbage bins designated for public use.
- c. The Festival waste disposal area (including recycling, cardboard, and garbage) is available for Vendor use.
- d. Under no circumstances are Vendors allowed to use garbage bins designated for public use.
- e. The Festival Waste and Recycling Policy will be available to Vendors upon signing and must be strictly adhered to.
- f. A \$250.00 fine will be levied against all Vendors not complying with the above.

#### **12. ON SITE CONDUCT**

- a. Vendors shall familiarize themselves with and observe all applicable bylaws.

- b. All staff, products, and signage must be contained within the purchased space. Vendor staff and/or booth products may not encroach on the road.
- c. Vendors must allow passersby unencumbered passage down the street, and only initiate contact with attendees when they are in close proximity to the booth.
- d. Fringe Theatre **Vendor Coordinator or Operations Director** will arbitrate all disputes between Vendors, or between Vendors and the public.
- e. Fringe Theatre reserves the right to cancel a Vendor's contract if the Fringe Theatre Code of Conduct is not adhered to. All decisions made by Fringe Theatre's **Vendor Coordinator or Operations Director** are final.

## **19. SECURITY**

- a. Security personnel are on site at the Festival, however Fringe Theatre will not be held responsible for lost or stolen property.
- b. In case of security or safety questions or concerns during the Festival, please contact the Edmonton Fringe Central Security Dispatch at 587-784-2664 or ask a Festival Staff member contact them.
- c. Fringe Security is available to offer Safe Walk options if needed.

## **20. VENDOR STAFF AND VENDOR ON SITE CONTACT**

- a. All Vendor employees must be at least 15 years of age under Provincial Law.
- b. Any person left in charge of a booth must be at least 18 years of age.
- c. If the owner, or person signing the Vendor Contract will not be on site daily at the Festival, the name of the person responsible for the booth, as designated by the licensee, must be made available to the Vendor Coordinator.

## **Adherence**

Fringe Theatre reserves the right to accept, refuse or terminate Vendor participation in the Festival based on criteria as set in this document or in other Vendor policies. Adherence to deadlines and to all rules and regulations is necessary to manage the Vendor program effectively and as such will be strictly enforced.

## **Questions?**

If you have questions prior to signing and submitting your application, please contact the Vendor Coordinator by emailing [vendoradmin@fringetheatre.ca](mailto:vendoradmin@fringetheatre.ca).