



Ottawa Children's Festival de la jeunesse
| 2020
Adopt-A-School Sponsors - On-Site Vendor Information

2020 Ottawa Children's Festival de la jeunesse
Wednesday, May 6th – Sunday, May 10th
LeBreton Flats Park, 1 Vimy Place

Thank you for becoming an Adopt-A-School Sponsor!

The following document will prepare you for your participation in our Festival. If you have any questions do not hesitate to contact us. Inability to adhere to the following OCF Vendor rules will result in the forfeit of your deposit. (For the purposes of this document "Vendor" or "Vendors" refers to all Vendors, Exhibitors, Concessionaires and Artisans participating on-site at the Ottawa Children's Festival as Adopt-A-School sponsors.) Please note: OCF reserves the right to refuse any Sponsors/Vendors it deems inappropriate, at any point in the relationship.

PERMITS, REGULATIONS

It is the responsibility of the Vendors to ensure that all necessary permits have been properly obtained with proof provided to the Festival. All Vendors must follow all federal, provincial and municipal regulations that apply. Each Vendor may be inspected by By-Law Department inspectors and must comply with any directions made by them.

CERTIFICATE OF INSURANCE

Certificate of Insurance must be received 30 days prior to the event. If you don't have one and need to obtain one please contact your insurance company.

VEHICLES

No parking is available for Vendors. No vehicles are to be left on the Festival site after load in or before tear down. Any vehicles found on-site during the restricted times will be ticketed and/or towed at the owner's expense. The only exceptions are emergency vehicles, Festival vehicles and approved food trucks. Vendors driving vehicles on-site will forfeit their deposit.

ADDITIONAL CHARGES

Please note there is an additional charge for: electrical, water hook up, tents, tables and chairs. Wi-Fi is not available.



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SETUP AND TEARDOWN

Site location is LeBreton Flats Park (1 Vimy Pl., Ottawa ON, K1A 0M8). Upon arrival, please check in at the Festival box office tent. Hours of operation are Wed- Fri 9:30am – 2:30pm and Sat – Sun 10:00am - 4:00pm. Load in is scheduled on May 5th between 9am-5pm or May 6th before 9am. Once you arrive on-site, the Operations Team will show you to your area. Teardown is done Sunday May 10th after 4pm (no earlier!!!). Please contact us as soon as possible if you require additional time or assistance for set up and/or tear down.

SHIPPING/DELIVERIES

Deliveries and pickups are to be made through the delivery gate, as specified on the site plan, as follows: May 5th between 9am-5pm or May 6th before 9am. If you will be shipping pageantry items, or expecting on-site deliveries prior to set up, please arrange with our Operations Team ASAP.

SIZE RESTRICTIONS AND PAGEANTRY

Know and respect the size restrictions of your area (basic size is 10' X 10'). Your area **MUST** be appropriately identified with pageantry. At a minimum you should have:

- A-Frame or Pop Up sign directly outside your tent or working space
- if using a tent, there should also be signage inside clearly showing your company name

- ★ **VENDORS MUST** wear badges identifying them as Adopt-A-School sponsors (two badges will be given upon arrival).
- ★ Once set up, **VENDORS MUST** arrive prior to, and remain on-site during, Festival operating hours
 - Weekdays: 9:30am – 2:30pm
 - Weekends: 10:00am – 4:00pm
- ★ If Vendors are not set up prior to operating hours they **ARE NOT PERMITTED** to do so for the remainder of that day.
- ★ **VENDORS MUST** ensure all structures/equipment are safely secured.
- ★ **VENDORS MUST** respect the family-friendly environment and behave & dress appropriately.
- ★ **VENDORS MUST** respect all rules and regulations identified in this document.

SELF PROMOTION



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Prior to the Festival

- advertise your participation through your website and social media, use #OCF2020
- contact new and potential customers to let them know where they can find you
- share our Facebook event to encourage friends and followers to attend
- run a contest prior to the Festival (ask us how we can help)

During the Festival

- make sure your area is neat and attractive with professional signage and eye-catching displays
- have something to keep the kids busy, ex. colouring or toys, so parents can afford the time to talk to you
- continue to post on social media throughout the Festival using #OCF2020

For more information on rules, setup, teardown and Vendor location on-site please contact:

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