



THE QUEENSWAY  
**BUTTER  
TART  
FESTIVAL**

**Saturday June 22, 2019**

**11:00 am – 8:00 pm**

**Queensway Park, 8 Avon Park Drive  
Etobicoke, Ontario M8Z 3X4**

(just West of Royal York Road, just North of The Queensway)

# VENDOR APPLICATION FORM

**APPLICATIONS ARE DUE NO LATER THAN APRIL 24, 2019:**

Due to the limited number of booths, applications will be reviewed by the Festival Committee for approval and accepted vendors will be notified by May 6, 2019

**NOTIFICATION OF ACCEPTED VENDORS:**

**May 6, 2019**

NAME OF BUSINESS\*

CONTACT (FIRST NAME)\*

CONTACT (LAST NAME)\*

CONTACT'S POSITION\*

TELEPHONE NUMBER\*

ADDRESS\*

CITY\*

PROVINCE\*

POSTAL CODE\*

EMAIL ADDRESS\*

WEBSITE

TWITTER HANDLE

INSTAGRAM HANDLE

FACEBOOK URL

NAME OF FESTIVAL CONTACT PERSON (APPLICANT)\*

TELEPHONE NUMBER\*

NAME OF FESTIVAL ON-SITE VENDOR\*

TELEPHONE NUMBER\*

DESCRIPTION OF PRODUCT BEING SOLD. (FOOD VENDORS, PLEASE BE AS DESCRIPTIVE AS POSSIBLE)\*

## VENDOR TYPE:

Please read the following 4 vendor definitions carefully and choose the one that applies to you:

- 1) **Food Vendor:** You sell food items to eat at the Festival or to take home, from a tent and/or table
- 2) **General Vendor:** You sell non-consumable goods or services at the Festival
- 3) **Food Truck Vendor:** You sell food items to eat at the Festival or to take home, from a food truck
- 4) **Not-for-profit Organizations**

Having read the Vendor Type definitions, please choose your Vendor Type and pricing below.

<b>Food Vendor</b>	\$275 + HST = \$310.75
<b>Food Vendor – BIA Member</b>	\$200 + HST = \$226.00
<b>General Vendor</b>	\$275 + HST = \$310.75
<b>General Vendor – BIA Member</b>	\$200 + HST = \$226.00
<b>Food Truck Vendor</b>	\$775 + HST = \$875.75
<b>Not-for-profit Organizations</b>	\$200 + HST = \$226.00
<b>Power Required</b>	\$75 + HST = \$84.75

\* Required



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**WE WILL PROVIDE THE FOLLOWING:**

- One 10' x 10' tent
- One 2.5' x 6' table
- Two chairs
- Customized signage with your company logo (please provide us with an EPS file of your company logo in advance)
- Four weights for the tent

**REGULATIONS:**

- Booth sharing is not permitted.
- Booths must be operational for the duration of the Festival: 11am-8pm.
- Vendors must have sufficient product to sell during the Festival hours: 11am-8pm.
- Early tear down of booth may result in exclusion from next year's Festival
- Booth fees are non-refundable.
- We operate rain or shine.
- Due to the professional nature of our Festival, which includes top notch acts and activations, we rely on you to provide appropriate props and signage inside your booth to maintain a similar level of sophistication.
- Festival management reserves the right to place all Vendors.
- For the duration of the Festival, food truck spaces will be allocated based on truck size.
- Set up times will be communicated closer to the date.
- Tear down is Saturday, June 22 at 8pm.
- All Vendor vehicles must be moved to nearby streets or designated parking locations nearby prior to the Festival start.
- At least one certified food handler should be present at each food vending location along with proof of certification.
- If your application is accepted, you will be requested to provide the following:
  - Payment via e-Transfer to the **shoptheQueensway.com** BIA.
  - A copy of your current insurance policy (with a minimum of \$2M Liability coverage) showing the **shoptheQueensway.com** BIA and City of Toronto, as additional insureds, as follows:
    - 1) The Board of Management of the **shoptheQueensway.com** Business Improvement Area c/o City of Toronto Economic Development & Culture Business Growth Services, BIA Office 77 Elizabeth Street, 2<sup>nd</sup> Floor Toronto, Ontario M5G 1P4
    - 2) City of Toronto 100 Queen Street West Toronto, Ontario M5H 2N2
  - A completed Toronto Public Health form (Food and Food Truck Vendors only)

NAME OF APPLICANT\*

SIGNATURE\*

DATE\*

Any questions should be emailed to The Queensway Butter Tart Festival Manager, Peggy Peacock at: [ppeacock@maketheleap.ca](mailto:ppeacock@maketheleap.ca)  
Please email your completed application to [Queensway.Robyn@gmail.com](mailto:Queensway.Robyn@gmail.com)

\* Required