



# 2016 TASTE OF THE KINGSWAY FESTIVAL

## EXHIBITOR/VENDOR GUIDELINES

*Subject to change without notice*



### Hours of Operation

Friday September 9 <sup>th</sup>	6:00 pm – 10:00 pm
Saturday September 10 <sup>th</sup>	11:00 am – 10:00 pm
Sunday September 11 <sup>th</sup>	11:00 am – 6:00 pm

### APPLICATION AND FEE DEADLINE: JULY 15TH, 2016

<b>Non-Food Vendors</b>	<b>Rates</b>	<b>Early Bird Rates (received by June 30<sup>th</sup>)</b>
On Road – 10' x 10' space	<b>\$800.00</b>	<b>\$750.00</b>
On Road – 10' x 20' space	<b>\$1,150.00</b>	<b>\$1,100.00</b>
On Road – 10' x 30' space	<b>\$1,450.00</b>	<b>\$1,400.00</b>

<b>Food Vendors</b>	<b>Rates</b>	<b>Early Bird Rates</b>
On Road – 10' x 10' space	<b>\$1,050.00</b>	<b>\$1,000.00</b>
On Road – 10' x 20' space	<b>\$1,400.00</b>	<b>\$1,350.00</b>
On Road – 10' x 30' space	<b>\$1,700.00</b>	<b>\$1,650.00</b>

### **Rentals**

Chair rental	<b>\$10.00</b>
Table rental	<b>\$24.00</b>
Barricade rental	<b>\$20.00</b>
Power (One 15 amp drop)	<b>\$175.00</b>

Please contact [sales@envokemarketing.com](mailto:sales@envokemarketing.com) for a quotation for all other space requests and all vendor related questions. **PLEASE DO NOT CONTACT THE KINGSWAY BIA.**

**NOTE: All space allocations will be strictly enforced. Anyone exceeding the agreed space allotment will incur additional charges**



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### Services and Supplies

Tents are **NOT** available through the Festival, they are the responsibility of the Exhibitor and the tent and the installation of the tent must comply with all applicable City of Toronto by-laws.

Water hook-ups are **NOT** available at the Festival. If you require water service to comply with City of Toronto by-laws regarding the preparation and serving of food, please make the necessary arrangements on your own.

Telephone hook-ups are not available at the Festival.

Note: Supplies will be delivered to each exhibitor location, by the supplier, as per their order. It is the responsibility of the exhibitor to set-up and dismantle any rented equipment.

### Road Closure

**12 pm Friday, September 9<sup>th</sup> until 11 pm Sunday September 11<sup>th</sup> 2016**

- Bloor St. from the west side of Prince Edward Drive to the east side of Montgomery Rd will be closed
- Brentwood Road North, Willingdon Blvd., Jackson Avenue, Grenview Blvd. North and Wendover Rd will be closed from north of Bloor St to the laneway preceding the Municipal parking lots.
- Grenview Blvd. South, Elsfeld Road, Humbervale Blvd., Cliveden Avenue, Brentwood Road South and Thompson Avenue will also be closed from the south side of Bloor St. to the laneway.
- **Along the south side of Bloor St. there will be an emergency access allowance of 6 metres. The emergency access allowance will continue South of Bloor St. on Humbervale Blvd., Grenview Blvd., Elsfeld Rd. S., Brentwood Rd. S., Thompson Ave. and Cliveden Ave. to the laneway. This area is to be used in the event of an emergency; as such set up of any kind in this area is prohibited.**

***All vehicles must be removed from all closed roads and Bloor Street parking spaces by 11:30 am Friday, September 9<sup>th</sup>.***

**Royal York Rd, Prince Edward Dr and Montgomery Rd, will remain open.**

Notification of these closures will be advertised in the local papers. Hand delivered notices will also be distributed to area residents. City By-laws require that space be maintained and kept clear and unobstructed for the use of pedestrians. This may be the sidewalk, or adjacent road allowance. You may not use both!!



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### **Portable Washrooms & Hand Washers**

There will be washroom stations, which include portable washrooms and a hand-washing unit at select locations throughout the festival.

