



**FOOD FAIR
Producers**
Eligibility, conditions and regulations



[1]. 2016 FAIR SCHEDULE

Saturday, July 8 : 11 a.m. to 8:30 p.m. or 11 a.m. to 11 p.m.*

*a musical show will take place in Bédard Park at 8:30 p.m., we offer you to stay until 11 p.m.

Sunday, July 9 : 11 a.m. to 4 p.m.

[2]. LOCATION OF THE FAIR

Zone Foires au galop
1548 rue Poirier
Saint-Lazare, J7T 2T2

[3]. REGISTRATION

Eligible producers must (*see eligibility criteria below*):

- A. Register for the duration of the fair (2 days);
- B. Respect the schedule;
- C. Ensure the presence of a staff member at their stand at all times;
- D. **Have transmitted to the Town, no later than April 28th, 2017 at 4 p.m.:**
 - a) The dully completed registration form;
 - b) A proof of every required document **valid** for the duration of the fair:
 - 1. A copy of the MAPAQ permit;
 - 2. Proof of a liability insurance;
 - 3. A copy of any organic certification – if applicable.
- E. **Have transmitted to the Town payment in full (check, debit or cash) no later than June 9th, 2017 at 4 p.m.**
- F. **Important note:**
 - a) Places are limited;
 - b) A late registration fee is applicable.



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[4]. COSTS AND TERMS OF PAYMENT

Food fair	Cost plus taxes	note	Not included
A 10 X 10 feet floor space	\$150 For the 2 mandatory days	Includes access to cold and hot water, access to recycling and garbage bins	Tent, tables, chairs, display units
1 additional square foot (for stands larger than 10 x 10)	\$1.50 / square foot	If space is available	
Corner location for 2-sided product exposure	Add \$50 per corner location	upon request based on availability First come, first served	
Sale of prepared food	Add \$100	For agri-food producers who transform their products into prepared foods and who sell sandwiches, hamburgers, paninis or complete meals <u>which are a necessary complement to their main product.</u>	<i>This clause does not apply to agri-food producers offering <u>free samples</u> of their products or to those selling <u>only drinks, coffee or beverages</u></i>
Electrical appliance	Add \$25 (this amount covers 2 appliances not exceeding 20 amp) Add \$10/each additional appliance not exceeding 20 amp Add \$10/each additional appliance not exceeding 50 amp	Electricity will only be provided for the items listed on the registration form by the producer—(e.g.: microwave, refrigerator, coffee maker, electric BBQ, Interac device, etc.). N.B.: You are not allowed to bring your own generator.	Any appliance not described on the registration form
Late registration fee (after the registration deadline)	\$25		

The invoice will be sent by email. The amount is not refundable.

The full payment is due **no later than June 9, 2017.**

Payable by check to Ville de Saint-Lazare, in cash, or debit at the Town hall reception at:

Ville de Saint-Lazare
A/S Festival Saint-Lazare au Galop (Food fair)
1960 Chemin Sainte-Angélique
Saint-Lazare (Québec) J7T 3A3



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[5]. STANDS AND EQUIPMENT

A. Equipment supplied by the producer

In addition to his/her stock the producer must supply his/her:

- Tables;
- Chairs;
- Display units;
- Cutlery (if applicable);
- Plates (if applicable);
- Napkins;
- Beverage containers (no glass accepted on site);
- Mandatory tent. The tent must be anchored or secured with weights;
- Extensions in good condition and in sufficient quantities;
- Decorations to make the stand more attractive;
- Copy of a valid MAPAQ permit displayed on the stand.

B. Equipment supplied by the Town

- Sinks with hot and cold running water will be supplied and available on the site.
- Access to recycling bins and waste

C. Stand location number

The stand location number and map of the food fair will be sent by email to the producer a few days before the fair starts. We ask that the producer check the location of his/her stand carefully. When he/she arrives at the site, he/she must wait for the person in charge to confirm the number and show the location before setting up the tent. The producer must set up in the location that has been assigned to him/her.

D. Set-up and dismantling of the stands

- Several days before the fair, instructions will be sent to the producer;
- The producer will have access to the parking starting at 8:30 a.m. on the first day of the fair;
- The producer must have completed the set-up before 10:30 a.m.;
- No dismantling will be allowed during the fair's opening hours or at any time during its entire duration. The producer must wait for the person in charge to give him/her the permission to dismantle his/her stand and prepare to leave the site.



