



THEWORKS

ART & DESIGN FESTIVAL

FOOD STREET APPLICATION

2011 Festival Dates: June 23 –July 5

Early Bird Deadline: February 15, 2011 5 PM MST

Final Deadline: April 15, 2011 5 PM MST

The Works Art and Design Festival is proud to present culinary entrepreneurs with a unique opportunity to showcase their food to international art lovers. The Works Art & Design Festival is an exciting way for food vendors to attract new palates ranging from the downtown office crowd to Edmonton’s artistic communities and patrons. With over 150,000 visitors to Sir Winston Churchill Square each year—not to mention the Canada Day frenzy—our food vendors must be self equipped and professionally operated. Focus will be on locally made delicacies with an international array of flavors. Open for all 13 days of the Festival from 11:00 AM to 10:00 PM. Each vendor must provide a representative during all festival operating hours – **RAIN OR SHINE**. Onsite Security 24/7.

Food Street Application Checklist Please include:

_____ Include a typed description of

- menu items
- price list
- photograph of vendor tent/trailer.

_____ Vendors must provide their own tent/trailer and equipment with their own hot water, potable sinks and hose. All vendors will be supplied with 110V 15-amp circuits (4 standard plugs).

If **additional power** is required please state here:

Please provide **water requirements** here. You must provide your own hot water:

Please **provide tent/trailer size** (feet) – include trailer hitches, overhangs and space required for product storage:

_____ **\$300 Refundable Damage Deposit: Due at time of application.** Deposits will be refunded *one month after the last day of festival (excluding multi-year commitments), provided that the following criteria are met:

- All food vendors are manned within the opening and closing hours are from 11:00 AM–10:00 PM EVERYDAY (including the last day of the Festival, regardless of poor weather conditions – unless the Festival closes due to unsafe conditions such as electrical storms.)
- No one is permitted to drive on Sir Winston Churchill Square at any time during the Festival operating hours. You will be fined by The City of Edmonton.
- That there is no damage or additional cleaning of Festival site and/or rented Festival tent as a direct result of your participation in the Festival as determined by Festival Food Street damage report completed on the last day.
- That all dealings with Festival staff are of a professional nature. Aggressive and inappropriate behavior will not be tolerated towards staff, visitors of the Festival, fellow participating artisans and vendors. This applies to you (the applicant) and/or any staff or representative of your company/organization.
- Damage deposit is non-refundable if you cancel your application. This applies to you (the applicant) and/or any staff or representative of your company/organization.

APPLICATION GUIDELINES

1. **Incomplete or Emailed** applications will NOT be accepted. If application or payment deadline falls on a statutory holiday or weekend the deadline moves to the next business day.
2. The Works Art & Design Festival will process all applications and notify all applicants of their acceptance or non-acceptance **one month after application is received**. Participation in any previous The Works Art & Design Festival does NOT guarantee acceptance.
3. **Fees + Contract:**
 - **Upon acceptance of this application a contract will be issued** for signature(s). See below for payment details.
 - **Capital Health registration form is to be submitted with the signed contract**. See page 2 for payment details.
 - Failure to provide one or all of the following: deposit, fees, contract and forms will result in no discount and vendors will be unable to access the Festival site.
 - **A copy of your insurance coverage and the Capital Health form must be attached to the contract**. The Works Art & Design Festival is not responsible for any damaged properties that occur on the Festival site.
4. Each vendor must provide a representative during all festival operating hours (**11:00 AM – 10:00 PM**) for **ALL 13 days** of the festival and will be held responsible – Rain or Shine.
5. All food vendors must be responsible for meeting current fire and health regulations. For more information please call 780.496.3850 for Fire and 780.735.1400 for Health Regulations (Capital Health).
6. **Set-up** is tentatively scheduled for June 21 after 9 AM. **Tear down** is July 5, AFTER 9 PM. The Works Marketing Assistant will arrange specific placement, load in dates and times with you by June 15, 2011.
7. The Works Art & Design Festival is not responsible for any damaged or stolen properties that occur on the Festival site.
8. No one is permitted to drive on Sir Winston Churchill Square at any time during the Festival open hours. You will be fined by The City of Edmonton and risk losing your damage deposit!
9. **We can not guarantee exclusivity**. All disclosed information will be kept confidential (excluding information provided for promotional purposes.)

