



2024 Edmonton International Fringe Theatre Festival Rules & Regulations for Artisan Vendors

Vendor Program Contact

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Fringe Theatre

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1. RATES & PAYMENT OF FEES

10 x 10 Tent: \$1,575.00 (GST Included) Fee + \$200.00 Damage Deposit

10 x 20 Tent: \$2,625.00 (GST Included) Fee + \$200.00 Damage Deposit

Payment Schedule Options

Option 1: total fee and damage deposit paid in full on or before **Monday, May 27, 2024.**

Option 2: 50% of total fees and damage deposit due on the payment schedule:

- First installment paid due on or before **Monday, May 27, 2024;** and
- Balance of total fees paid due on or before **Monday, June 24, 2024.**

Option 3: If you require a payment plan that distributes these fees over more than two payments, please contact us directly to negotiate a plan together.

- All fees are due as per the payment schedule above.**
- Fringe Theatre accepts electronic forms of payment, via e-transfer, electronic funds transfer (EFT), or major credit cards (MasterCard and Visa).
- In-person payments (Cash, cheque or debit) will NOT be accepted.
- Upon contract signing, Vendors will be issued an electronic Quickbooks invoice via email with further payment details.

NOTE: If payment is more than twenty-four (24) hours late (without prior written communication with the Vendor Coordinator) the contract will be cancelled, or a \$100.00 late fee will be charged. If applicable, the Vendor will lose all First Installment & Deposit Fees paid.

NOTE: Vendors are required to provide a \$200.00 damage deposit at time of payment. Damage deposits may be returned to Vendors following satisfactory site inspection after load-out. Refund will be issued within 30 days following the close of Festival.

2. SITE HOURS

- a. The Edmonton International Fringe Theatre Festival takes place **August 15 – 25, 2024.**
- b. All Vendors must remain open for the duration of Festival – times specified below.**
- c. The main Festival site will be open:
 - **Thursday, August 15 (Opening): 6 PM to 11 PM**
 - **Friday, August 16 – Saturday, August 24: 11 AM to 11 PM**
 - **Sunday, August 25 (Closing): 11 AM to 8 PM**

3. LOAD-IN SCHEDULE

- a. The Vendor load-in schedule will be available in advance of Festival and provided to Vendors by the Vendor Coordinator.
- b. All Vendors must comply with the load-in schedule as set.
- c. **NO EXCEPTIONS TO THE LOAD-IN SCHEDULE WILL BE MADE.**
- d. Vendors are not to arrive prior to their set time.
- e. Festival Security will be on site to ensure all Vendors comply with their designated times.

4. ALLOTMENT AND USE OF SPACE

- a. The signed Vendor Contract is a limited license to use the **Fringe Theatre Adventures Society** Festival site for the purpose of doing business.
- b. Your space must be occupied at all times during Festival. Failure to do so will result in immediate removal from Festival.
- c. **If you require more than your allotted space, you must specify this information in this application.**
- d. Only approved products can be sold.

5. BOOTH SIZE AND STRUCTURE

- a. FTA will provide each Artisan Vendor with an individual 10' x 10' or 10' x 20' walled tent (exterior dimensions) which will be set up along Artisan Alley on 84 Avenue prior to the Vendor load-in day.
- b. Vendors are not permitted to bring their own tents.
- c. No changes to a Vendor's booth may occur during Festival without written approval from the Vendor Coordinator. These changes include, but are not limited to, changing the booth's structure, adding or removing signage, moving garbage barrels, and/or infringing upon Vendor storage area.

6. SIGNAGE AND ADVERTISING

- a. Vendor signage must fit on the booth, and not extend above or in front of the booth.
- b. Sandwich boards are only permitted within the total space allotment of the booth and may not protrude outward.**

7. PERMITS AND INSURANCE

- a. All Vendors must have appropriate City of Edmonton Licenses/Permits and insurance for the operation of their booth.

