Outaouais Gourmet Festival
First Edition
August 28 2016
Exhibitor’s contract
1. Registration

The exclusive pre-registration period for the Outaouais' businesses is open until July 15th. After this date, businesses from all over the province will be able to register in order to complete the overall food offer if needed.

For a registration to be considered complete, it must include:
- The duly completed exhibitor’s contract;
- A cheque for the total registration amount labeled to the TAO;
- A copy of the exhibitor's insurance policy.

2. Fees

The fees include:
- 1 table and 1 chair;
- A 10' x 10' space;
- Access to electricity and water (non-drinkable).

Outaouais Bite Into It! members enjoy a $25 discount on the cost for the kiosk.

Cost for Outaouais Bite Into It! members: $300 + taxes ($344.93)
Cost for non-members: $325 + taxes ($373.67)

Cheques and forms must be received by August 1, 2016 at the latest. Note that $20 fees will be charged for any returned cheque (NSF).

Cheques must be made in the name of Table agroalimentaire de l'Outaouais (TAO) and directed to the TAO's office in care of:

Mme Geneviève Savard
Table agroalimentaire de l'Outaouais
999, rue Dollard, local 01
Gatineau (Québec) J8L 3E6

3. Sampling

The exhibitor must sell bites and accept payment for these bites only with sampling coupons worth $1 each. The unit cost of the samples is to be decided by the exhibitor. The organizing committee will sell the coupons to the visitors. Coupons will be given to the exhibitor by the visitors in exchange for the sample/bite and the committee will reimburse the exhibitor after the event. The TAO will keep 20% to fund the event and therefore will reimburse $0.80 for each coupon tendered by the exhibitor to the organizing committee.

Payment of the samples/bites by sampling coupon is MANDATORY.

Each exhibitor must offer bites/samples for sampling. The exhibitor is responsible for deciding the cost of each bite/sample.
The sale of complementary products is allowed in cash. “Complementary products” means any product that will be consumed outside the premises.

Tips will be provided in the Exhibitor’s Kit to help businesses with marketing during the event.

4. Allocation of spaces

Each exhibitor will have a 10’ X 10’ (100 sq. ft.) space under a marquee grouping a maximum of 40 exhibitors. The selection committee will allocate the spaces and reserves the right to move kiosks after rearranging the site to facilitate the flow of visitors or to ensure a better functioning.

5. Kiosks appearance

Each kiosk must be set up in keeping with the overall appearance of the event. The organizing committee reserves the right to request changes to a kiosk that does not meet the standards of the Festival on an aesthetic or security level. These kiosks must of course be at least minimally decorated and attractive.

6. Installation and dismantling of the Kiosks

The installation will be done between 12 and 8 pm on Saturday, August 27 and between 7 and 9 am on the morning of the event. The dismantling must be done between 5 and 8 pm on the day of the event.

No delivery of large material (fridge, table, sink, BBQ, etc.) will be tolerated the morning of the event. No installation or dismantling will be tolerated during the opening hours of the event, so between 10 am and 5 pm. The committee reserves the right to charge a $50 penalty to any offender.

7. Bilingual services

The exhibitor must offer services in both official languages during the Gourmet Festival, including communication with the public and signage. Also, the price lists must be written in both languages, in keeping with the French Language Charter (predominance of the French).

8. Equipment and special needs

It is the exhibitors’ responsibility to advise the organizers about what equipment they will bring and any special need they might have in terms of services (electricity, water, etc.) in the space provided on the registration form. Otherwise, the organizers cannot guarantee access to the requested services and reserve the right to prohibit the use of any equipment not included in the form or deemed detrimental to the event. The equipment must be confirmed with the coordinator on August 1st at the latest, in order to give us the time to make sure exhibitors have a space that meets their needs.

NO CHANGE TO THE KIOSK OR THE EQUIPMENT NEEDS WILL BE ACCEPTED IN THE FIVE (5) DAYS PRIOR TO THE EVENT.
9. Animals

No animal will be tolerated on the grounds of the Gourmet Festival.

10. Health, security and fire rules

Exhibitors must conform to all municipal, provincial or federal laws, rulings and directives on the matters of fire prevention, security, health and others. Exhibitors are responsible to hold, on the site and for the entire length of the event, all the necessary licenses required by the MAPAQ or any other authority in the matter.

All exhibitors using cooking equipment on site must have a certified ABC category portable fire extinguisher of 5lb minimum in their kiosk at all time.

11. Cleaning and maintenance

Exhibitors must make sure their kiosk and surroundings are clean at all times. The outside of the marquee will also need to be clean at all time. Garbage and boxes will not be tolerated outside the spaces provided.

