



## ODAWA NATIVE FRIENDSHIP CENTRE

250 City Centre Avenue, Ottawa, ON K1R 6K7  
PHONE: (613) 722-3811 FAX: (613) 722-4667

### 41<sup>st</sup> ANNUAL ODAWA POW WOW TRADITIONAL SATURDAY, MAY 27 & SUNDAY, 28, 2017 200 MOODIE DRIVE, OTTAWA, ON

Thank you for your interest in becoming a **Food Vendor** at the Odawa Pow Wow. Your participation and cooperation are essential to our collective success. The cost for a food vendor booth is three hundred dollars (\$300.). Please include a **certified cheque** or **money order** with your application. We also accept credit cards (Visa and MasterCard only) on the application form, in person or over the phone. Debit cards are acceptable for payment in person. Fees should be paid in full by May 19, 2017.

#### **Food Vendor Expectations and Guidelines**

The final assignment of booth spaces will be at the discretion of the Odawa Pow Wow Committee, which may have the right to request vendors to move from assigned areas when necessary for any reason. Food Vendors will have a space, 20X20 and which includes room for tables and chairs. Absolutely **NO ALCOHOL OR DRUGS** allowed in the festival area, nor is any person who is under the influence of either. Food vendors are responsible for keeping the area clean at all times, including picnic tables and the surrounding area. Vendors are responsible for standard food handling procedures and for providing their own fire extinguisher. **NO ELECTRICITY** is provided. If you plan to bring a generator, you must indicate that you will do so on your application. Generators may be used between the hours of 7 am and 11 pm daily. Access to portable water is not available. Vendors are responsible for staffing, product set-up and product tear down for their own booths/tables. Each vendor will be responsible for providing all equipment required for their venue. Vendors must ensure propane tanks conform to Safety Regulations.

Vendors will be expected to protect the turf underneath their unit from damage due to cooking activities.

Each vendor will be required to provide at least two containers for the deposit of food preparation garbage. Vendors will be expected to bring their garbage to the appropriate bins for disposal at the end of the day. All means to recycle product are required, ie: cans separated, cardboard in appropriate bin, etc. All cooking oil must be vegetable based and recycled at the end of the pow wow.

It is agreed that each vendor will haul away all empty cartons, boxes and other rubbish from their area at the end of each day and make sure that their area is left in good clean condition at the end of the pow wow.

Vendors are responsible for the security of their own goods.

### **Set-up Information**

Set-up time is Friday 5:00 p.m.-8:00 p.m. and Saturday from 7:00 a.m.-9:00 a.m. Vehicles will not be allowed on the festival grounds at any other times.

Vendors will be required to bring their own staff and volunteers to load-in and set-up your booth.

### **Take-down Information**

Take down may begin at 5:00 p.m. on Sunday. Vendors are asked to stay until the close of the event to ensure the safety of all in attendance. Your vehicles will be directed by our staff in order to facilitate leaving in a convenient and orderly fashion.

**NOTE: Details to follow regarding flooring for food booths.**

**Please keep these guidelines for your information and only send ONFC the application form below. Thank you!**

# Odawa Pow Wow 2017 Food Vendor Application Form

Company/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Aboriginal ancestry (Please note only Aboriginal Food Vendors will be accepted)

Describe product/food service unit (type of structure, size of structure, facilities included in structure).  
Enclose photo if available.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list items that you propose to have for sale. Attach additional pages if needed.

\_\_\_\_\_  
\_\_\_\_\_

Do you have a generator? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been a vendor at the Pow Wow before? Yes \_\_\_\_\_ No \_\_\_\_\_

Total amount due: \_\_\_\_\_

Have you been an exhibitor at the Pow Wow before? Yes \_\_\_\_\_ No \_\_\_\_\_

**I have read and fully understand and agree to adhere to all items stipulated in the food vendor booth application and guidelines. I understand that all fees need to be paid in full by May 19<sup>th</sup>, 2017. Mail to Odawa Native Friendship Centre, 250 City Centre Avenue, Ottawa, ON K1R 6K7**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** If items in your application are not consistent with items being sold, we reserve the rights to terminate the contract or require the removal of non-approved items. Should the need arise to terminate the contract, vendor fee will be forfeited. In choosing Credit Card:

Visa/MC \_\_\_\_\_ Number \_\_\_\_\_ Expiry Date \_\_\_\_\_ CRV \_\_\_\_\_