



2020 Pride Winnipeg Festival

CONCESSIONAIRES INFORMATION PACKAGE



1. Please review this package before completing the online application form.
2. Festival date: **May 30th & 31st 2020.**
3. Application submissions do not guarantee space.
4. Important Application dates:
 - a. Application process opens **February 17th, 2020.**
 - b. Application closes **March 21st, 2020.**
 - c. Confirmation of participation to all chosen Concessionaires **April 4th, 2020.**
 - d. Payment link sent to chosen Concessionaires on **April 4th** must be returned by **April 22nd, 2020**
5. In an effort to select the best possible concessions, all applications, regardless of previously being part of the Pride Winnipeg Festival **must** be accompanied by:
 - a. \$2,000,000 Public Liability Certificate of Insurance,
 - b. a valid copy of your health permit from the City of Winnipeg or Province of Manitoba (this may be submitted separate from the application, however for final approval the permit must be received by May 18th, 2020).
 - c. reference list/letters of recommendation if you have not previously participated in the Pride Winnipeg Festival.
 - d. a photograph or artist's rendering of your concession.
 - e. trailer dimensions to include open awning, door clearance, hitch clearance, generator etc.
 - f. a list of all products you intend to sell & pricing guidelines (items for sale subject to approval).
6. Applications are considered on the basis of:
 - a. concession and product presentation.
 - b. product balance on the festival site.
 - c. uniqueness, appeal, and originality of product(s), including:
 - i. gluten free, vegetarian, and/or vegan options.
 - ii. locally sourced, organic.
 - iii. eco-friendly.
 - d. on-site placement
 - e. confirmation of references for new concessionaires.
7. Pride Winnipeg Festival Inc. reserves the right to refuse or dismiss any concessionaire who do not comply with the Concession Terms of Contract.
8. Incomplete or illegible application forms will not be accepted.

** If all applicants meet all the criteria set out, Pride Winnipeg will accept on a first come first serve basis*

CONCESSION TERMS OF CONTRACT

1. AMENDING TERMS OF AGREEMENT:

- a. Pride Winnipeg Festival Inc. reserves the right to amend these Terms of Contract at its sole discretion without prior notice.

2. APPLICATION:

- a. all concession applications must be fully filled out to be considered valid.
- b. If you are sending in your application please ensure you enclose a blank cheque along with the application.
- c. For reservation concessionaires must have following submitted to Pride Winnipeg prior to March 1st:
 - i. application completed in full.
 - ii. concession fee in full.
 - iii. valid copy of a health permit from the City of Winnipeg or Province of Manitoba. If expired prior to the 2020 Festival please submit it no later than May 18th.
 - iv. certificate of insurance with a minimum of \$2,000,000 in public liability insurance.
 - v. references (applicable for new concessionaires).
 - vi. a photograph or artist rendering of the concession unit.
 - vii. trailer dimensions to include open awning, door clearance, hitch clearance, generator etc.
 - viii. a listing of products and pricing guide (subject to approval).

3. CONCESSION FEE

- a. The 2020 Concession Fee is **\$575.00**. This price includes operation during both Saturday and Sunday at The Forks Festival Market from 12PM - 7PM as well as the administration fee. A link for payment will be sent out to all chosen concessionaires on **April 4th, 2020** and **must** be completed before **April 22nd, 2020** to avoid losing your spot.
- b. Please note that you must be setup and operational for both days during the time listed. If you fail to setup and operate on Saturday your spot may be voided for Sunday and your fee will be forfeited.
- c. Also note that there may be customers after the operational times listed above, and no concessionaires will be permitted to leave the grounds until directed by Forks security and the Concessions Manager due to safety of patrons

4. PARKING AND GROUND ACCESS:

- a. all concessionaires will be assigned a time to be at the grounds by, if you are late you may lose your spot and will not be refunded your concession fee.
- b. when you arrive at The Forks you are to park at the designated marshalling area on Waterfront Drive and call the designated contact (phone number will be provided in May) to check in. When the Concession Manager is ready to guide you in they will call you.
- c. **no concessionary is allowed on the grounds without checking in and being guided in. Any concessionaire violating this rule may be fined up to \$500.00 and may be expelled from the Pride Festival and have their concession fee forfeited,**

- d. should you need a parking – spots will be available for \$20.00 and will be located on top of the parkade. These will be emailed out and must be pre-ordered and paid when concession fee is paid.
- e. all vehicles must be removed from the grounds 30 minutes prior to the festival opening.
- f. vehicle movement will be allowed to resume on the grounds after security personnel deem site traffic safe; please wait for the concession manager to guide you out.