- b. Vendors must submit this documentation upon signing the Contract.
- c. All Vendors must obtain a minimum of \$2,000,000 Commercial General Liability Insurance naming Fringe Theatre Adventures as an additional insured.
- d. **Proof of insurance is required for acceptance into the Festival and must be available upon signing the contract.**

8. ELECTRICAL HOOK UP

- a. Fringe Theatre Adventures will supply a 15-amp power hook up and disconnection to each booth.
- b. Installations will be inspected, and only approved electrical schematics can be used.
- c. Total power for Artisan vendors shall not exceed 500 watts at 110v, and is provided for lights only (no fans, heaters etc.).
- d. **Vendors exceeding the allotted power will be charged the overage at current rates.**
- e. Only ground fault extension cords are permitted on Festival site.
- f. Power supply will be located within 25' of the booth.
- g. Vendors are required to provide their own extension cords to connect to the power supply.
- h. **Under NO circumstances are Vendors authorized to alter their power hook up, as this constitutes a violation of Provincial Law.**

9. PRODUCTS

- a. To minimize competition on site and to provide a greater variety of product to Festival patrons, all products will be carefully reviewed before being considered for selection.
- b. We will select unique products conducive to our Festival environment and the enjoyment of our patrons.
- c. Prior to acceptance into Festival, Vendors may be asked to modify their offerings or remove certain items if there is similar product offered by other Vendors.
- d. Approved products cannot be altered without the consent of the Vendor Coordinator following acceptance into Festival.

10. PARKING

- a. There is NO Vendor parking on the Festival site.
- b. There is no parking for recreational vehicles or camping anywhere on the Festival site.
- c. Vendors caught parking on the Festival site will be towed at the Vendor's expense.

11. GARBAGE

- a. Garbage removal is the responsibility of the Vendor during move in, throughout the Festival, and during load out.
- b. During Festival, all Vendors must keep their booth and surrounding ten-foot (10 ft) radius clean. No boxes or garbage are to be stored behind the booth.
- c. The Festival waste disposal area (including recycling, cardboard, and garbage) is available for Vendor use.
- d. Under no circumstances are Vendors allowed to use garbage bins designated for public use.

- e. The Festival Waste and Recycling Policy will be available to vendors upon signing and must be strictly adhered to.
- f. A \$250.00 fine will be levied against all Vendors not complying with the above.

12. ON SITE CONDUCT

- a. Vendors shall familiarize themselves with and observe all applicable bylaws.
- b. All staff, products, and signage must be contained within the purchased space. Vendor staff and/or booth products may not encroach on the road.
- c. Vendors must allow passersby unencumbered passage down the street, and only initiate contact with attendees when they are in close proximity to the booth.
- d. Fringe Theatre **Vendor Coordinator or Operations Director** will arbitrate all disputes between Vendors, or between Vendors and the public.
- e. Fringe Theatre reserves the right to cancel a Vendor's contract if the Fringe Theatre Code of Conduct is not adhered to. All decisions made by Fringe Theatre's **Vendor Coordinator or Operations Director** are final.

13. SECURITY

- a. Security personnel are on site at the Festival, however Fringe Theatre will not be held responsible for lost or stolen property.
- b. In case of security or safety questions or concerns during the Festival, please contact the Edmonton Fringe Central Security Dispatch at 587-784-2664 or ask a Festival Staff member contact them.
- c. Fringe Security is available to offer Safe Walk options if needed.

14. VENDOR STAFF AND VENDOR ON SITE CONTACT

- a. All Vendor employees must be at least 15 years of age under Provincial Law.
- b. Any person left in charge of a booth must be at least 18 years of age.
- c. If the owner, or person signing the Vendor Contract will not be on site daily at the Festival, the name of the person responsible for the booth, as designated by the licensee, must be made available to the Vendor Coordinator.

Adherence

Fringe Theatre reserves the right to accept, refuse, or terminate Vendor participation in the Festival based on criteria as set in this document or in other Vendor policies. Adherence to deadlines and to all rules and regulations is necessary to manage the Vendor program effectively and as such will be strictly enforced.

Questions?

If you have questions prior to signing and submitting your application, please contact the Fringe Vendor Coordinator by emailing vendoradmin@fringetheatre.ca.