



2019 Korean Harvest Festival Market Vendor Application

Location: North York Mel Lastman Square | 5100 Yonge St, North York, ON M2N 5V7

Set Up Date: Friday August 23rd, 2019 12:00pm – 5:00 pm

Festival Dates: Saturday August 24th, 2019 – Sunday August 25th, 2019 10:00 am – 10:00 pm

The annual Korean Harvest Festival will be held this year at Mel Lastman Square. The festival will serve as the main gateway to the people of Toronto interested in Korean culture and the Korean community. Many vendors and performers will participate this year to show the +35,000 attendees ‘a taste of Korea’ to Toronto. The 2019 festival will run from Saturday August 24 to Sunday August 25, 2019. You will have five hours to set up your booth for operation over the weekend on Friday August 23rd, **no sales are permitted and no additional set up time will be granted.** The following document will serve as an agreement between the booth operator or representative and the KCBA, the host of the festival.

Booth Type & Price:

Booth Name	Price
Food Vendor Booth	\$1500 ^{HST inclusive} + Deposit \$200*

*Deposit will be returned after the festival when renter is clear of any damage to rented equipment and event space.

Please Note

- Maximum of 2 Booths can be applied under one business/organization/applicant
- Vendors must be present for **all** days of the rented dates during the festival. If the vendor is not present during or before final the rented dates, the Korean Harvest Festival reserves the right to remove/relocate/substitute the vendor’s assigned booth.
- Availability and placement of booths is a first-come first-serve basis and with agreement with the 2019 Korean Harvest Festival Food Booth Operation Team.
- The Korean Harvest Festival may place your booth according to festival themes and location standards depending on the booth merchandise, theme, type of business.
- Please refer below to the “Booth Rental Table” for the full list booth type and rental explanation
- **NO Cash accepted.** Payments are payable via cheque, bank draft and/or money orders, e-transfer.
- **Booth placement is reserved when full payment has been made and processed.**

Food Booth Price and Information

Booth Type	Price	Rental Duration	Provided
<p>Food Vendor Booth</p>	<p>\$1500 HST inclusive + Deposit \$200*</p>	<p><u>One (1) Sided Access to Market Place</u></p> <p>3-Day Booth Rental (Friday, Aug 23, 2019 – Sunday, Aug 25, 2019)</p> <p>Set Up Time: Friday, Aug 23, 2019 12PM – 5PM</p> <p>Operation Time: Saturday, Aug 24, 2019 10AM – 10PM</p> <p>Sunday, Aug 25, 2019 10AM – 10PM</p>	<p>One (1) Booth tent 10ft x10ft</p> <p>One (1) 6ft Table</p> <p>Two (2) Chairs</p> <p>Electric Outlet</p> <p>Program Listing of Applicant</p> <p>Map and Website Advertising</p> <p>**Extra Tables can be reserved for \$50/each</p>

*Deposit will be returned after the festival when renter is clear of any damage to rented equipment and event space.

Food Vendor Application Form

Sponsored by the Korean Canadian Business Association, Korean Harvest Festival Team
www.torontokhf.com

Please fill out the form below and submit scan/photo to info@torontokhf.com or mail to:

ATTN: KOREAN HARVEST FESTIVAL
 180 Steeles Ave W #200
 Thornhill, ON L4J 2L1

For any questions or enquiries about the Market Booths or the application please email info@torontokhf.com or Call: Market Booth Assistant Coordinator | 905-597-1533

Company or Organization Name		Korean Name (if applicable)	
Business Category Description (ex. Retail, Education, Real Estate, etc.)			
Contact Person		Title	
Mailing Address			
Office #		Fax #	
Cell #		Email	
Requested Booth Type:	FOOD BOOTH	Number of Booths Requested: (max. 5)	
		50% Deposit Due	Within two weeks of Signing
		50% Balance Due	August 1, 2019
Type of food(s) / drink(s) / etc. (please describe specifically what food items will be prepared and sold in your booth during the festival)	(Please note that the 2019 Vendor Booths are arranged by the KHF Planning committee, your placement is only reserved one full payment has been made after signing this contract)		

All items the vendor shall sell and display at the event will be the items listed above and must be accepted by the Market Booth Coordinator. No other products may be displayed, sold or be given out at the event by the vendor. The products or services of the vendor may not conflict with the products or services of a sponsor with exclusivity rights at the event.

