



VENDOR PACKAGE

SUDBURY RIBFEST QUICK FACTS

WHAT:

- 1st time Ribfest has been hosted outside of Downtown Sudbury and hosted by a new organization
- 13th time ribfest has been hosted in Sudbury after a 2 year hiatus because of the pandemic
- The event has attracted over 50k people over the course of the weekend and is Northern Ontario's largest event!

WHEN:

- Labour Day Weekend - September 2022
- Friday 2nd 12pm to 10pm
- Saturday 3rd 12pm to 10pm
- Sunday 4th 12pm to 6pm

WHERE:

- Grace Hartman Amphitheatre and Upper Fields
- Part of Bell Park
- Enter off Paris Street (closest intersection is York Street)

KEY ATTRACTIONS:

- 5 professional rib teams
- Other food trucks and vendors
- Childrens play area, featuring inflatables, hands on activities etc
- Local entertainment and cover band headliner
- Licensed refreshment throughout the entire event grounds

EVENT HOSTS:

- KC Events and Promotions was born in 2009 with the sole mission of bringing big city events to the North. In a city crawling with students but not a lot of event options KCE&P found its niche. Starting with a series of college pub crawls, KCE&P quickly graduated to full out concerts and festivals.

CHARITY OF CHOICE:

- Downtown Sudbury Clean Up Program
- YMCA



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VENDOR REGISTRATION CHECKLIST

Please advised that as a vendor of Sudbury Ribfest that you are required to provide copies of the following:

- **Sudbury Ribfest Vendor Registration Form DUE BY AUGUST 1ST**
- **Sudbury Ribfest Liability Waiver DUE BY AUGUST 1ST**
- **Certificate of Insurance DUE BY AUGUST 1ST** (provided by your insurance company usually at no charge).
The certificate of insurance must be for 2 million dollars and have listed as additional insured the following:
 - City of Greater Sudbury, 200 Brady Street Sudbury ON P3A 5P3
 - KC Events and Promotions Inc, 56 Third Ave Coniston ON P0M 1M0
- **Sudbury District Special Event Food Service Permit (food vendors only) DUE BY AUGUST 1ST**
- Application package can be found on their website and needs to be returned to them with a copy sent to us showing its submission
- **Fire Safety Policy Paperwork (for vendors with fire hazards, see next page) DUE ON SEPT 2ND** - would prefer to have a copy sent over by August 1st to send on your behalf to the city to limit day of check ins
- **Payment**
Please select the total width you require including trailers, hitches, etc. You will only receive the width selected and your entire set-up must fit within that space. This cost includes electricity and garbage removal.
 - **Food Vendor**
 - 10x10 - \$1000 + HST = \$1130
 - 15x10 - \$1,500 + HST = \$1695
 - 20x10 - \$2000 + HST = \$2260
 - **Craft/Artisan Booth**
 - 10x10 - \$150 + \$19.50 HST = \$169.50
 - 10x20 - \$200 + \$26 HST = \$226
 - **Retail / Promotional**
 - 10'x10' - \$300 + \$39 HST = \$339
 - **Corporate**
 - 10'x10' - \$500 + \$50 HST = \$565
 - 20'x10' - \$800 + \$104 HST = \$904
 - **50% of payment DUE WITH REGISTRATION and remainder DUE BY AUGUST 15TH**
Cheque - make out to KC Events and Promotions Inc. and mail to 1550 Agincourt Ave, Sudbury Ontario, P3A 3K2
 - E Transfer - send to kelsey@kceventsandpromotions.com, ensure your business name as seen at the top of this form is in the memo section of the e-transfer
 - Direct Deposit at any Scotiabank - Transit # 01032, Institution # 002, Acct # 0111015 (proof of payment must be sent to kelsey@kceventsandpromotions.com)



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FIRE SAFETY POLICY REQUIREMENTS

The Sudbury Fire Department Prevention Division, The City of Greater Sudbury Staff and the Sudbury Ribfest Organizers will be monitoring and strictly enforcing the requirements listed below and the Ontario Fire Code. The goal of these requirements is to limit the hazards of contents, operations and maintain an acceptable level of fire safety.

