



2017 Korean Harvest Festival Food Booth Application & Guidelines

Festival Location: North York Mel Lastman Square | 5100 Yonge St, North York, ON M2N 5v7

Festival Dates: Friday August 25, 2017 – Sunday August 27, 2017

Introduction

Thank you for your interest in serving food at the 2017 Korean Harvest Festival. Please read carefully below for important food vendor application information.

There are three food vendor zones, and vendors may request to book a maximum of two booths in any of these zones:

Food Zones	Description	Examples	Location	Price per Booth	Equipment Included per booth
Taste of Korea	Zone where traditional Korean food may be sold	Kalbi, pork buns, bulgogi, kimchi, rice, traditional soups and stews, grilled fish, traditional ban-chans, etc.	In the Taste of Korea Zone (see map)	\$1800 (including HST and \$100 damage deposit)	1 x 6-foot table 2 x chairs
Fusion Food Zone	Zone where Korean fusion food may be sold	Bulgogi burgers, kimchi wraps/sandwiches/salads, kimchi pancakes, ddukbokki, Korean fried chicken, Twisted Potato, etc.	In the Fusion Food Zone (see map)		1 x booth tent (10x10 feet) 1 x garbage bin
Snack Zone	Zone where finger food, snacks, refreshments, and cold beverages/food may be sold	Cotton candy, pop corn, bubble tea, Shikhae, other food items not requiring grills or other heavy equipment.	In the Snack Zone (see map)	\$900 (including HST)	1 x compost bin Basic electricity

Applications:

- **Food Vendor Application Forms** are accepted until August 6th, 2017.
- KCBA will notify vendors if applications are approved.
- Approved vendors will be instructed to pay by cheque to the “Korean Canadian Business Association of North Toronto” at 180 Steeles Avenue West, Suite 200 Thornhill ON L4J 2L1.
- Payments must be received no later than August 10th 2017.
- Once payment is verified, the vendor is approved to participate in the Festival, and must sign the **Food Vendor Contract**.
- Cancellation before August 10th, 2017 – 80% refund.
- Cancellation after August 10th, 2017 – no refund.

Important Food Rules:

- 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, water, juice) at their booths. Simple beverages do not count against the 5 food item maximum limit. Complex beverages like smoothies and bubble teas count towards the limit.

Other Important Rules:

- 7. Hours of Operation.** Vendors must close at 10 pm on Friday 25 August 2017 and Saturday 26 August 2017. Vendors must close by 9 pm on Sunday 27 August 2017.
- 8. Number of Booths per Vendor.** No vendor will have more than two booths.
- 9. Disposal of Oil.** Vendors shall properly dispose of oils and/or other chemical fluids. Dumping of oils into drainage pipes are not permitted.
- 10. Electricity.** Smaller equipment and basic lighting will be powered with no extra charge. Vendors with large chest freezers and refrigerators, electric grills, and other heavy equipment must bring a power generator or rent one from the Korean Harvest Festival staff. Charcoal barbecues or grills are not permitted.
- 11. Neatness.** Vendors will keep their items within a reasonable distance from their booth(s). Food vendors shall not obstruct foot traffic.
- 12. 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.
- 13. Garbage.** Garbage bins and green bins will be provided. Vendors will separate their garbage and organic waste. Failure to do so will result in a fine.
- 14. Noise and pollution.** Food vendors are not to use equipment that makes excessive noise or excessively pollutes the air.
- 15. Security.** There will be security patrols provided overnight. Vendors are responsible for the security of their own equipment and booths at all times, including overnight.
- 16. Alcohol and the Beer Garden.** There will be a beer garden at the Korean Harvest Festival. Festival visitors are permitted to enjoy any food from any vendor in the beer garden. There is a vendor who will be selling food in the area of the beer garden due to the fact that this vendor has agreed to volunteer staff and effort for the beer garden.
- 17. 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.

Questions and Concerns

For questions and concerns, please contact:

Korean Canadian Business Association

180 Steeles Ave W, Suite 200 Thornhill, ON L4J 2L1

905-597-1533 | info@korcanbiz.com

Food Vendor Application Form

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

Submit a scan/paper copy to info@koreanharvestfest.com or mail to:

ATTN: Korean Harvest Festival
180 Steeles Avenue West, Suite 200
Thornhill, ON L4J 2L1

Company Name			Contact Person	
Mailing Address				
Business Phone #			Cell Phone #	
Fax #			E-mail	
Requested Booths (max 2 per vendor)	Taste of Korea Booths: # ____ x \$1800 each (includes HST and \$100 deposit) Fusion Zone Booths: # ____ x \$1800 each (includes HST and \$100 deposit) Snack Zone Booths: # ____ x \$900 each (includes HST)			
Food Items to be sold	Booth 1 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	Booth 2 1. _____ 2. _____ 3. _____ 4. _____ 5. _____		
Selling pop/juice/water?	Circle one: Yes / No			
Electrical Equipment:	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	6. _____ 7. _____ 8. _____ 9. _____ 10. _____		

All products and services the vendor shall sell and display at the event will be the items listed above and must be accepted by the Food Booth Coordinator. No other products or services may be displayed or sold 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 the total rental fees shall be due within two weeks of signing this application and contract. Total payment within the two weeks guarantees the reserved space. 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 of North Toronto.

Food Vendor Contract

This agreement has been made on _____(date) between:

Company Name: _____(Hereafter referred to as “The Vendor”).

I, _____, (first and last name) the vendor representative, have read the guidelines and code of conduct included in all pages of this document and am aware of my responsibilities as a food vendor participant of the Korean Harvest Festival.

AND

The Korean Canadian Business Association of North Toronto located in 180 Steeles Ave W, Suite 200 Thornhill, ON L4J 2L1. Whereas the vendor has completely read and understood the terms and guidelines set out by the Korean Harvest Market Booth Operation Team in the participation of the 2017 Korean Harvest Festival.

Vendor Representative Name and Signature

Date (dd/mm/yyyy)

KCBA Korean Harvest Festival Representative
Name and Signature

Date (dd/mm/yyyy)