



KITCHENER • WATERLOO
OKTOBERFEST



OCTOBER 6-14, 2017

RULES AND REGULATIONS FOR VENDORS

Willkommen to the 49th Annual Kitchener-Waterloo Oktoberfest!

The hub of Oktoberfest is located at the Willkommen Platz in Downtown Kitchener, in Carl Zehr Square at Kitchener City Hall. This “Bavarian Village” features daily entertainment, displays & activities, food and beverages; as well as official souvenirs and visitor information. Be part of this year’s Festival and apply for exhibit space today!

Vendor Responsibilities

1. Ability to adapt to the Bavarian/German theme of the festival.
2. Must comply with local building, fire, health codes and regulations, as well as all licensing requirements. This is the sole responsibility of the vendor to ensure proper documentation is obtained.
3. Agree to sell only pre-approved product/items at your location.
4. Maintain a clean and attractive site at all times.
5. Maintain stable pricing so as to avoid inflation or deflation among vendors.
6. Vendors are not permitted to sell items beyond the approved booth area.
7. All vendors are required to have a fire extinguishers (2A5BC) visible.
8. The vendor must have either a 3 or 4 prong plug.
9. Remain open during agreed upon hours. Minimum hours of operation are:

Friday, October 6 th	8 am - 6 pm
Saturday, October 7 th	9 am - 6 pm
Sunday, October 8 th	9 am - 6 pm
Monday, October 9 th	8 am - 5 pm * Parade Day*
Tuesday, October 10 th to Friday, October 13 th	11 am - 2 pm (Optional - encouraged to be open)
Saturday, October 14 th	9 am - 6 pm

All times are subject to change. There will be peak entertainment times.



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10. Teardown of all vendors must be complete by Sunday, October 15th at 10 am.
11. VEHICLES ARE NOT PERMITTED TO PARK IN THE WILLKOMMEN PLATZ.
12. No Smoking.
13. Overnight security is provided for the duration of the Festival. However, all items left overnight by vendors at their area will be at their own risk. K-W Oktoberfest Inc. is not responsible for lost or damaged articles or displays under any circumstances.
14. K-W Oktoberfest Inc. cannot be held responsible for items destroyed by vandalism, theft, or any other cause.
15. All vendors making sales to the public are responsible for collecting and submitting their own HST.

Additionally, FOOD Vendors:

1. Must complement existing traditional food offerings such as sausage on a bun; schnitzel on a bun; soft pretzels; apple fritters; Belgian waffles; German pastries and desserts, etc.
2. Utilize our sponsors' products where applicable (i.e. Pepsi, Schneiders). Information on these products will be forthcoming prior to the event.
3. Each individual vendor chosen to participate in the Festival will be responsible to meet the Region of Waterloo Public Health Special Event Food Vendor Requirements for their own food service to the public. We will guide you through the process.
4. Each vendor is responsible for their own individual expenses incurred in the setting up and the operating of their food booth.

Vendor Fee (All fees are subject to HST)

Food Vendor (20' x 12' Space) - \$1,500

Add Hydro for \$75

Non-Food Sale Vendor (12' Hut) - \$1,000

Add Lights Inside Hut for \$120

No Sale Vendor (12' Hut) - \$750

The Vendor Fees are based on the Hours of Operation as listed in "Vendor Responsibility" section. Additional space required would be based on a square footage rate. There may be an additional charge for corner spots and/or additional requirements (i.e. electrical, water, etc.). Tables & chairs are NOT provided.



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Set-Up

- It is strongly recommended that you arrive for set-up on Thursday, October 5th in the afternoon or evening. All vendors must be set-up and ready for pre-inspection by the Downtown Chair between 7 pm - 9 pm.
- Inspections (fire, health, etc.) will take place on Friday, October 6th at approximately 8 am. ALL VENDORS MUST BE PRESENT.
- Exhibitors should be set up 25 minutes prior to hours of operation and are expected to stay open until closing each day.

Selection Process

- The Festival Committee reserves the right to limit the number of vendors in any one category and the right to final decision regarding entry into the Festival.
- Prior year acceptance does not guarantee acceptance of application.
- Potential vendors will be contacted after their application has been reviewed.
- The Downtown Production Committee will assign all vendor locations.
- There are a limited number of vendor spots available. We will contact only those who have been selected.

Include with your application

- City of Kitchener Vendor's Permit Number, if applicable.
- Photos of your booth or products. Photos cannot be returned.
- Copy of liability insurance and/or insurance certificate in the amount of five million dollars. Upon acceptance, K-W Oktoberfest Inc. and the Corporation of the City of Kitchener must be added as additional insured.



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Important Dates

- Deadline for return of applications is **Friday, August 18, 2017**.
- Full payment is required by **September 15, 2017**. No refunds.
- NSF cheques will be subject to a **\$25.00** service charge.

Submit your application to:

K-W Oktoberfest Inc.
ATTN: Downtown Production Committee
17 Benton Street
Kitchener, ON N2G 3G9
Fax: 519-742-3072

*****Festival dates are rain or shine.*****