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Eligibility, conditions and regulations



[6]. SAFETY REQUIREMENTS

- Any device used to cook food must be approved and must comply with the manufacturer's specifications or be designed for that purpose.
- Any shelter, canopy, umbrella or other element that does not have a closed side and that is set up above a cooking device must be flameproof in accordance with standard NFPA 705-2009. The fireproofing certificate must be available on site.
- Maintain a distance of at least 400 mm between the deep fryer and the flames of an adjacent cooking device.
- If a charcoal device is used, it must be placed on a fire-resistant surface and be at least 450 mm from any combustible material. Also, the charcoal briquette ash must be disposed of safely.
- Have an approved class 3A-10BC portable fire extinguisher near the cooking device as well as a class K fire extinguisher near the deep fryers.
- No element, equipment or sharp object or cutting shall be located in the public scope.
- No element without proper protective equipment producing or releasing heat and being a burn hazard shall be located in the public scope.
- Any warming tray using fuel must not be set on a paper tablecloth or a layer of plastic. Storage of combustible products in a public area must be limited to the appropriate volume for one day of operation.
- The use of a portable cooking device powered by gas or charcoal inside a tent or building is prohibited.

[7]. ON-SITE VEHICULAR TRAFFIC

A. Authorized vehicles will be allowed on the site strictly for setting-up and dismantling.

B. Time limit for unloading your vehicle

To insure fluidity in the parking lot and allow every producer enough time to install their stand, producers will have thirty (30) minutes to unload their vehicle.

C. Authorized vehicles

Only pick-up trucks or smaller vehicles of a maximum length of 20 feet, including the trailer, will be authorized on the site. Any vehicle or trailer left next to a stand will be towed, with the exception of trailers being used as stands.

D. For safety purposes, vehicular **traffic will be strictly forbidden** one hour before the fair opens and thirty minutes after it is closed.

E. **Parking spaces** for producers and their staff are limited. The Town encourages employees to carpool.



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[8]. LIABILITY

- A. The producers are liable for any damage caused by their equipment.
- B. Despite the presence of security agents on the site during the day and at night, the Town strongly recommends that the producer not leave valuable stock unattended (on the tables or in the boxes). The Town is not responsible for lost, damaged or stolen goods or property.

[9]. ELIGIBILITY CRITERIA FOR THE FOOD FAIR – PRODUCERS SECTION

To be eligible, the producer must:

A. BE AN AGRI-FOOD PRODUCER

- a) PRODUCE raw materials which come from crops or livestock **and / or**
- b) TRANSFORM raw materials which come from crops or livestock. Examples: baked goods, chocolates, fresh pasta, smoked products, etc.
 - 1. **The sole transformation of products into prepared foods is not allowed.**
 - 2. The transformation of products into prepared foods is allowed for agri-food producers who sell sandwiches, hamburgers, Paninis or complete meals which are a necessary complement to their main product. An additional fee will be charged. This clause does not apply to producers offering free samples of their products or to those selling only drinks, coffee or beverages.

B. TOWN'S ELIGIBILITY SELECTION CRITERIA

The Town reserves the right to select participating exhibitors without specific eligibility criteria. However, the Town:

- a) **FAVOURS** local producers and those located on the MRC de Vaudreuil-Soulanges territory;
- b) **ENCOURAGES** the rarity and the quality of and the demand for the product offered;
- c) **IS LOOKING FOR** diversity ;
- d) **AIMS** also to expand its base of agri-food producers to all regions of Québec and Ontario;
- e) **REQUIRES** all producers and their staff to be respectful of and to collaborate with management, other producers and customers;
- f) **FORBIDS** the presence of animals on the site of the fair;
- g) **FORBIDS** producers and their staff to camp or sleep in the park. Doing so is grounds for eviction.

The Town reserves the right:

- a) **TO REFUSE** products which are not compatible with the producer section **and/or** products other than those listed on the registration form;
- b) **TO LIMIT** the number of stands.
- c) **TO PENALIZE OR REJECT** any late application and/or any application for which the fee is not paid before the payment deadline.



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[10]. RESOLVING PROBLEMS OR CONFLICTS

Any logistics issue or conflict between producers must be brought to the attention of the person responsible for the fair as quickly as possible.

[11]. IMAGE RIGHTS

The producer and designated staff agree to be photographed during the fair and forgo all rights of use of the photos to the Town in order to promote the fair in its communications tools.

[12]. ACCEPTANCE OF TERMS AND CONDITIONS

The producer is deemed to have accepted all terms and conditions once the full payment has been made.

[13]. REGISTRATION CONFIRMATION

Your registration will be deemed confirmed once the full payment has been accepted.

[14]. QUESTIONS AND ADDITIONAL INFORMATION

Questions may be addressed to:

Roxane Aubin

Project Manager – Festival Saint-Lazare au Galop

450 424-8000, ext. 281

raubin@ville.saint-lazare.qc.ca

This is the English translation of the original French text.