

## Northern Lights Festival Boreal Food Vendor General Guidelines



### Northern Lights Festival Boréal

These regulations and guidelines form one component of vendor contractual commitments to the Northern Lights Festival Boreal (NLFB). They have been established to provide clear operational rules to enhance festival patrons' experience and ensure that vendors adhere to all deadlines, regulations and guidelines as NLFB requires. **By applying, you are committing to conducting your business under all NLFB regulations and guidelines, including (but not limited to) the Food Vendor General Guidelines. Failure to comply with all regulations may result in the forfeit of space for the day and/or weekend and exclusion from all future events.**

## APPLICATION/ADJUDICATION/ACCEPTANCE /CONTRACTING

### APPLICATION & ADJUDICATION

**Application Deadline: March 14th, 2025, with no extensions or exceptions**

**Any vendor with a setup greater than 30 feet in width need not apply due to space restrictions.**

### Adjudication Process

Applications will be blind-judged following the application deadline, and vendors will be emailed with the outcomes in April.

### ACCEPTANCE & CONTRACTING

For successful applicants, **the offer to participate in the festival is CONDITIONAL until all of the below requirements are met.** All documents must be sent to the NLFB office at [logistics@nlfb.ca](mailto:logistics@nlfb.ca). Any late or missed deadline is grounds for withdrawal of the conditional offer at the discretion of the Logistics Coordinator.

## **Food Vendor Contract**

- A legal contract outlining the conditions for participation in the festival. **Food vendors MUST adhere to all aspects of their contract**, and failure to do so may result in fines, revoking ability to participate on the weekend and/or banning from future festival participation.

## **General Liability Insurance Certificate**

- \$2 million coverage required with Northern Lights Festival Boreal and the City of Greater Sudbury named as an additional insured

## **Health Unit Special Events Permit Application**

- The application will be submitted directly to the Health Unit. Vendors must ensure that a copy of the Application is provided to the NLFB office by the due date.
- Vendor application forms:  
[Special event food service permit: Vendor application package](#)

## **Fire Inspection**

**Proof of the T.S.S.A. certificate must be provided by all food vendors using propane in advance.** Sudbury Fire Department will inspect all propane appliances to confirm that the required T.S.S.A. certificates for the appliance and its tank hook-up are in place before authorizing operations. Any appliance without the appropriate certificate will not be allowed to operate by the Fire Department. If you have questions about this T.S.S.A. regulation, please visit [www.tssa.org](http://www.tssa.org) and/or contact the Fire Prevention Division at 705-674-4455 Ext.3743.

Groups that will be deep frying in their vehicles require the following documents:

1. **Hood suppression system inspection**
2. **Fire extinguisher – “K” & “ABC”**
3. **Hood cleaning – must ensure the cleaning provider has a current NFPA 96 accreditation certificate**
4. **Propane inspection from a T.S.S.A**
5. **The owner must have a service company with a TSSA license inspect the propane system annually**

## NLFB FOOD VENDING CONTRACTUAL OBLIGATIONS

Please note that failure to adhere to **any vendor obligation** (as outlined here) , and the vendor will risk expulsion from the festival and/or exclusion from future festivals at the Logistics Coordinator's discretion.

### HOURS OF OPERATION

- NLFB operating hours are Friday from 5 pm to 12 am, Saturday from 11 am to 12 am, and Sunday from 11 am to 11 pm.
- Vendors must be open during all festival hours unless otherwise authorized by Logistics Coordinators. Failing to remain open for the entire festival hours is a serious infraction and will be addressed.
- Vendors may open before and close later than their contracted hours at their discretion.

### PRODUCTS CONTRACTED FOR SALE

- Food offered for sale by vendors at NLFB will adhere exactly to the food description, quantity, and price as outlined on the menu included in the vendor contract. **Please note that no changes (e.g., items available, price, size, etc.) will be allowed once the contract is signed without the Logistics Coordinator's approval.**
- **No alcohol or tobacco/vaping products** are allowed for sale by food vendors.
- **No bottled water** is allowed for sale by vendors. Potable water is provided on-site free of charge. Vendors are encouraged to bring reusable containers for their own personal use.
- **No promotional or fundraising items may be sold** by food vendors.

