

Tent Policy

PURPOSE

The purpose of this policy is to provide Vendors at the Canadian Artistic Food Expo (CAFÉ) with guidance and guidelines with regard to the use of tent structures (**Tents**) by Vendors at the event.

SCOPE

This policy is directed towards Vendors at the CAFÉ. Vendors includes non-food vendors, single-item food vendors, multi-item food vendors, artisans, and not-for-profit organizations. Within its purview are matters regarding the use of Tents by Vendors.

CONTENTS

Use of Tents:

Tents are provided free-of-charge to Vendors for the duration of the CAFÉ. Tents may only be used for the specific purpose as contracted with the Vendor in the application agreement and cannot be used for any other purpose. Any purposed changes to the use of the Tents must be approved in advance by Saffron Hub and CAFÉ organizers and staff.

Vendors are not permitted to sell products in areas beyond the approved space. Tents will be allocated to participants at the discretion of CAFÉ organizers. Booths may be placed on grass or a combination of grass and asphalt. Tents must be weighed down and the Vendor is responsible for bringing sand bags or another weighed device for safe anchorage. **STAKING IS NOT PERMITTED.** If Vendors fail to bring appropriate weighting devices, blocks will be available at a cost of \$20.00 (cash) per 10x10 tent. The cost will be higher for larger tents.

No smoking or drinking alcohol is permitted in the Tents or on the park grounds. Tents cannot be used in a manner that is frivolous, careless, or unprofessional.

Physical Appearance of Tents and Maintenance:

Tents shall not be damaged or altered in any way. At the end of the event, the Vendor's products and other belongings must be completely removed from the Tent and surrounding area and the interior of the Tent must be cleaned. Nothing may be affixed to the walls or ceiling of the Tent. Vendors' products and / or displays must not encroach upon or limit the sight of neighboring vendors. Vendors should keep in mind that a goal of the CAFÉ is to hold a professional event and should ensure that the presentation of the Tent is visually appealing and free of trash and other debris. Vendors must have sufficient product quantities for the event and the Tent should not have a vacant appearance. Exceptions will be made if there are product supply issues beyond the control of the Vendor.

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Electrical Power and Tent Content:

Vendors are responsible for supplying all tables and other furnishings inside the Tent, including tables, chairs, and marketing materials. Nothing will be supplied by Saffron Hub or CAFÉ organizers and staff.

Tents are not equipped with power supplies or generators. If Vendors require a power source for food preparation, storage, and / or safety, Vendors must supply their own. **[INCLUDE INFORMATION RE: POWER GENERATORS / ELECTRICAL DEVICES]**

Occupancy:

Tents are restricted to **[NUMBER]** persons, including the Vendor and the Vendor's staff, at all times. If the Tent is at risk of overcrowding, Vendors are responsible for politely asking individuals to exit the Tent space.

Please refer to Vendor Policy for information on COVID-19 protocols.

Attendance Hours:

Set up / load in begins on Saturday, August 6th, 2022 between 7:30 a.m. and ends at 10:00 a.m. If a Vendor is not present for designated load in times, their vehicle will not be allowed onto the ground and the Vendor will need to unload from the vendor parking area. If the Vendor does not arrive one (1) hour before the opening of the event, the Vendor's tent and / or space may be assigned to another vendor. Load out / close down begins at 9:00 p.m. The park must be vacated by 11:00 p.m. and all of the Vendor's belongings removed from the park area at this time.

Vendors are expected to have the Tents prepared for the opening of the CAFÉ and to remain open for duration of the CAFÉ. Vendors should advise event organizers in advance if they cannot commit to the hours and alternate arrangements may be made.

Safety:

No structure may be constructed in or around the Tent and nothing may be affixed to the Tent. Nothing may be placed in or near to the Tent if it could damage the Tent and / or its supporting structure. Vendors are responsible for any damage to the Tent. CAFÉ organizers and staff reserve the right to inspect the Tent and its contents at any time. Vendors may be asked to remove structures or displays within Tents that are unsightly or could pose a hazard.

All generators and other electrical devices must be used in a safe manner that is in accordance with law and proper product operations.

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Laws:

Vendors are responsible for ensuring that their use of the Tents is in accordance with all municipal, provincial, and federal laws, including those relating to safety and food safety.

ENFORCEMENT

Saffron Hub and / or CAFÉ organizers and staff reserve the right to remove Vendors who fail to honour the terms of any agreement and / or policy related to CAFÉ or who use the Tents in a manner that is unacceptable in a family-friendly event setting. Fees are non-refundable.

REFERENCES

1. [Vendor Package Information](#)
2. [Registration Form](#)
3. [Rules and Regulations](#)
4. [Insurance and Liability](#)