Garbage and recycling collection is the responsibility of the Gourmet Festival. The collection frequency will be adjusted to the needs in order to keep the place clean.

12. Kiosk staff and attendants

The exhibitor must keep staff (a minimum of two, three ideally) on service continually throughout the opening hours mentioned in section 20.

13. Parking

All vehicles will need to be parked in the space reserved for exhibitors outside the site. No vehicle will be tolerated on the site of the event between 9 am and 5 pm.

You need to have a parking pass in order to park for free on the site. A maximum of parking passes will be given based on the space available.

14. Sublease

Exhibitors cannot assign, sublet or transfer, in whole or in part, the space attributed to them, nor can they share this space without having received prior authorization from the organizers.

15. Cancelling

No refund will be given, for any reason whatsoever, after August 8, 2016. If the exhibitor defaults on one or more sections of this contract, the organizing committee reserves the right to expel the exhibitor without refund.

16. Opening hours of the marquee

Sunday, August 28, 2016, from 10 am to 5 pm.
Exhibitors must make sure someone is attending their kiosk from 30 minutes prior to opening until the closing time of the event.

17. Cancelling of the event

Should the organizing committee decide to cancel the event, its commitments can be cancelled on simple written notice.

18. Interac/Debit

An Interac service will be available on site for withdrawals.

19. GST and QST

The exhibitors are responsible for collecting and paying the Goods and Services Tax (GST) and the Quebec Sales Tax (QST) for products they sell, whether with sampling coupons (bites/samples) or in cash (complementary products).

20. Insurance

For the entire length of the Gourmet Festival, the exhibitor commits to pay the entire cost of a general liability insurance policy covering physical harm and material damages up to $2,000,000 and commits to provide a copy of said insurance policy to the organizing committee.

Please note that the Table agroalimentaire de l’Outaouais cannot be held responsible for any accident, harm, loss or damage to the products, kiosks, tools and decorations caused by fire, theft, water, etc.

21. General compensations

The exhibitor shall indemnify and hold harmless the Table agroalimentaire de l’Outaouais from any formal notice, claim, action, loss, expense, cost and fee, of any nature, including, without restricting the generality of the foregoing, resulting from the operation of the exhibitor’s kiosk and from its employees, agents, assigns or volunteers.

22. Taxation

The exhibitor agrees that in the event the exhibitor owes a contribution to the Canada Revenue Agency or any other tax authority for default of making any payroll deduction pursuant to the terms of any applicable law in relation to the kiosk, the Table agroalimentaire de l’Outaouais will be indemnified and held harmless by the exhibitor for the entire amount of the contribution, including interests, penalties or other charges.
If you have any question
Mr. Vincent Philibert
Director

Outaouais Gourmet Festival
Phone: 819 281-7676
Fax: 819 281-5675

999, rue Dollard, local 01.
Gatineau (Québec) J8L 3E6

tao@agro-outaouais.com
GOURMET FESTIVAL REGISTRATION FORM

IDENTIFICATION

Name of the business: ________________________________________________________________

Contact: ____________________________________________________________

Address: ________________________________________________________________

Telephone: ________________________ Fax: __________________________

Email: ________________________________________________________________

Internet site: ___________________________________________________________

NEEDS

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COST</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor’s kiosk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ 10’x10’ space</td>
<td>Member: $344.93</td>
<td></td>
</tr>
<tr>
<td>✓ 1 chair</td>
<td>Non-member: $373.67</td>
<td></td>
</tr>
<tr>
<td>✓ 1 table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ 1 electrical outlet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Running water (non-drinkable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ 1 garbage can</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAPAQ license</td>
<td>Not provided</td>
<td></td>
</tr>
<tr>
<td>Additional electrical outlet</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Additional chair</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Additional table</td>
<td>$10</td>
<td></td>
</tr>
</tbody>
</table>

What equipment will you have on the site? E.g. Fridge, fryer, BBQ

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

How much amperage will you need? ___________________________________________________________________________

Do you have a fire extinguisher?  Yes ☐  No ☐

SAMPLING

What kind of samples do you intend to offer?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
EMPLOYEES
Please write here the names of the employees who will attend your kiosk.

________________________________________
________________________________________
________________________________________

How many parking spots will you need? __________

For the registration to be valid, your registration form must be accompanied by a cheque for the total amount, including taxes.

I have read the document titled “Exhibitor’s contract” and I agree to be bound by its terms and conditions.

Exhibitor’s signature: ________________________________
Date: ________________________________

Please attach to this contract copies of your MAPAQ license, your insurance policy and your RACJ license if applicable.