### **Police & Security**

Toronto Police Services (22 Division & Special Events) will be responsible for maintaining road closure, and policing responsibilities. The Kingsway BIA has retained a private Security Company to oversee general security and offer assistance in other matters. They will remain on site throughout the entire festival.

### **Rest Areas**

Family friendly seating areas will be available at several locations within the festival. The Kingsway BIA also provides a number of benches along the Bloor Street corridor.

### **Staging**

There will be multiple stages operating during this year's festival. The **Main Stage**, located on Bloor St. just east of Montgomery Rd. and The **East Stage**, located on Bloor Street at Prince Edward Drive on the North side. These stages will feature live entertainment.

For information regarding the stage schedules see our website @ [www.thekingsway.ca](http://www.thekingsway.ca) under Schedule of Events.

### **Health Inspection Guidelines**

Prior to the Festival, you will be required to complete an application form which will be used by the Health Department to review requirements for food service during the event. Closer to the event we will hold a mandatory meeting for all food vendors to attend to ensure compliance with Health Guidelines.

This meeting is mandatory for all vendors serving food during the festival, **NO EXCEPTIONS!!** City of Toronto Health Officials will be attending the Festival and be conducting inspections of every food vendor.

### **Licenses/ Permits**

Every Participant will be issued a special numbered License from the Kingsway BIA. It is an indication that you have met all the BIA guidelines and Vendor licensing requirements. It will allow you to enter the site to set-up and it must be displayed and visible at all times during Event hours. Obtaining a City of Toronto Vendor license is the responsibility of the exhibitor.

By-Law Enforcement officers will be in attendance and you will be asked to show your special permit. They will not allow you to participate without proper licensing and without this permit.



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### **Garbage**

Garbage will be collected on a regular basis from the bins placed along the street. All garbage will be picked up after the Festival and the Streets will be cleaned, before commencement of business the following day. Please provide additional garbage bins during the Festival, for your **own** garbage. The Taste of the Kingsway Festival is proud to have set the standard of excellence for waste diversion amongst GTA festivals. With your cooperation we believe we can set the bar even higher in 2016!

### **Set-up and tear down**

Roads will be closed to traffic on **Friday September 9<sup>th</sup> by 1pm**. Once the barricades are in place you may begin setting up. You will be required to show your permit upon entry. Vehicles will be permitted on-site for the purpose of load in from 1pm-4:30pm, all vehicles will need to vacate the event site by 4:30pm. Upon arrival to the festival you must check-in at the Envoke operations tent where you will receive your permit and delivery pass. Following the Festival you must remove all personal equipment and garbage etc. from the street before **9:30 pm on Sunday September 11<sup>th</sup>**. Failure to comply with "Tear down policy" will result in financial penalties to the participant.

### **Insurance**

Every participant is required to provide insurance coverage for the Festival. Please ensure that you are covered under an "auxiliary space rider" special category (inquire with your insurance provider). While the Kingsway BIA has purchased Festival insurance, every participant must be covered for incidents involving their own display/business. Outside participants must provide proof of insurance (minimum \$2,000,000 liability) and list The Kingsway BIA, Taste of the Kingsway Festival, Envoke Marketing and the City of Toronto as an additional insured on their policy. **An example is provided on page 5.**

### **Power and Generators**

All generators must be small, quiet and recently inspected and/or serviced to reduce fuel exhaust fumes. All generators must have proper licenses and permits as required by the Toronto Electrical Authority, and may be subject to inspection at an additional fee through the Toronto Electrical Authority. The Kingsway BIA, Envoke Marketing and/or the Toronto Electrical Authority maintain the right of removal of any generators that do not meet the necessary standards or is deemed too loud.

Power can be provided to exhibitors at a fee of \$175.00, if you have any questions in regards to power please call for a quote (416.388.2704). Please note that **power will only be available in certain locations on a first come first serve basis. The power available is only enough for ONE 15 amp 110 volt circuit.** Equipment with a higher amp draw will overload the circuit and cause loss of power for the remainder of the festival for that vendor.