## VENDOR RESPONSIBILITIES - ELECTRICITY, WATER and GREY WATER

### Food Vendor Electrical and Utilities

- The festival will not be responsible for loss of power, lost business or any food spoilage due to power disruptions.
- Electricity, water, and greywater disposal will be provided as per individual Food Vendor Contracts
- Vendors will provide a means of transporting greywater from their booth to NLFB greywater tanks.
- Vendors will supply their own food-grade hose to the water source. **We recommend that each vendor carry two 50-foot lengths of potable water hose.**
- Ensure all power supply will be suitable for connection to 120 volt 15 AMP GFI receptacle OR 240 volt 50 AMP stove plug.
- Keep connector plugs, power bars, etc., off the ground and moisture-protected.
- Ensure that lighting is compact fluorescent or LED (**NOT Halogen**) and is designed for outdoor use unless within a closed space protected from the weather.
- Cords to connect to the electrical panel should be 100 feet long (or two 50-foot lengths).
- **Label** all extension cords at the end to be connected to the supply. The following information should be on a tag or weatherproof tape label:
  - Name of the Vendor
  - Equipment connected to the other end (i.e. coffee maker, steam table, LED lights, etc.)
  - CLEARLY mark cables for fridges and freezers, and do not connect heaters, coffee makers, or kettles on the same circuit as refrigeration.
  - This information will help us to ensure your source of supply is reliable and reduce the likelihood of unauthorized disconnections or nuisance breaker tripping.
- Check regularly throughout the festival to ensure that all extension cords to be used on-site remain in good condition.
- Electrical requests above this level may be refused once demands have been analyzed, and/or an additional surcharge may be applied to vendors. It will be specified before the festival.
- **Please note that no changes will be permitted to electrical and utilities requirements once the Contracts have been signed**

## **GREENING SUPPLIES and PROCESSES**

- NLFB strongly encourages environmental responsibility. The following are suggested ways your booth can exhibit eco-friendliness:
  - 1. Compostable or Biodegradable Serveware**
    - a. Use plates, bowls, cutlery, and cups made from compostable or biodegradable materials such as bamboo, cornstarch, or recycled paper.
    - b. Avoid single-use plastics.
  - 2. Eco-Friendly Packaging**
    - a. Opt for eco-friendly packaging options for takeaway items.
  - 3. Composting**
    - a. Collect food scraps and compostable serve ware separately for composting.
    - b. Coordinate with the festival's composting program to ensure proper disposal.

By incorporating these greening supplies and processes into your booth operations, you contribute to the overall sustainability of the Northern Lights Festival Boréal and set a positive example for other vendors and attendees. We appreciate your commitment to environmental responsibility and look forward to working with you to create a greener festival experience.

## NLFB FOOD VENDING CONTRACTUAL OBLIGATIONS CONTINUED

### VENDOR FEES, FINES and PAYMENT

Contract Type - Food	Cost	Definition
Main Bowl Food Vendor Booth - 10' x 10'	\$650 +HST	10' x 10' booth space near or in the main bowl of Grace Hartman Amphitheatre. One 110 Volt, 15 amp circuit included. Limited water access is available upon request. First come first served basis. Bring your own booth, canopy, or truck.
Main Bowl Food Vendor Booth - 10' x 20'	\$1000 +HST	10' x 20' booth space near or in the main bowl of Grace Hartman Amphitheatre. One 110 Volt, 15 amp circuit included. Limited water access is available upon request. First come first served basis. Bring your own booth, canopy, or truck.
Main Bowl Food Vendor Booth - 10' x 30'	\$1400 +HST	10' x 30' booth space near or in the main bowl of Grace Hartman Amphitheatre. One 110 Volt, 15 amp circuit included. Limited water access is available upon request. First come first served basis. Bring your booth, canopy, or truck.
Cabaret Food Vendor Booth - 10' x 10'	\$500 +HST	10' x 10' booth space near the Cabaret Stage. One 110 Volt, 15 amp circuit included. Limited water access is available upon request. First come first served basis. Bring your booth, canopy, or truck.
Cabaret Food Vendor Booth - 10' x 20'	\$850 +HST	10' x 20' booth space near the Cabaret Stage. One 110 Volt, 15 amp circuit included. Limited water access is available upon request. First come first served basis. Bring your booth, canopy, or truck.

