

# Food Vendor Application



**Submission Deadline:** April 15, 2017

**Event Dates:** June 30 – July 6, 2017

The Adäka Cultural Festival is seeking food vendors for the 2017 Adäka Cultural Festival to sell healthy foods to the visiting public and Festival participants. We are seeking vendors who can operate out of the cultural centre's kitchen, as well as vendors who can set up food trucks on site.

## VENDOR INFORMATION

Name of Applicant: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Have you operated a Food Booth before, if so, when/where:**

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

## SPACE REQUIREMENTS

The Festival staff will determine the best location for each vendor based on the space requirements for each successful applicant. Please ensure you communicate any special needs to Festival staff when submitting your application.

**My booth:**

Has a tent \_\_\_\_\_ If Yes, size \_\_\_\_\_

Has a vehicle \_\_\_\_\_ If Yes, what type \_\_\_\_\_ Dimensions \_\_\_\_\_

## POWER AND WATER

We have limited power hook-ups available on our Festival site. It is essential that the Adäka Cultural Festival staff is informed and approve of the vendor power needs in advance of the Festival.

**My Booth:** Is entirely self-sufficient  
Requires Power Hookup  
Requires Water Hookup



**List of appliances requiring power and exact amperage:**

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**Special Requirements:**

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Vendors are responsible for the safe disposal of their grey water.

**SOLID WASTE, RECYCLING, AND COMPOST**

The Adäka Cultural Festival will provide containers for solid waste, recycling, and compostables for the public. These bins will be regularly maintained by our Logistics Coordinator and assigned volunteers; however, individual food vendors will be required to dispose of their own waste in the dumpster located at the back entrance of the Kwanlin Dün Cultural Centre.

Use of public receptacles by vendors is prohibited.

We encourage Festival vendors to work with us to help keep the Festival grounds and our community clean. We are working hard to reduce the environmental footprint of the Festival and we strongly encourage vendors to be conscious of their waste by using recyclable and compostable service ware whenever possible, and composting any food scraps. Vendors are required to dispose of their own compost.

**PERMITS AND HEALTH REGULATIONS**

All Adäka Cultural Festival Food Vendors are required to comply with Federal and Territorial Health regulations. All temporary food services must obtain a permit from Environmental Health Services by June 9, 2017 and provide proof of a Permit to Operate issued by Environmental Health Services to Festival organizers. Vendors are also required to have adequate and valid liability insurance.

**Note:** This is a requirement of Environmental Health Services, but is also happily enforced by Adäka Cultural Festival staff as the safety of our Festival patrons is very important to us!

The public will have access to hand washing stations in the Cultural Centre washrooms. Individual food vendors are also expected to comply with Environmental Health requirements for hand washing.



## FEES

**\$500 for the week (GST included)**

All fees must be paid by June 20, 2017 by either cash or cheque. Fees are non-refundable in the case of a no-show. Cheques are payable to **Yukon First Nations Culture & Tourism Association**.

## GENERAL INFORMATION

Vendors are required to be operational for the following hours:

**Friday, June 30:** 11am-8pm

**Saturday, July 1- Thursday, July 6:** 11am-8pm

- Vendors are responsible for providing any equipment that is necessary for their operations including extension cords, tents, lighting, signage, etc.
- Washroom facilities provided and maintained by the Kwanlin Dün Cultural Centre
- The Adäka Cultural Festival has security on-site both during the day and overnight, however we will not be held responsible for any lost, stolen, or damaged property.
- There will be a limited number of tables and chairs set up indoors by the kitchen for people to eat at. Picnic tables will be provided by the Kwanlin Dün Cultural Centre and the City of Whitehorse and they will be stationed throughout the grounds for people to eat at. If outdoor vendors wish to offer additional eating space for their customers, they must do so at their own expense.
- Any requested special requirements must be approved in advance by the Adäka Cultural Festival staff. We reserve the right to refuse special requests that we are not able to meet.

### Menu Information

List the food and drink items to be sold – include details on home made versus purchased etc.

Item	Description	Price




No application is considered to be accepted until it has been reviewed and approved by the Festival. This form must be signed and returned to the festival office before your application can be considered. You will be notified within two weeks of the deadline if you have been selected as a food vendor the 2017 Adäka Cultural Festival

**TERMINATION RIGHTS**

The Adäka Cultural Festival, through the executive producer or designee, reserves the right to terminate the operation of the vendor at any time during the festival for any of the following reasons.

- A. The food is not of the highest quality
- B. A professional manner is not maintained by the vendor and its employees
- C. The vendor violates any Federal or Territorial health regulations
- D. Vendor or its employees commits any act detrimental to the purpose of the festival
- E. Vendor or its employees fail to cooperate with event management staff
- F. Vendor or its employees disregards any of the Regulations or Requirements



**Declaration:** I have read, understood, and agree to comply with the above information.

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Signature

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Printed Name

Date

**Submit Application to:**

Adäka Cultural Festival Office / Yukon First Nations Culture & Tourism Association  
1-1109 Front Street  
Whitehorse, YT  
Y1A 5G4

Email: [info@adakafestival.ca](mailto:info@adakafestival.ca)

Fax to: 867-667-7527

Questions: 867-667-7698