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**CERTIFICATE OF INSURANCE**  
MASTER POLICY NO. \_\_\_\_\_  
CERTIFICATE # \_\_\_\_\_

<b>CERTIFICATE HOLDER:</b>	<i>*Name of Vendor*</i>
<b>INSURED LOCATION:</b>	Taste of the Kingsway Festival, Toronto ON
<b>CERTIFICATE PERIOD:</b>	September 9, 2016 to September 11, 2016
<b>ADDITIONAL INSURED(S):</b>	1. Kingsway BIA 2. Taste of the Kingsway Festival 3. Envoke Marketing Inc. 4. City of Toronto

<b>Insurer:</b>
<b>Limits of Insurance:</b>
a) Commercial General Liability Coverage (excluding Products and Completed Operations) \$2,000,000 per occurrence. Legal Liability in respect of bodily injury or property damage is subject to \$1,000 combined BI/PD deductible per occurrence.
b) Tenant's Legal Liability - \$100,000 at any one insured location.

This certificate does not amend, extend or alter the coverage afforded by the policy indicated above.

Please report, immediately, any occurrence to:

Phone:

Date:

Authorized Representative

Registered Broker

Certificate #

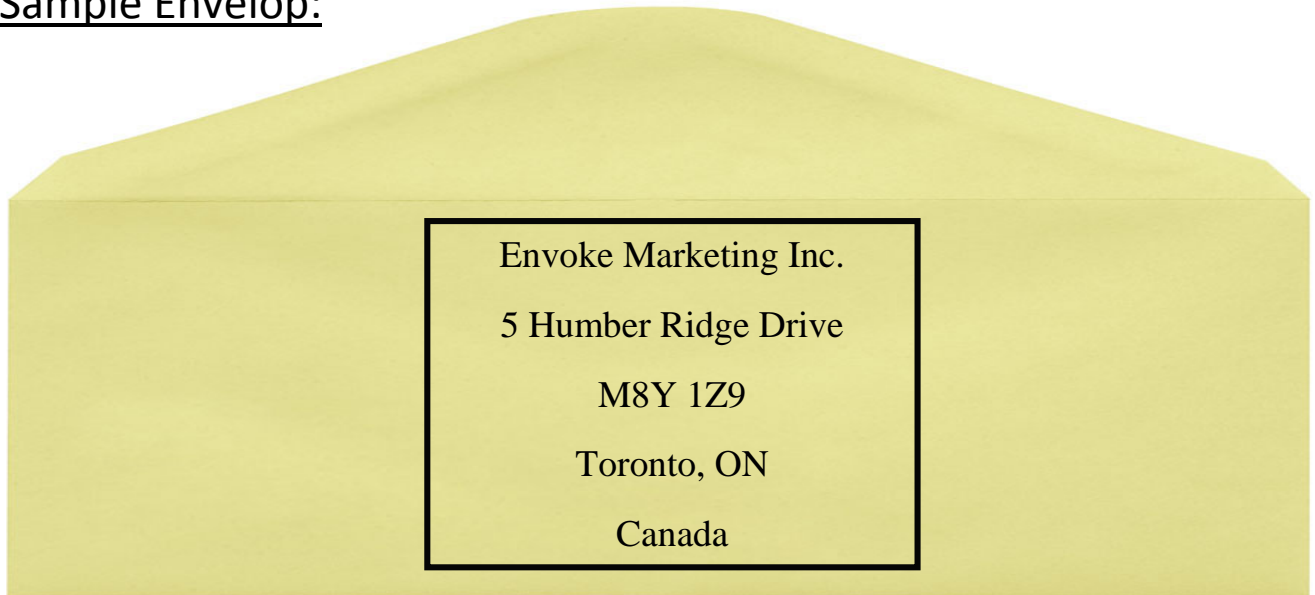


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## Sample Envelop:



## Sample Payment Cheque:

		1025
DATE <u>Before July 15, 2016</u>		
PAY TO THE ORDER OF: <b>Kingsway BIA</b>	\$	Amount
		DOLLARS  <small>Security Features Included. Details on Back.</small>
MEMO <u>Exhibitor Fee</u>		
⑆000000000⑆ ⑆000000000⑆		1025