



# IMPORTANT INFORMATION

## Important Dates/Times & Hours of Operation

- 2018 Craft Beer & BBQ Festival: Friday July 6th - Sunday July 8th, 2018 (3-Day Event)
- Hours of Operation: Friday July 6th; 11:00 am - 10:00 pm, Saturday July 7th; 11:00 am - 10:00 pm and Sunday July 8th; 11:00 am - 6:00 pm.
- Set-up: Thursday July 5th, 2018. We ask that you meet us in the Heritage Park Parking Lot at 6:00 pm to co-ordinate
- Set-up in preparation for Friday morning's opening. There will be NO sales on Thursday.

## Registration Checklist & Application Requirements

- Completed Registration Form
- Signed Vendor Contract
- Participation Fee Payment
- Payment can only be made by CASH or CERTIFIED CHEQUE.
- Certified Cheques can be made payable to: Downtown Barrie Business Association (BIA).
- Post dated cheques are acceptable.
- Damage Deposit Certified Cheques can be made payable to: Downtown Barrie Business Association (BIA).
- Post dated cheques are acceptable.
- Insurance Certificate - Due: before 4:30 pm on Wednesday June 21st, 2018.
- Completed Health Unit Forms - Due: before 4:30 pm on Wednesday June 21st, 2018.

## Registration Checklist & Application Requirements

- 2018 Vendor Fee - \$791 tax included (or \$700 + HST)
- Reserved with a full payment, with a signed copy of the BBQ Vendor Contract, on or before Wednesday June 21st, 2018.

## **Damage Deposit**

- Each Vendor must provide Downtown Barrie with a second post-dated cheque for \$100 as a damage deposit. This cheque must be provided on or before Wednesday June 21st, 2018. However, this cheque must be post-dated for the last day of this year's event Sunday July 9th, 2018.
- This cheque will be deposited if any costs are incurred because of professional external environmental clean-up as per the City of Barrie Environmental Services Department.
- In the event that the costs incurred due to environmental cleanup are more than the damage deposit, Vendors will be responsible for paying the difference. The difference will also be split equally amongst all applicable Vendors

**Insurance Certificate** - Please provide before 4:30 pm on Wednesday June 21st, 2018.

- All participating Vendors are required to provide the Downtown Barrie (BIA) with a copy of their certificate of insurance naming the Downtown Barrie Business Association (BIA) and the City of Barrie as an additional insured.
- The policy must have a Two Million Dollars (\$ 2,000,000.00) per incident amount and a Five Million Dollars (\$ 5,000,000.00) Aggregate amount. It must cover public liability, bodily injury, food products liability, along with property loss and property damage.

**Health Unit Forms** - Please provide before 4:30 pm on Wednesday June 21st, 2018.

- All BBQ Vendors must complete the required Health Unit Forms & register with the Simcoe Muskoka District Health Unit at least 14 days prior to event.
- A copy of the completed forms must, also, be submitted to the Downtown Barrie (BIA) with your completed registration.

## **Important Reminders**

- The Downtown Barrie (BIA) will provide access to electrical power and water. The Downtown Barrie (BIA) and the City of Barrie are not responsible for any power supply that is interrupted or lost, at any time, during the event. Any electrical disconnects resulting from faulty equipment or overload shall be the responsibility of those accessing the power and reconnects shall be at their expense. A back-up service is recommended.
- The Downtown Barrie (BIA) does not provide electrical cables and water hoses. It is a Vendors responsibility to ensure that all water hoses meet the Health Standards & Requirements required by the Simcoe Muskoka District Health Unit (SMDHU).
- The Downtown Barrie (BIA) will provide appropriate units for disposing of grease and grey water.
- Proper disposal of all waste, including trash and ash in their respective areas using facilities, is the responsibility of all Vendors. The Downtown Barrie (BIA) will provide

appropriate areas for disposal.

- Please note - Health Inspectors with the SMDHU, Fire Prevention Officers with Barrie Fire & Emergency Service, Environmental Officers with the City of Barrie Environmental Services Department, Electrical Inspectors with the Electrical Safety Authority, along with a Liquor Inspector with the Alcohol & Gaming Commission of Ontario (AGCO) are guaranteed to make inspections of this year's event.

## **RULES & REGULATIONS**

1. Be nice to everyone! It makes everyone's day go better.
2. No drinking while working. Nobody likes sloppy servers.
3. Trucks must not be left unattended during the event, and will not be permitted to leave until the event is over.
4. Special event permits for working with food are required. The attached form must be submitted along with your registration form.
5. There will be free parking for runner vehicles within walking distance of the event area.
6. Vendor ID tags will be provided on the day of the event.
7. Picnic tables and portable toilets will be provided.