## OTHER VENDOR OBLIGATIONS

- All exhibitors agree to adhere to the rules and regulations outlined by the Northern Lights Festival Boreal, including:
  - No direct solicitation, accosting, or public disturbances.
  - No disruption of spectators or fellow participants.
  - Literature distribution is only permitted from within the designated booth area.
  - No electronic amplification is allowed from booths or tables.
  - Exhibitors are responsible for litter removal caused by their materials.
  - Exhibitors must occupy the designated contracted space.
  - Each exhibitor must prominently display a sign with their business name within their allocated booth space.
  - Tents and structures must comply with building codes and fire regulations.
  - Vendors are responsible for providing all necessary electrical cords and extension cords. Electrical outlets will be provided as applicable.
  - The vendor must always demonstrate respect for NLFB staff, volunteers, partners, and patrons. Failure to do so may result in exclusion from future festivals. Any use of violence or hateful speech toward any individual will immediately terminate the vendor agreement.
- Vendors with high electrical demands may incur an electrical surcharge (ranging from \$50 to \$200), which will be outlined in the contract.
- The exhibitor hereby indemnifies and releases the Northern Lights Festival Boreal, its employees, and volunteers from any claims or liabilities arising from the operation and display of their exhibit and concessions.
- The exhibitor is liable for any damage caused to the Northern Lights Festival Boreal or the City of Greater Sudbury premises due to their exhibit's operation and display.
- On-site health, safety, and fire regulations must be promptly followed.
- Food Vendors agree to participate in NLFB's volunteer food voucher program. In this program, volunteers use NLFB-provided vouchers to purchase meals, which NLFB redeems for an equivalent cash value. Food Vendors also agree to provide a food item available to volunteers at a value of \$7. If desired, this can be exclusive to volunteers.
- Vendors can redeem these at the end of the weekend or the end of each day at **NLFB's Control Booth. You must do this before 9 PM on Sunday night. Cheque or E-Transfer are the only acceptable forms of payment.**
- A **post-festival inspection of the vendor site** will be conducted on **Monday after the festival at 3 pm** and must be deemed satisfactory or fines will be incurred. We suggest you consider taking a photo of your site before leaving to verify the condition you left it as needed. Nothing should remain on your site, including garbage, cooking oil containers, recycling, etc.

- The vendor is responsible for the security of their belongings. NLFB and its staff, directors and volunteers are not responsible for lost, stolen, damaged or misplaced goods.
- Vendors are required to complete setup by 3 pm on Friday.
- **Your menu with prices must be posted by 3:30 p.m. on Friday. Festival volunteers will review it for accuracy.** Your posted menu must match your contract throughout the weekend.
- Use of sandwich boards and flags must not obstruct pedestrian traffic or site lines of other vendors on the row. NLFB volunteers reserve the right to reposition boards and flags to ensure the visibility of other vendors, ensure patron safety and maximize pedestrian traffic flow.

## FOOD VENDING PROVINCIAL AND MUNICIPAL REGULATIONS

### PUBLIC HEALTH REQUIREMENTS AND REGULATIONS

- A Special Events permit is required for each vendor from the Sudbury & Districts Health Unit – found online at [Special event food service permit: Vendor application package](#)
- The vendor must obtain this permit, submit it by the deadline, and comply with all health/sanitation requirements. Vendor permits must be posted at all times. Health Officials may inspect food handling practices at any time.
- **Alcohol Consumption is prohibited** by any person engaged in food handling
- Smoking/vaping is strictly prohibited everywhere on the NLFB grounds. THE ENTIRE PARK IS SMOKE / VAPE FREE as per the City of Sudbury Bylaw <https://www.greatersudbury.ca/play/parks-and-playgrounds1/smoke-free-parks/>

### ACCESSIBILITY FOR ONTARIANS with DISABILITIES ACT (AODA)

- AODA aims to identify, remove, and prevent barriers for people with disabilities. Details regarding this act can be found online at <https://www.aoda.ca/the-act/>
- NLFB asks that you be mindful of patrons who have paused in front of your booth and may have accessibility issues. Please offer to go to them to complete the transaction as needed.
- Signage indicating that you can come to patrons to serve them as needed would also be helpful.