I have read the above and understood all of the guidelines #1 - 9:

Signature: _____ **DATE:** _____

Early Bird Applications received before February 15, 2011 -- \$300 Damage Deposit Due at time of application

Trailer or Tent Size	Total Amount	First Payment Due	Final Payment Due
10 x 20 feet	\$3500	February 15, 2011 (\$1750)	April 15, 2011 (\$1750)
8 x 15 feet	\$3300	February 15, 2011 (\$1650)	April 15, 2011 (\$1650)
10 x 12 or less	\$3100	February 15, 2011 (\$1550)	April 15, 2011 (\$1550)

Applications received between February 16 and April 15, 2011 -- \$300 Damage Deposit Due at time of application

Trailer or Tent Size	Total Amount	First Payment Due	Final Payment Due
10 x 20 feet	\$3900	March 15, 2011 (\$1950)	April 15, 2011 (\$1950)
8 x 15 feet	\$3700	March 15, 2011 (\$1850)	April 15, 2011 (\$1850)
10 x 12 or less	\$3500	March 15, 2011 (\$1750)	April 15, 2011 (\$1750)

Applications received after April 15, 2011 \$300 Damage Deposit and Full Payment Due at time of application

Trailer or Tent Size	Total Amount
10 x 20 feet	\$4300
8 x 15 feet	\$4000
10 x 12 or less	\$3800

Multi-Year Commitment 2011 and 2012 - ONE TIME FEE ONLY \$300 Damage Deposit Due at time of application (Multi – Year damage deposit will be refunded one month after The Works Festival 2012)

Trailer or Tent Size	2011 Full Payment Due	2012 Full Payment Due
10 x 20 feet	February 15, 2011(\$3200)	February 15, 2012 (\$3200)
8 x 15 feet	February 15, 2011 (\$3000)	February 15, 2012 (\$3000)
10 x 12 or less	February 15, 2011 (\$2800)	February 15, 2012 (\$2800)

OPTION – tent or table: _____ Date of application: _____ Amount \$ _____
 Refundable Damage Deposit - Due at time of application \$ 300.00
TOTAL \$ _____

PAYMENT METHOD:

() Cash (Do not send via mail) () Certified Cheque - from any major bank () Money Order
 () Visa () Mastercard Number: _____ ExpiryDate: _____

Credit card payments will be taken accordingly to the payment schedule at the top of this page. There will be a \$25.00 NSF cheque and dishonored credit card fee.

Payment Option Amount \$ _____ + \$300 damage deposit = **TOTAL PAYMENT \$ _____**

 Print Name as it appears on card

 Cardholder's Signature

Disclaimer: The Works Art & Design Festival is an outdoor event and will occur RAIN OR SHINE. It remains each vendor's sole responsibility to provide a representative during **ALL 13 days** and hours (**11:00 AM – 10:00 PM**) of Festival operation (including the final day of Festival) or otherwise reach a breach of contract. Management reserves the right at any time to alter or remove displays/exhibits if their conduct or representation is objectionable to staff or other participants in The Works Art & Design Festival Food Street or general public, or do not adhere to The Works Art & Design Festival Guidelines as outlined in the contract.

Endorsement: I/We, the undersigned, agree to participate in accordance to The Works Art & Design Festival terms and conditions. I/We will be bound by such terms in the event of a successful application. Completion and submission of this form constitutes a contract. (Please retain a copy for your records.)

Questions? Contact Marketing.Assistant@theworks.ab.ca Phone: 780.426.2122 Ext 234

SIGNATURE(S): _____ **DATE:** _____

PRINT ARTIST/COMPANY NAME: _____

Send all completed applications to: The Works Art & Design Festival Art Market Application
 10635–95th St. NW Edmonton, AB T5H 2C3 Fax: 780.426.4673