



Heritage Festival

EDMONTON



“TOGETHER, WE’RE BETTER”

2012

PAVILION APPLICATION

*Edmonton Heritage Festival Association
10125-157 Street Edmonton, AB T5P 2T9
T: 780. 488-3378 F: 780. 455-9097
E: info@heritage-festival.com*

PLEASE NOTE:

**ALL 2012 PAVILIONS MUST PRESENT AT
LEAST 2 OF THE 3 REQUIRED COMPONENTS:**

- A) FOOD,**
- B) ENTERTAINMENT,**
- AND / OR**
- C) ARTS & CRAFTS.**

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37th Annual Edmonton Heritage Festival

Dates & Times:

Saturday, August 4 – 12:00 Noon to 9:00 pm

Sunday, August 5 – 10:00 am to 9:00 pm

Monday, August 6 – 10:00 am to 7:00 pm

Location:

William Hawrelak Park
9330 Groat Road
Edmonton, AB



Edmonton Heritage Festival Association (EHFA)

Mission Statement:

To promote public awareness, understanding, and appreciation for cultural diversity through an annual summer Festival, as well as to provide educational events, programs, and/or projects on a year round basis.

Objectives:

To bring together for the enjoyment and participation of all Canadians those beneficial aspects of our great and varied cultural heritage.
To help build a greater understanding among Canadians of all ethnic backgrounds and thus, a firmer sense of civic, provincial, and national unity, purpose, and pride.

PLEASE READ THIS APPLICATION CAREFULLY.

BY SIGNING THE “LETTER OF UNDERTAKING”, YOU ATTEST TO HAVING READ, AND UNDERSTOOD THE CONTENTS OF THIS APPLICATION, AND AGREE TO ABIDE BY THE RULES SET FORTH BY THE EDMONTON HERITAGE FESTIVAL ASSOCIATION (EHFA).

AND YOU ALSO UNDERSTAND AND ACCEPT THAT THE EHFA HAS THE SOLE AND UNFETTERED RIGHT TO ISSUE FINES, CLOSE YOUR PAVILION OR ANY PORTION OF YOUR PAVILION’S OPERATION, OR DISQUALIFY YOUR PAVILION FROM FUTURE FESTIVALS IF YOU BREACH ANY OF THE RULES HEREIN CONTAINED.

IF AFTER BEING ACCEPTED INTO BEING IN A FESTIVAL THE APPLICANT DECIDES TO WITHDRAW THERE WILL BE NO REFUNDS OF APPLICATION FEES.

*****THE GOVERNMENT OF ALBERTA DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS SOCIETY ANNUAL RETURN PROOF OF FILING MUST ACCOMPANY EACH PAVILION APPLICATION******

2012 Space Availability

In the event there are more applications than sites at Hawrelak Park the priority for applications received by Friday, January 13th 2012 will be upon review of the submitted applications:

- The original 11 Pavilion Groups
- Pavilions that have participated in the past five (5) years.

If more than 62 applications are received by January 13th 2012 a draw will take place to decide who participates in the 2012 Festival.

If there is more than one successful cultural application for an individual country, and no accord can be reached for those applications coming forth as a successful joint application, then the EHFA Board shall screen the candidates to determine which application shall be approved.

The review and grant of a successful application, will be at the sole discretion of The Edmonton Heritage Festival Association (EHFA) Board of Directors.

PARKING

There is no parking on the left curb side of the roadway behind the Pavilions.

ALSO

There is no parking on the north side at the Park entrance.

ALSO

There is no parking on the roadway behind Sites 13,14,15,16 & 17.

PAVILION ELIGIBILITY

The applicant must meet the requirements for “Pavilion Eligibility” as defined by the Edmonton Heritage Festival Association.

1. The applicants operation and activities must be based principally in the metro Edmonton area.
2. The applicant must be registered under The Alberta Societies Act with the Department of Consumer and Corporate Affairs, Government of Alberta, for a minimum of 1 (one) year prior to the Festival for which they are applying.
3. The applicants Pavilion operations must reflect the culture and heritage of an identifiable ethno-cultural group of which they are a part. Countries combined with all of their Ethno-cultural groups may be represented by 1(one) Pavilion only.
4. For the purposes of this application, an ethno-cultural group is defined as: *“A group which differs significantly from other groups in some, or all of such cultural components as language, food, dance, dress, music, arts & crafts, and historically has a tradition of self-rule.”*

The decision of eligibility, based on the aforementioned definition and the attached application and selection procedures, **will be at the sole discretion of The Edmonton Heritage Festival Association (EHFA) Board of Directors.**

Rules and Regulations

Ethno-cultural associations hosting a Pavilion must abide by all the following rules and regulations as set forth by the Edmonton Heritage Festival Association (EHFA). The EHFA reserves the right to issue immediate fines, or close down any Pavilion, or any portion of a Pavilion's operation, or disqualify that Pavilion from future Festivals if that Pavilion does not abide by these rules and regulations. Future participation in the Edmonton Heritage Festival is dependent upon compliance with all rules and regulations. All decisions made by EHFA Board of Directors are final.