## ONTARIO MINISTRY OF LABOUR

- All vendors are expected to comply with the Occupational Health and Safety Act (OHSA) and any regulations related to the work or activity the vendor has been approved to supply to the festival. If you are not familiar, please review its requirements at <http://www.labour.gov.on.ca/english/hs/>
- With respect to the issues of incident and accident investigation and injury reporting, all vendors are responsible for their employees and equipment. The Festival requires prompt notification and copies of any Health and Safety infractions that occur while on-site during the festival, including days of set up and tear down. All Vendors are required to comply with the reporting requirements set out at <http://www.labour.gov.on.ca/english/hs/incident.php>

## SAFETY REGULATIONS

- Each NLFB vendor is responsible for appreciating and adhering to all appropriate standards to ensure the health and safety of vendors, staff, patrons, performers, and volunteers. This includes being mindful of hazardous cooking services and appliances and their proximity to patron areas.
- Festival staff may address any notable hazards and will expect vendors to rectify any such concerns.
- Those using Propane—Sudbury Fire Services will inspect all propane-fueled appliances to confirm that the required T.S.S.A. certificates for the appliance and its tank hook-up are in place before authorizing operations. The fire department will not allow any appliance without the appropriate certificate to operate. If you have questions about this T.S.S.A. regulation, please visit [www.tssa.org](http://www.tssa.org) and/or contact the Fire Prevention Division at 705-674-4455 Ext.3743.
- **Movement of vehicles on Festival grounds during restricted hours will be strictly prohibited. This is a safety issue and will be enforced. There will be no exceptions. Failure to comply will result in a \$50 penalty per occurrence (deducted from volunteer voucher payout) and possible exclusion from future NLFB events. Vehicles must be off-site by 3 pm on Friday and 10 am on Saturday and Sunday. Each night, NLFB Security will advise when it is safe to move vehicles following the last performance on the Main Stage. This will occur no earlier than 30 minutes after the Main Stage has closed.**

## **NLFB WILL PROVIDE TO FOOD VENDORS...**

### **SPACE FOR VENDOR'S BOOTH**

- **The vendor plot size (width and depth) will be per the vendor contract. Once contracts have been finalized, we cannot accommodate requests for larger plot sizes.**
- Festival organizers will determine the placement of booths. Successful applicants will be notified of the booth location closer to the time of the festival. **Location is subject to change up to the beginning of the festival (including map revisions) at the discretion of the logistics coordinators.**
- Vendors will generally be located in a central food court. Exceptions to this placement may be made for vendors with low utility needs at the discretion of logistics coordinators and based on the vendor contract.

### **OVERNIGHT SECURITY**

- This applies to the security of structural components/displays. NLFB is not responsible for lost, stolen, damaged or misplaced goods.

### **MAXIMUM OF FIVE GENERAL ADMISSION WRISTBANDS**

- Vendors will receive **up to** five general admission wristbands for their staff. If vendor staffing is above five at any one time, the vendor can discuss needs with Logistics Coordinators but will likely have to purchase additional admission passes.
- Vendors with a simple operation and low staffing will be expected to take only the required wristbands.

### **WASTE MANAGEMENT**

- The vendor must remove all waste from the booth.
- NLFB will provide access to waste management bins for compost, recycling, and garbage

### **ENFORCEMENT**

- In order to ensure the smooth operation of the festival and maintain a high standard for all food vendors, we will be enforcing a \$50 fine for any infractions to the Food Vendor Guidelines. This fine will be deducted from your volunteer voucher program payout, or an invoice will be sent to you following the festival. It is essential that all food vendors adhere to these guidelines to create a successful and fair experience for everyone involved.