Payment of a 50% deposit for rental fees shall be due within two weeks of signing this application and contract. Balance of rental fees will be guaranteed via post-dated cheque by August 1, 2019. If payment is not sent the reserved spot will be withdrawn. All payments must be remitted in Canadian funds by a bank draft, money order, or cheque made payable to: KCBA, Korean Canadian Business Association

If a cancellation is made before 08/01, 2019 – 80% of the deposit will be refunded / Cancellation after 08/01, 2019 – No refunds

IMPORTANT – PLEASE READ Food/Snack Vendor Rules, Regulations and City Bylaws:

- 1. Food Prices.** All menu items must cost less than \$15.
- 2. Food Variety Control.** Up to two food vendors can sell the same/similar item at the festival. Korean Harvest Festival staff will notify vendors if some food items cannot be served at the festival.
- 3. Number of Food Items Per Booth.** Vendors are allowed to sell a maximum of 5 types of food items per booth purchased.
- 4. Food Containers.** Although there are tables and chairs available, we encourage food vendors to consider serving their food in a way that allows people to easily eat while standing or sitting, with one or two hands.
- 5. Food handling certification.** All vendor staff must have a valid food handler certification available for inspection. Vendor staff will have access to hand washing station.
- 6. Beverages.** Vendors may sell bottled, canned, or juice-boxed, non-alcoholic beverages (pop, juice) at their booths. No bottled water is permitted to be sold on Mel Lastman Square grounds. Simple beverages do not count against the 5 food item maximum limit. Complex beverages like smoothies and bubble teas count towards the limit.

IMPORTANT – PLEASE READ Market Vendor Rules, Regulations and City Bylaws:

- 7. Hours of Operation.** Set Up will be on Friday August 23 2019 from 12PM-5PM, no sales are permitted during or after this time on Friday. Vendors must stop sales at 10 pm on Saturday 24 August 2019 and at 9 pm Sunday 25 August 2019. Tear down time is Sunday August 25 9PM-11PM and Monday August 26th 9AM-12PM.
- 8. Number of Booths per Vendor.** No vendor will have more than five booths.
- 9. Electricity.** Smaller equipment and basic lighting will be powered with no extra charge. You are responsible for bringing your own extension cords and power bars.
- 10. Neatness.** Vendors will keep their items within a reasonable distance from their booth(s). Vendors display items shall not obstruct foot traffic.
- 11. Damages.** Vendors shall be responsible for any damages they cause to Mel Lastman Square or Korean Harvest Festival property, including any rented equipment from the Korean Harvest Festival.
- 12. Garbage.** Garbage is to be disposed of in the 40 yard bin located on site. Please ensure garbage bags are closed securely.
- 13. Noise and pollution.** Vendors are not to use equipment that makes excessive noise or air pollution.
- 14. Security.** There will be security patrols provided overnight. However, vendors are responsible for the security of their own equipment and booths at all times, including overnight.
- 15. Balloons.** Helium balloons are not permitted to be sold, distributed or displayed on Mel Lastman Square grounds.
- 16. Alcohol.** No alcohol is permitted to be sold on Mel Lastman Square grounds.
- 17. Bottled Water.** No bottled water is permitted to be sold on Mel Lastman Square grounds.
- 18. Festival staff.** Festival staff will be available to answer questions and assist you during the festival. They will also be ensuring that the festival rules are being followed by everyone. Any vendor found to be non-compliant with one or more of the above rules their booth will be shut down by festival and Mel Lastman square staff. No refunds or compensation will be granted. If necessary a City of Toronto by-law officer will be called.

Questions and Concerns

For questions and concerns, please contact:

Korean Canadian Business Association

180 Steeles Ave W, Suite 205 Thornhill, ON L4J 2L1

905-597-1533 | info@torontokhf.com

Food Booth Application Contract

This agreement has been made on _____ (date)
between

Company Name: _____ (Hereafter referred to as
"The Vendor")

AND

The Korean Canadian Business Association of North York located in 180 Steeles Ave W #200
Thornhill, ON L4J 2L1. Whereas the vendor has completely read and understood the terms and
guidelines set out by the Korean Harvest Food Vendor Booth Operation Team in the
participation of the 2019 Korean Harvest Festival.

By Signing this agreement, the vendor has read and understood the vendor rules and
regulations listed above.

Vendor Representative

Date(dd/mm/yyyy)

KCBA Korean Harvest Festival
Representative

Date(dd/mm/yyyy)