Please ensure the following that apply to you are up to date and available for presentation to the Sudbury Fire Department Prevention Division and The City of Greater Sudbury Staff at time of set up.

- TSSA Inspection Paperwork
- Fire Hood Extinguishing System yearly and monthly maintenance paperwork
- K-Extinguisher yearly and monthly maintenance paperwork
- ABC - Extinguisher yearly and monthly maintenance paperwork
- NO cooking with grease laden vapours under a tent regardless if flame retardant rated or not
- ALL propane tanks to be secured properly regardless if permanent or of temporary use
- Tent canopies to be of a flame retardant fabric
- Non-food vendors will require this as well (tablecloths too) if there is a heat/flame source ie. chafing dishes, soldering iron, lit candles etc.
- No smoking under canopies/tents
- ****any failure to comply with the conditions outlined in the above written policy will result in the immediate closure of your operations by a Sudbury Ribfest Representative. This closure will either be permanent or until the situation is rectified.**

Greater Sudbury Fire Prevention will ticket any vendor not complying and will assist in enforcing compliance with a Sudbury Ribfest Representative. Just a reminder if your operations are suspended there will be NO REFUND of your event fees.

If you should have questions outside the realm of the above written policy then please call Greater Sudbury Fire and Emergency Services, they will be glad to help...Contact Prevention Clerk 1-705-674-4455 extension 3743

IMPORTANT REMINDERS

1. Set up time is on Friday, August 29th between 8am-11am.
2. The event is rain or shine! Sorry no refunds.
3. Tents must be weighed down. If your tent becomes airborne you will be responsible for any damage caused. Multiple tents cannot be placed together. Tents must be 10 feet apart.
4. Free parking in the lots located on Paris Street across from the park.
5. There is no overnight camping/sleeping in the parking lots or any part of Bell Park.
6. Drive your vehicle into the main entrance off Paris street. An event staff will guide you from there. (Vendors will be allowed to pull their vehicle to their event spot to unload their items and then will need to move their vehicle to the designated free parking lots immediately.)
7. There are washrooms located on the lakeside of the amphitheater itself, in the building at the bottom of the hill on the backside of the amphitheater, as well as designated vendor portable washrooms located in the top field behind ribbers row.
8. You are not able to leave early as all roadways will be closed during event timelines.
9. Do not leave anything behind, take out what you bring in. Your garbage can be put into the big bins, ask a city staff or event staff for directions. Cardboard will have its own bin.

KEY CONTACTS:

Kelsey - Event Organizer - 705-662-3810 **Tom** - Rib Team Lead - 519-521-5858



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SUDBURY RIBFEST VENDOR REGISTRATION FORM

Business Name: _____

Contact Person Name: _____

Phone: _____ Email: _____

Emergency Number (to call during event i.e. overnight): _____

Full Mailing Address: _____

Bio/About: _____

Power Requirements (how much, plug type, etc): _____

List of all Items For Sale:

- ** anything not listed on this application form will NOT be allowed on the event grounds
- ** not all items may be accepted from the list below
- ** non-rib teams will not be allowed to sell any type of main course featuring a protein ie hotdogs, pogos, etc
- ** vendors will not be allowed to sell drinks of any kind ie water, pop, juice, energy drinks, etc (except for beverage specific vendors)

**** all vendors must come fully contained (water, tables, canopies, lighting etc)**

Method of Payment:

- Cheque
- E-transfer
- Direct Deposit at any Scotiabank

It is the Sudbury Ribfest's goal to offer diversity as opposed to multiples of products similar in nature and at the same time keeping the number of overall vendors in-check to allow vendor success and the success of the Sudbury Ribfest. Your registration fee and hst will be refunded if your application is not accepted. Once your application has been accepted and you are advised of your acceptance into the Sudbury Ribfest event your payment becomes non-refundable.

By means of my signature below, I agree to all of the above terms and agree to hold harmless the event Sudbury Ribfest and any and all volunteers, committee members, The City of Greater Sudbury, KC Events and Promotions Inc and any other agencies associated with the event.

Name (Please Print)

Signature

Date (mm/dd/yy)