



VENDOR APPLICATION

Due Date: Friday, July 1, 2011

COMPANY: _____

CONTACT: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

BUSINESS NUMBER: _____ FAX NUMBER: _____

MOBILE NUMBER: _____ YEARS IN BUSINESS: _____

WEBSITE: _____ EMAIL: _____

TYPE OF VENDOR: Food Crafts Souvenirs
 Promotional Other _____

LIST ALL ITEMS TO BE SOLD OR DISPLAYED BY VENDOR:

(enclose photos, drawings etc. - this information will be used to assess your compatibility)

- I would like to be considered for a vendor space and I have my own facility (include details below).
- I would like to be considered for a vendor space and would require a booth and/or tent to be supplied by K-W Oktoberfest Inc.
- Other (include details below).

DETAIL REQUIREMENTS: (i.e. space, electrical, etc.)

Size of Space Required: _____ Tent Measurements: _____

Hydro: _____ Water: _____

- Please enclose:
1. A Cheque for the Vendor Fee
 2. Copy of liability insurance and/or insurance certificate in the amount of two million dollars.
 3. Current health inspection must accompany each application for food vendors.
 4. City of Kitchener Vendor's Permit Number, if applicable: # _____

I have read and understood the rules and regulations. I agree to comply with these and all other federal, provincial and local regulations that apply. I may forfeit my right to sell in the Willkommen Platz during Kitchener-Waterloo Oktoberfest if I am found to be in non-compliance. Previous acceptance does not guarantee acceptance of application.

Vendor's Signature: _____ Date: _____

Kitchener-Waterloo Oktoberfest

October 7 - 15, 2011

RULES & REGULATIONS FOR VENDORS



Willkommen to the 43rd Annual Kitchener-Waterloo Oktoberfest!

The hub of Oktoberfest is located at the Willkommen Platz in Downtown Kitchener, at the corner of King and Frederick Streets. This "Bavarian Village" features daily entertainment, displays & activities, food, beverages and a Bier Garten as well as souvenirs and visitor information. Be a part of this year's Festival and apply for exhibit space today!

Vendor Responsibilities

1. Ability to adapt to the Bavarian/German theme of the festival.
2. Must comply with local building, fire, health codes and regulations, as well as all licensing requirements.
This is the sole responsibility of the vendor to ensure proper documentation is obtained.
3. Agree to sell only pre-approved product/items at your location.
4. Maintain a clean and attractive site at all times.
5. Maintain stable pricing so as to avoid inflation or deflation among vendors.
6. Vendors are not permitted to sell items beyond the approved booth area.
7. Remain open during agreed upon hours. Minimum hours of operation are:

Friday, October 7 th	9 am - 6 pm	
Saturday, October 8 th	9 am - 6 pm	
Sunday, October 9 th	9 am - 6 pm	
Monday, October 10 th	8 am - 6 pm	- Parade Day
Tuesday, October 11 th - Friday, October 14 th	11 am - 3 pm	- <i>Optional (encouraged to be open)</i>
Saturday, October 15 th	9 am - 6 pm	

All times are subject to change. There will be peak entertainment times.
8. **VEHICLES ARE NOT PERMITTED TO PARK IN THE WILLKOMMEN PLATZ.** The Downtown Production Committee may be able to arrange for space in the public area if requested.
9. No Smoking.
10. Overnight security is provided for the duration of the Festival. However, all items left overnight by vendors at their area will be at their own risk. K-W Oktoberfest Inc. is not responsible for lost or damaged articles or displays under any circumstances.
11. K-W Oktoberfest Inc. cannot be held responsible for items destroyed by vandalism, theft, or any other cause.
12. All vendors making sales to the public are responsible for collecting and submitting their own HST.

Additionally, FOOD Vendors:

1. Must complement existing traditional food offerings such as sausage on a bun; schnitzel on a bun; soft pretzels; apple fritters; Belgian waffles; German pastries and desserts, etc.
2. Utilize our sponsors' products where applicable (i.e. Pepsi, Schneiders). Information on these products will be forthcoming prior to the event.
3. Each individual vendor chosen to participate in the Festival will be responsible to meet the Region of Waterloo Public Health Special Event Food Vendor Requirements for their own food service to the public. We will guide you through the process.
4. Each vendor is responsible for their own individual expenses incurred in the setting up and the operating of their food booth.

Fee

The Vendor Fee will be \$800.00 + HST for a 10' by 12' space and is based on the Hours of Operation as listed in "Vendor Responsibility" section. Additional space required would be based on a square footage rate. There may be an additional charge for corner spots and/or additional requirements (i.e. electrical, water, etc.). Tables & chairs are NOT provided.

Set-Up

- It is strongly recommended that you arrive for set up on Thursday, October 6th in the afternoon or evening. All vendors must be set-up and ready for inspection between 7 p.m. – 9 p.m.
- Upon arrival please check in with the K-W Oktoberfest Inc. office for set-up and any additional information.
- Inspections (fire, health, etc.) will take place at approximately 9 am on **Friday, October 7th**. ALL VENDORS MUST BE PRESENT.
- Exhibitors should be set-up 25 minutes prior to hours of operation and are expected to stay open until closing each day.

Selection Process

- The Festival Committee reserves the right to limit the number of vendors in any one category and the right to final decision regarding entry into the Festival.
- Prior year acceptance does not guarantee acceptance of application.
- Potential vendors will be contacted after their application has been reviewed.
- The Downtown Production Committee will assign all vendor locations.
- There are a limited number of vendor spots available. We will contact only those who have been selected.

Include with your application

- City of Kitchener Vendor's Permit Number, if applicable.
- Photos of your booth or products. Photos cannot be returned.
- Copy of liability insurance and/or insurance certificate in the amount of two million dollars. Upon acceptance, K-W Oktoberfest Inc. and the Corporation of the City of Kitchener must be added as additional insured.
- **Deadline for return of applications is Friday, July 1, 2011.**
- Full payment is required by September 1, 2011. No refunds. **NSF cheques will be subject to a \$25.00 service charge.**

Submit your application to:

K-W Oktoberfest Inc.,
ATTN: Al Scheklesky
17 Benton Street
Kitchener, ON N2G 3G9
Fax: 519-742-3072

- Festival dates are rain or shine.