



SPICE ISLAND CULTURAL DAY ASSOCIATION OF QUEBEC

VENDORS RULES AND REGULATIONS

*****Any violations of these rules and regulations shall be fined immediately and/or the vendor will be forced to shut down and leave the premises.*****

Pre-Event Meeting

1. A pre-festival meeting will be held approximately 3 weeks in advance of the festival. If you have not been contacted it is your responsibility to contact the festival.
2. Participation is MANDATORY of at least one person from your team.

Security & Health

1. Vendors' staff must use only the assigned "Vendor Entrance"
- 2.. All food will be searched before it is allowed on the site(s).
4. Vendors MUST meet the security requirements of the City of Montreal Fire Dept.
5. Food vendors MUST meet the health requirements of the city of Montreal Health Dept.
6. Vendors must have their head covered – hairnets, bandanas etc.
7. Vendors must have water at their stall and liquid soap for washing hands
8. All vendors must have a tent. SICDAQ will provide the tent for everyone included with payment. Flooring will be provided for Food Vendors included with payment.
9. Gloves should be worn by anyone serving food.

Parking

2. No vehicles will be allowed on-site during the operating hours of the festival beyond the initial set-up schedule mentioned at the Pre-Event Meeting.

Garbage and Waste Disposal

1. Vendors are required to provide their own medium sized plastic garbage bags and/or bins.
2. All garbage is to be placed in sealed garbage bags. Vendors must maintain a clean area in and around their booths. DO NOT PUT GARBAGE UNDER YOUR BOOTH FLOOR.
3. Full garbage bags are to be sealed and placed in the designated bin for the garbage.
4. Food vendors are required to provide Disposal Barrels/Containers for Oil, Grease and Water, if necessary.
5. Vendors must use the assigned disposal areas to dispose of ANY and ALL waste.

Set-up and Clean-up

1. Vendors will be allowed strict vehicle access to the site for set-up according to the following schedule: before 11:00 AM
2. No vehicles will be allowed entry to the site ½ hour before the above deadline.
3. All vehicles MUST be off-site by the above deadline.
4. All booths must be cleaned of ALL garbage at all times.
5. All booths must be inspected by the assigned festival staff member with the Post-Event

checklist and signed by the vendor before a vendor is allowed to leave the site.

6. Vendors are responsible for any damage and/or loss of any festival materials provided for your booths including but not limited to tables, chairs, flooring, tents, lighting, and cables.
7. Vendors are not allowed to exceed the confines of their allotted booth space without prior Consent from the festival (you can extend behind but not in front nor to the sides).
8. Each Vendor will be given 1 table and 2 chairs. These have to be returned in the specific area at the end of the festival.
9. Each Vendor is responsible for their tablecloths – No plastic tablecloths will be allowed.
10. Each Vendor must have a tent provided by SICDAQ.

Other

1. Vendors are PROHIBITED from selling any beverages of any kind, bottled or non-bottled.

Any vendor caught selling beverages on-site will receive one warning followed by immediate booth closure.

Vendors are PROHIBITED from selling any type of alcohol and will have their booth immediately shut down - no warning will be given, no refunds, no returning the following year neither.

2. Please be sure to have the necessary staff, trolleys and/or carts to transport any food or merchandise on to the site(s) throughout the day. Festival staff **WILL NOT** be available to assist.
3. Any and all persons or items brought on site are there at the discretion of the festival and may be removed or denied entry at discretion of the festival.
4. Any special requests must be submitted in writing a minimum of one (1) month in advance of the festival in order to be considered.
5. The festival reserves the right to change the rules and regulations at any time without notice, if it is necessary in order for proper management of the event as a whole and/or if the venue and/or the city of Montreal require it.
6. Vendors **MUST** meet the City of Montreal Food inspection Dept. requirements.
7. No plastic tablecloth or any inflammable items allowed in booth.
8. BBQ propane tank has to be placed 3 meters away from the BBQ. A proper extension is necessary.
- 9. All vendors who do not have one must purchase a professional banner sign for their booth (available through festival) no later than the 1st of JULY (cost 200\$) which will be theirs to keep after the festival.**
10. All vendor signage and menus are expected to be **bilingual and professional looking.**

Food Vendors Are Required To Provide:

1. One (1) standard 50' garden hose to attach to cold water on site.(please note that cold water should be allowed to run for a minute or two before using). Hot water and sink will be provided by the festival in a designated booth.
2. All Cooking, Heating and Refrigeration Equipment.
- 3. A functional fire extinguisher (class abc, 10 lb – available at Canadian tire, home depot etc..) at their booths meeting health, fire and safety requirements.**

Consequences of Violation of Rules and Regulations

1. The festival, the City of Montreal, the Sud-Ouest Borough; all reserve the right to issue the following infractions for violations of these stated rules and regulations:
 - fine booths up to a maximum of \$50 for each infraction, unless it's vandalism which may be more based on the damages according to the tent rental company
 - immediate closure of booth
 - removal and prohibition of staff from festival site
2. In the event of discrepancy or interpretation of these rules and regulations, final authority rests with festival Producer and/or Vendor Coordinator and/or Site Coordinator.