



Greater Sudbury Earth Festival 2023

## **Food Vendor Guidelines**

Thank you for your interest in the Greater Sudbury Earth Festival. The Festival will be held on June 3, 2023 at Delki Dozzi Park – 3 Mary St. Greater Sudbury. The Festival features a variety of activities for children and adults, and focuses on Sudbury’s environmental and grassroots organizations. The Festival usually welcomes over 1000 guests each year.

Due to the environmentally-friendly nature of this event, we prefer that the food used by vendors be locally sourced whenever possible. We encourage you to serve at least one vegetarian, vegan, and gluten-free option to appeal to the needs of our attendees. We also encourage vendors to serve food in recyclable or compostable containers if possible, and provide recyclable or compostable utensils.

The following guidelines outline additional requirements in more detail. You have also been provided with a Vendor Application Form (separate document). We ask that you review these guidelines carefully, complete the Vendor Application Form, and return all documents to reThink Green by May 19<sup>th</sup>, 2023.

Please feel free to contact us if you have any questions regarding this application or the Greater Sudbury Earth Festival.

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reThink Green  
Sudbury, ON



## **VENDOR FEES**

The fee for this festival is \$169.50 (HST included). Full payment, along with completed application, is due May 19, 2023. We also encourage vendors to provide vouchers for reThink Green volunteers (for any item of your choosing).

## **TERMS**

reThink Green will provide:

- 6'x6' serving space (or similar- let us know if this does not meet your needs)
- Advertising of your business on our social media feeds leading up to the event

Vendor agrees to:

- Submit completed vendor application by May 19, 2023. Including:
  - Payment (\$169.50)
  - Present an insurance certificate for third-party liability up to \$2,000,000, naming reThink Green and the City of Greater Sudbury under additional insured. Vendors have the option of purchasing the certificate from Duuo.ca using the discount code COOPCANTIN.
  - Menu and price chart
  - Digital high-resolution logo (if available)
  - Description of your food business
  - **Proof of approval by Sudbury District Health Unit**
    - Must submit the SEFSP Vendor Application to Sudbury Public Health at [envhealth@phsd.ca](mailto:envhealth@phsd.ca) to get approval
- Respect and work well with reThink Green staff and volunteers
- Maintain hours of operation (9:30am-3:30pm)
- Minimize kitchen waste
- Be clean and leave nothing behind after festival is over
- Supply own promotional signage/banners
- Supply own extension cords
- Ensure a safe and healthy working environment
- Maintain cash, credit, and debit security (we are not responsible for theft or loss of money)
- Provide own waste and recycling receptacles (materials can be left at designated area after Festival)



## **TRACKING SALES**

All vendors will be provided with a clipboard and tracking sheet. We kindly ask for a tally of all items sold. This will help us track sales and ensure that we can be more prepared for future events.

## **EVENT & SALES HOURS**

Food vendors are required to remain open and fully staffed during festival hours. The Festival will open at 10:00am and close at 3:00pm. We recommend that food vendors are open a half-hour before the festival begins, and remain open for a half-hour after the festival closes(9:30am-3:30pm) to meet the needs of attendees and ensure safe arrival, set-up, take-down, and departure.

## **STAFF**

All food vendor facilities must be fully staffed at all times to prevent accidents and ensure customer satisfaction. The facility cannot be left unattended during sale hours. We encourage your staff to experience the Festival, but please ensure proper coverage in the event a staff member wants to explore.

## **INSURANCE**

All vendors are required to provide a Certificate of Insurance for liability coverage. The Greater Sudbury Environmental Network must be listed as an *Additional Insured*. Please ensure that you have coverage specific to operating at our venue location: Delki Dozzi, 3 Mary St, Greater Sudbury, Ontario, Canada

## **LIABILITY**

reThink Green is not responsible for any injury, loss, or damage that may occur to the vendor, the vendor's property, or its employees. Vendors are required to carry insurance against injury to persons and/or property. Each vendor shall assume all risks as provided herein and release/hold harmless reThink Green from any such loss, damage, or injury.

## **QUALITY ASSURANCE**

reThink Green reserves the right to remove any item from sale that (in the coordinator's opinion) poses a safety threat, is offensive, or is generally undesirable as part of the event. Such decisions may be made at any time prior to, and during the event. reThink Green also reserves the right to conduct inspections on-site to ensure food safety.