5. FIXTURES:

- a. any concessionaires placing signage, lighting, banners, flags or décor on any other structure other than their unit must have prior approval from Pride Winnipeg.

6. TENTS:

- a. any concessionaires wishing to use tents or temporary structures must comply with all City of Winnipeg Permit and Fire Department requirements and receive permission from Pride Winnipeg. Those concessionaires not complying with the aforementioned requirements shall be required to cease all activities until such requirements are met, or remove the tents or temporary structures as required.

7. CONCESSION SPACE

- a. storage of items must be confined within the area assigned to the concessionary.
- b. concessionaires must keep the area(s) assigned to them clean and free of debris, when vacating, concession area must be left clean and large waste items must be taken to the GFL dumpsters alongside the Inn @ Forks
- c. all concessionaires will be responsible for supplying plywood to be placed under all wheels that will be on the grass. No tires can be on the grass without this.

8. SETUP/TAKEDOWN

- a. all concessionaires must be at The Forks at the time assigned to them or risk losing their spot and having their concession fee forfeited.
- b. all concessionaires must have their unit ready for review/inspection no later than 11:00am or risk being fined up to \$500.00.
- c. no labor will be provided to assist with the setup and/or takedown of concession units.

9. CONDUCT:

- a. no concessionaires or their representatives shall conduct themselves in a manner offensive to general standards of decency or good taste. The Food & Beverage Coordinator reserves the right to screen all concessionaires and exclude inappropriate items. In the event of inappropriate behavior, the concessionary will be forced to close, and all fees will be forfeited.

10. POWER/WATER:

- a. Pride Winnipeg Festival Inc. will offer **2 options** for power at the 2019 Festival.
Option 1: No power will be provided by Pride Winnipeg Festival Inc and concessionaires who choose this option will need to provide their own power for their unit as needed. This includes no power for overnight plug in either.

Option 2: Pride Winnipeg Festival Inc will ensure that you have sufficient power 24 hrs daily via generator or Forks Power. In doing this there will be a \$100.00 charge added to your concessionaire fee.

- i. Although we do make every effort to ensure that power and water are operational 24 hrs daily Pride Winnipeg Festival Inc. is not responsible for any lost sales as the result of power and/or water should there be an interruption in service that is beyond our reasonable control.
- c. Water access is available for your use however there will no direct connections available just a communal spigot for all to use.

11. FOOD SAFETY

- a. to ensure food safety of all festival attendees, all concessionaires must undergo a short review of their concession unit before opening. Upon passing the review and provided all TERMS OF CONTRACT have been complied with, the concessionary may proceed with selling at the designated time of sale. If a concessionary fails the review they will be given time to fix any infractions, however until a concessionary passes the review they may not sell any food or beverages at the Pride Winnipeg Festival. Selling food or beverages prior to passing the review will lead to the concessionary being fined up to \$1000.00 and being expelled from participating in the Pride Winnipeg Festival.

12. SUSTAINABILITY

- a. We have an ambitious plan to lower the environmental impact of the Pride Festival, and it will be important to work with concessions to meet our goals. For 2019 we continue with the three significant shifts:
 - i. We are requiring concessionaires to offer only compostable versions of single-use items. This means that all cutlery, plastic cups and lids, straws, take-out containers, and other packaging must be made from BPI certified compostable materials. We are able to help with sourcing if needed.
 - ii. Plain, unflavoured bottled water may not be sold or offered to customers. In its place, water stations will be available on the festival site.
 - iii. With our expanded recycling and composting infrastructure, we are asking concessionaires to separate their internal waste into trash, recycling, and composting, and dispose of it in the designated bins on site. Leave No Trace after teardown. If you think you might have waste to leave behind after teardown, please discuss with us in advance.
- b. We are also encouraging our concessions to proactively think green. In some cases, and at the discretion of Pride Winnipeg Festival Inc., preference may be given to concessionaires who demonstrate a commitment to the environment during the selection process. Here are some additional ways to be more sustainable:
 - i. Ask customers before providing straws and emphasize that they can be composted
 - ii. Source foods locally (produce, dairy, meat, etc.) and share this fact proudly
 - iii. Source Fairtrade certified ingredients/foods (commonly coffee, tea, chocolate, and sugar)

**PLEASE PRINT AND KEEP THIS CONCESSION TERMS OF CONTRACT
FOR YOUR RECORDS**