



2010 Kingston Dragon Boat Festival Concession / Exhibitor Form

Company Name: _____

Address: _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Type of products sold (brief description/list):

PRICE LIST

CONCESSIONAIRE REQUIREMENTS	RATE
10' X 10' space	Concession Fee \$ 70.75
10' x 20 ' space	Concession Fee \$ 100.00
20 ' x 20' space	Concession Fee \$ 200.00
Tables	N/A
Chairs	N/A
Electrical Outlet (15 Amps) Electrical Outlet (30 Amps) Note: Additional onsite charge will apply if you require more power.	** No power on site this year ** No Water Hook up on Site

Contact Information:

Phone: (613) 542-3306 X27
Fax #: (613) 542-7964

Boys and Girls Club
559 Bagot Street
Kingston, Ontario
K7K 3E1

*Make cheques payable to the Boys and Girls
Club. We accept Visa and MasterCard.*

Concession Fee:	\$ <u>70.75</u>
Tables:	\$ _____
Chairs:	\$ _____
Electrical Outlets:	\$ _____
SUBTOTAL:	\$ _____
GST (6%):	\$ <u>4.25</u>
TOTAL:	\$ <u>75.00</u>

- All soda pop, water and juice sold on site must be a product of Coke.
- Exhibitors are responsible for any vendor's Permits or licensing they may require.



**2010 Kingston Dragon Boat Festival
Concession Form**

**WELCOME TO THE
12TH ANNUAL Kingston Dragon Boat Festival**

Festival Rules & Guidelines

We expect to have 34 teams and 1000 paddlers. We are anticipating 4,000 spectators.

FESTIVAL HOURS

Saturday, July 24, 2010 9 AM to 4:00 PM

PLEASE NOTE, The races finish at 3:30 p.m. on Saturday, July 24. The site will be open until 4 p.m. for on-site entertainment. You can shut down at 4 p.m. or, if you wish, stay open until 5 p.m.

LOAD IN

Load in for all exhibitors is on Saturday, July 24 from 7 a.m. to 8 a.m.

Prior to moving in, all exhibitors must first check in with the **site and logistics coordinator (Tony Gargaro 613-561-5029)**. If your account is in order, you will be asked to bring your vehicle on site and your booth location will be confirmed. Those exhibitors with outstanding accounts will NOT be permitted to load in.

All Concessions stand's vehicles, exhibitor tents and stand must be onsite and operational by 8:30 a.m. Saturday July 24. **There will be no exceptions to this rule or refunds made for any reason.**

TEAR DOWN

Tear down commences at 4 p.m. on July 24 (Or when festival concludes). For safety reasons and according to the Festival's policy, anyone found tearing down prior to the designated time would not be permitted to exhibit next year.

Once you are ready to load your vehicle, please contact **Site & Logistic Coordinator**, he or she will arrange to bring in your vehicle. This is to avoid blocking roadways and to ensure that vehicles enter and leave safely.

VEHICLES

No vehicles are to be left on the Festival site after load in or before tear down. You must speak to **Site & Logistic Coordinator** to schedule delivery times. Any vehicles found on site during the restricted times will be towed at the owner's expense. The only exceptions are emergency and Festival vehicles. Exhibitor parking is available off-site and NO parking pass is required.

ELECTRICAL

There will be no electrical service provided on site.

ALCOHOL

The Festival site is licensed. The Festival will be the only vendor of alcoholic beverages. Should you experience any difficulties with intoxicated individuals, please refer the matter immediately to a Festival Organizer or Security Personnel. They will resolve the matter. Do not attempt to police the situation. We have security personnel on site and do not anticipate problems.

CONCESSIONAIRES

There will be no under-cutting of a competitor's pricing. Should a problem of this nature arise, the Festival will set a fair price to be observed by all parties.



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Festival Rules & Guidelines

CONCESSIONAIRES

All health and safety regulations must be adhered to along with proof of insurance as per the contract to be signed prior to or on July 24, 2010.

EXHIBITORS

No exhibitor is permitted to sell food or beverage unless authorized by the Festival.

GIVE-AWAYS

If you plan on giving away items to patrons, the item must be approved by the Festival prior to the event.

PERMITS AND INSURANCE

It is the duty of the concessionaire or exhibitor to ensure that all permits and insurance necessary has been properly and completely obtained. Food vendors must maintain strict compliance with all food related city and provincial health codes and must provide on request, a copy of their vendor license.

PAYMENT

All payments must be made in full by July 24, 2010.

PROPANE

Please let us know if you plan to bring propane tanks on site.

WATER

All water sold on site at the 2010 Kingston Dragon Boat Race Festival must be purchased through Coke.

There is no water on site but grey water bins will be available.

CONTACT

Your Festival contact is Site & Logistic Coordinator (Tony Gargaro) at 613-561-5029

DATED in Kingston this ____ day of _____, 2010.

Per: _____
CONCESSIONAIRE / EXHIBITOR SIGNATURE

Please Print Name