



PETERBOROUGH
FOLK FESTIVAL

Peterborough Folk Festival Food Vendor Application 2024

FULL WEEKEND ONLY: Saturday, August 17, 11:00 am - 10:00 pm AND Sunday, August 18,
12 noon - 6:15 pm.

Booth fee: \$300.

Applicant Name

Business Name

Business Address

Phone

Email

Website

Facebook

Instagram

Twitter, Threads or other



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Description of Business and Products (75 words or less, for PFF website)

Terms and Conditions

By submitting this application, you are agreeing to the following terms & conditions.

Food vendors will be set up and ready for sales from 11:00 am to 10:00 pm on Saturday, AND from 12:00 noon to 6:15 pm on Sunday. No late setup or early teardown will be permitted.

All festival food vendors must comply with the standards set by the Peterborough County-City Health Unit (PCCHU). All festival food vendors must submit copies of their most recent food handlers' certificate, or kitchen inspection report (if food is prepared off-site) to our Food Coordinator upon acceptance into the 2024 festival. Food vendors must also complete and submit the Food Vendor's Application for Special Events to the PCCHU no later than 3 weeks prior to the festival, i.e., by July 26, 2024.

All festival food vendors must have appropriate liability insurance for a minimum of \$2,000,000 (\$2 million). Food vendors must provide a certificate of insurance naming Peterborough Folk Festival and the City of Peterborough, and their members, volunteers and staff, as additional insured for the dates of the festival – August 17 and 18, 2024. The vendor releases Peterborough Folk Festival from any and all liability related to participation in this event.

Any change to this contract shall be in writing and signed by both food vendor and an authorized representative with financial signing authority for Peterborough Folk Festival – i.e., the festival Chair, Vice-chair, Secretary or Treasurer. Peterborough Folk Festival reserves the right to add conditions necessary to the safe operation and preservation of the natural environment of the site.

Food vendors will NOT bring:

- generators (see Electricity Notes below)
- goods other than those described in their application
- bottled water for sale or consumption (a water refill station will be available)



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- single-use plates or utensils (real plates & cutlery are provided by PFF and washed by festival volunteers to reduce garbage)
- music (either recorded or played live)
- any dangerous items or harmful substances

Peterborough Folk Festival will provide:

- a designated space in the Food Village area near the pavilion in Nicholls Oval Park on Saturday, August 17 and Sunday, August 18 to sell the approved food items
- a description of your food and business on the PFF website if fee and description are received before August 1, 2024. Please limit description to 75 words or less.
- generator power which may be accessed by all food vendors (see Electricity Notes below)
- clean plates & cutlery for food to be served on; this greatly reduces garbage
- containers for waste, compost, and recyclables
- overnight property protection personnel
- access to an ATM and portable handwashing station near the Food Village
- a listing on the PFF website, and a link from the PFF website to your business website
- a vehicle pass after your application has been approved and vendor fees received

Additional vehicles may not enter the site before 8:00am and must leave by 10:45am. Vendors will be allowed to bring vehicles back on the site at 10:00pm Saturday and 6:15 pm Sunday. Vehicle pass must be displayed in vehicles to ensure they are not towed.

Peterborough Folk Festival is not responsible for lost, stolen, or damaged items.

Food vendors will provide:

- a brief description of their wares, including any available information about food sourcing
- a sun/rain canopy tent or awning (max. 10' x 10') securely weighted/staked
- electrical cords rated for outdoor use, minimum 12 gauge and of sufficient length
- signage for their booth
- any tables and chairs required for their booth
- personnel to staff the booth at all times
- any other resources required for food service
- safe, hygienic food handling, preparation and storage to comply with Peterborough County-City Health Unit standards and requirements
- a completed copy of the Special Events- Food Vendors Requirements, and a copy of the proposed menu. If food is prepared off-site a copy of your most recent Premises Inspection must also be submitted. These forms must be received no later than 3 WEEKS BEFORE THE FESTIVAL (by July 26, 2024) for your space to be guaranteed.



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- liability insurance and certificate as outlined above
- lamps to enable food preparation and sales on the Saturday evening
- HST collection
- thorough cleanup of their site at the end of service. Please remove all belongings and garbage. Leaving behind a messy site will cause vendors to be excluded from future festival events.

Electricity Notes:

To simplify setup and increase site safety, Peterborough Folk Festival will provide generator power for use by food vendors. Each food vendor will have access to the use of two 15-amp circuits. Food vendors will provide electrical cords in good condition that are rated for outdoor use and a minimum of 12 gauge. Vendors may not bring additional generators to the festival, as they have posed sound and safety issues in the past. If you believe you will require additional power, please outline your needs and we will contact you to make arrangements.

Overnight Property Protection:

Overnight Property Protection personnel will be present around the festival area overnight Saturday until the arrival of our site crew (festival volunteers) on Sunday morning. Although every effort will be made to ensure the protection of property left overnight, Peterborough Folk Festival will not be held responsible for any lost or damaged property. Please ensure that your booth is well secured and well protected against the elements. Do not leave any cash or small valuables on site overnight.

Zero Waste Initiatives:

Peterborough Folk Festival has implemented several green initiatives to reduce the environmental impacts of the festival. For example, our EcoStation volunteers wash reusable dishes and cutlery, and provide them clean to food vendors for re-use. The festival provides a mobile drinking water station where all festival-goers can refill their water containers, and partners with BIKE Community Bike Shop to provide valet bicycle parking and with Generation Solar to provide clean electricity for the Generation Solar Stage. Please join us in responsible stewardship of the land and keeping Nicholls Oval Park clean and beautiful, and email food@peterboroughfolkfest.com with any questions about our zero-waste policies and initiatives.

Refund Policy:

If you are accepted but must withdraw from the festival before August 1, 2024 you will be refunded the vendor fee that you paid less a \$20 service fee. Please notify us by email at food@peterboroughfolkfest.com and we will process your cancellation and issue a refund. Vendors who withdraw after August 1, 2024 or who fail to set up on the festival day will not be issued a refund.