



Uptown Asian Festival 2024

To celebrate Asian cultures, discover local artists, promote community engagement, foster cross-cultural understanding, and provide a memorable experience for all attendees.

Learn, Speak up, Act! is a global call for concrete action against racism, discrimination, xenophobia and related intolerance. The challenges posed by these problems are not new, neither are their solutions. What is needed is action – by governments, institutions, groups, and individuals – all of us.

- Firework show for 2 days (2nd and 3rd days).
- Local performance: local rappers, bands, dancers, dog shows, singing performance, lion dance etc.

FESTIVAL DATE & TIME: August 30, Friday: From 3pm to 10pm
 August 31, Saturday: From 12pm to 10pm
 September 1, Sunday: From 12pm to 9pm

Summer 2024

Venue: Richmond Green Park

Vendor Rates

A) EARLY BIRD OFFER – SUBMIT BEFORE April 15th, 2024*

1) FOOD BOOTH

Category: Ethnic food and Beverage
 Size: 10'x10' Tent
 Price: \$1,288 + 13% HST (for 3 days)

2) FOOD TRUCK

Category: Ethnic food and Beverage
 Price: \$1,000.00 + 13% HST

*No water supplied, car space will be extra paid

Additional Charge: Power \$150.00 + 13% HST for 1x15A Outlet



3) REGULAR BOOTH

Category: Dried food and non-perishable products
Size: 10'x10' Tent
Price: \$600 + 13% HST (for 3 days)

B) REGULAR PRICE - SUBMIT AFTER April 15th, 2024*

1) NEW FOOD BOOTH

Category: Ethnic food and Beverage
Size: 10'x10' Tent
Price: \$1,588 + 13% HST (for 3 days)

2) FOOD TRUCK

Category: Ethnic food and Beverage
Price: \$1,280.00 + 13% HST

*No water supplied, car space will be extra paid

Additional Charge: Power \$150.00 + 13% HST for 1x15A Outlet

3) REGULAR BOOTH

Category: Dried food and non-perishable products
Size: 10'x10' Tent
Price: \$788 + 13% HST (for 3 days)

4) DISPLAY BOOTH (Non-Profit Organizations)

Category: Display Corporate Signage and Selling Products
Size: 10'x10' Tent
Price: \$388 + 13% HST (for 3 days)



5) CORPORATE BOOTH

Category: Display Corporate Signage and Selling Corporate Products
 Size: 10'x10' Tent
 Price: \$1,800.00 + 13% HST (for 3 days)

EXTRA Rental Equipment

- Table (2'x8'): \$25 +13% HST
- Chair: \$15 +13% HST
- 15A Outlet: \$150+13%HST
- 10' x 10' Tent: \$180+13%HST (Weights, Setup & Teardown included)

3 DAY BOOTH RENTAL REGISTRATION FORM

BOOTH CATEGORIES (Please check one)

MAIN SITE:

- DISPLAY BOOTH (Non-Profit Organizations)
- Merchandise and/or Promotional BOOTH
- FOOD BOOTH
- FOOD TRUCK

Facilities Deposit **\$300**

I understand that the exhibitor must pay a facilities deposit of **\$300** for each booth which will be returned to you ONE MONTH after the carnival is finished. The booth area must be completely cleared out according to the Organizer's requirements.

Company Name: _____

Booth Name: _____

Contact person: _____

Job Title: _____

Address: _____



City: _____ Province: _____

Postal code: _____ Phone : _____

Email: _____

TOTAL REGISTRATION FEES \$ _____ (Including 13% HST)

PAYMENT INSTRUCTIONS

- We accept - cheque / cash / e-transfer / wire transfer.
- "DO NOT mail cash."
- Please make the calculation of the total and enter below (Booth+\$300 Deposit)

Payment Method 1: Pay by cheque.

1. Complete and submit this form.
2. Mail cheque to Results Advertising:
(Address: Unit 2, 110 West Beaver Creek Road, Richmond Hill, ON L4B 1J9)
3. Make cheque payable to Canadian Asian Heritage Association
4. *Please include note "Uptown Asian Festival 2024."

Payment Method 2: Pay by Cash

1. Complete and submit this form.
2. Pay by cash in person at: Results Advertising
(Address: Unit 2, 110 West Beaver Creek Road, Richmond Hill, ON L4B 1J9)
Office hour: Mon-Fri, 10am-6pm

Payment Method 3: Pay by E-Transfer

1. Complete and submit this form.
2. Email Transfer to canadianasianheritage@gmail.com

Please included detailed description of booth activities, items to be sold or distributed. Only activities, items listed below are allowed at the Carnival. Exhibitors must request approval from the Organizer for any other activities or items after this form has been submitted. Please be sure to upload the menu with price and food photos to let us know the categories.



Are you going to use Propane?

- Yes, I will provide propane certificate
- No

*All items/products/food to be sold or displayed must receive prior approval from the Organizer.

Use of Propane gas is allowed, but it has to be delivered to Richmond Green Park one day prior to the festival, please contact the organizer to arrange the delivery.

Others:

Special power requirement: _____AMP

List of equipment: _____

Please list any questions, additional information and special booth set up requests below (subject to Organizer’s approval)

Please provide a list of equipment needed.

SUBMISSION

Payment must be finished within 7 days since the application submission to be considered.

- Applications without payments will not be considered.
- Acceptance to the Carnival is determined by the Organizer based on uniqueness of products and activities.

Appendix “A”

Terms and Conditions

If you are applying for a food booth, you must provide proof of a valid food handler’s certificate, copy of your most recent Public Health Inspection Report, and valid commercial general liability insurance of two million dollars or more. The insurance certificate must name the **RICHMOND HILL Uptown Asian Festival** as an additional insured.



All food vendors must comply with Toronto Public Health Special Event requirements, and be able to attend a **special event training session** before the festival, which takes place at Toronto Public Health office, address and date to be confirmed.

Due to booth registration demands, submission of this registration form does not guarantee the allocation of any booth space to the registrant, until the organizer has signed. The allocation of booth space is based on a combination of factors, including, but not limited to variety, level of public interest and compatibility with the Festival.

Signature

Signature

Organizer

Booth Vendor

(Canadian Asian Heritage Association)

Date: _____

Date: _____

Return this registration form to:
EMAIL: vendor@uptownasianfestival.ca

IMPORTANT INFORMATION FOR BOOTH VENDORS

Please let us know the following for scheduling:

- Name of Vendor
- Vehicle Type (e.g., SUV, cube van etc. No Sedan car is allowed)
- License Plate (N/A in case of rental vehicle)

Cancellation & refund policies

There is no rain date and no refund in case of inclement weather.

***NO CANCELLATION AND REFUND AFTER THE SUBMISSION WITH PAYMENT.**

Booths

1. Each vendor will get an authorized parking space aside the venue.
2. Booth spaces will be pre-assigned. **The Organizer has the discretion to assign and reassign booth spaces, so that similar booths are not too close in proximity.** The floorplan will be done 15-20 days before the event.
3. The booth space of 10' x 10' area designated by the Organizer is to be used solely for the

- contracted exhibitor whose name appears on the application form and/or approved by Organizer. Subletting or assigning any rights under this agreement or portions of the rented space without prior written consent from the Organizer would be subject to additional charges or removal from the Carnival area.
4. Exhibitors must comply with all the regulations of the facility host and all Federal, Provincial and Municipal laws and by-laws including health and fire safety requirements.
 5. Exhibitors must purchase Commercial General Liability (CGL) insurance and provide proof of such to the Organizer. Insurance requirements will be provided to you once your application has been approved.
 6. Food & Beverage exhibitors must have at least one representative who always holds a valid Food Handler Certificate present at the booth during the Carnival. Proof of such Food Handler Certificate must be provided to the Organizer.

Booth Activities

1. The Organizer has full authority to stop exhibitors from operating should the exhibitor sell or promote products and/or services other than those stated in the application form.
2. Exhibitors are not allowed to give away any food or beverage in any format.
3. Exhibitors and their representatives are prohibited from soliciting, selling and promoting their products or services, displaying products or placing furniture, signage and decorations outside of their assigned space
4. Sound devices, music and/or motion pictures are restricted to within exhibitor's booth and must be kept below annoyance level as decided by the Organizer. No flashing lights are permitted.
5. No exhibitor shall sell or distribute any form of helium-filled balloons
6. No religious items of any form can be distributed on site.
7. No smoking is allowed in the booths.

Tents & Electricity

Exhibitors who bring their own tents must install enough counterweights to secure the tent from wind. Exhibitors must provide their own electric generators and outdoor extension cords and power strips.

Penalty will be issued by government if anything sticks into the ground/grass. Minimum weight of each tent: 120lb.

Hours of Operation

Exhibitors must be open for sales and operation at all times during the Carnival. Failure in doing so may result in penalty and/ or removal from the Carnival

Grounds Security

Organizer provides overnight grounds security for the Carnival area. Please keep equipment, products and valuables under personal supervision before and during the event. The Organizer, Venue and Security are not responsible for any losses or damage.

Cleanup & Breakdown



All goods, tents and display items must stay in place until the end of the Carnival. **Exhibitors must dispose all own trash and recyclables.** No liquid can be poured down the rain drainage. Exhibitors who fail to properly dispose unwanted items and clean their area will result in monetary penalty.

Liability

In the event any translation of this Agreement is prepared for convenience or any other purpose, the provisions of the English version shall prevail. Violation of any terms or conditions may result in penalty, immediate removal from the event by the security and/or a ban for any future events. The Organizer has the final interpretation of any terms and phrases in the above terms and conditions. Liability: Federation of Asian Canadians Toronto, its officers, staff, and/or board of directors shall not be responsible for any injuries, losses, or damages to any persons, goods, equipment or decorations, caused by accident, and/or other causes prior to/during the 2024 Carnival.

I have read and agree to the Terms of Participation Agreement

Authorized Signature _____

Name in Print _____

Date _____

Thank you!