THESE RULES AND REGULATIONS MUST BE PROMINENTLY DISPLAYED IN THE PAVILION TO INFORM ALL VOLUNTEERS AND STAFF.

PAVILION MANAGEMENT

Pavilion Chairperson: In order to ensure your Pavilion fulfills all Festival requirements, one (1) person must be designated as the "Pavilion Chair". **The Chair is ultimately responsible for all activities**, and has final approval for all arrangements made for your Pavilion. We encourage Pavilions to appoint a separate coordinator for each of the programming areas (i.e., Food, Entertainment, Arts & Crafts etc.), but the Pavilion Chair will be considered by the EHFA to be the final authority for all issues pertaining to your Pavilion. **Pavilion Chair MUST have an email that is checked daily.**

Commercial Venture Policy: No commercial (for-profit) venture may operate independently, or be advertised in any way as part of any Pavilion during the Edmonton Heritage Festival. **THIS IS NOT NEGOTIABLE.** If any Pavilion permits a commercial venture to advertise for, or publicize their company, products, or services, that Pavilion is in breach of the terms of their contract with *The Edmonton Heritage Festival Association*.

Corn Roasters

The Pavilion agrees that it will supply with their application either proof of ownership of a Corn Roaster by the Pavilion or a valid leasing agreement which is satisfactory to the Edmonton Heritage Festival Association

Pavilions are obviously permitted to purchase supplies, and/or services from commercial organizations in order to operate, however there can be **NO** advertising or promotion for said commercial organization on the Festival site.

- As official suppliers to *The Edmonton Heritage Festival*, Coca-Cola, Arctic Glacier Ice and Royal Ice Cream Treats are exempt from these policies, and can therefore be advertised or promoted within Pavilions, as well as on- site of during *the Edmonton Heritage Festival*.
- The sale of goods originating from Pavilions must be **100% culturally authentic**—that is, they must directly relate to, or be representative of the culture of that Pavilion. No generic products (i.e. "Tupperware, sunglasses, running shoes, cleaning products, Disney merchandise and CD's"), or foods more closely associated with fairs (i.e. "mini-donuts" or "sno-cones") are permitted for sale by any Pavilion unless a case can be made, and such case is accepted by the Board of Directors in their sole and unfettered discretion regarding the cultural authenticity of such goods.

Cont.-->

- All menu items to be sold in Part 2 of this Pavilion application **must be listed**. Menu items may not be added after publication of the souvenir program, or during the Festival. ***An example of this is CORN ROASTERS***
- Unless officially sanctioned by *the Edmonton Heritage Festival Association*, no independent commercial vendors will be permitted to operate on-site during *the Edmonton Heritage Festival*. A commercial vendor that provides a direct service not otherwise found on the Festival site, or that is contracted as an “Official Festival supplier”, and which DOES NOT compete with goods provided by the Pavilions, may be permitted to sell, promote, or distribute goods and/or services at the sole discretion of *the Edmonton Heritage Festival Association*.
- Corporate Partners and Sponsors of *the Edmonton Heritage Festival Association* may be permitted to distribute promote or sell goods or services as per negotiated and signed agreements at the sole discretion of the Association.

Should *the Edmonton Heritage Festival Association* determine that a particular good, or menu item is not culturally relative to a specific Pavilion, the Association reserves the right to remove that good or menu item from the Pavilion for the duration of the Festival, and/or impose penalties including but not limited to fines or Pavilion closure if deemed necessary.

The rules and regulations of the EHFA have been developed over the course of many years in association with a variety of regulatory bodies including:

- | | |
|-----------------------------|---------------------------------|
| > Capital Health | > the Department of Environment |
| > The Gas Inspection Branch | > the City of Edmonton |
| > Fire Department | > Police Services |
| > Community Services | > Water & Sanitation |

These regulations are imposed and enforced to ensure the safety of the general public, contractors, participating Pavilions, and volunteers. The “Master Agreement” between the Edmonton Heritage Festival Association and the City of Edmonton Community Services Department takes precedence over all regulations pertaining to park usage.

If, in the opinion of the Edmonton Heritage Festival Association, the City of Edmonton, Emergency Services or any other government, municipal or regulatory body that may genuinely exercise control over the safety of the public, contractors, participants or volunteers, conditions exist as a result of weather or other factors that may create potential hazards to the safety of the public, contractors, participants, or volunteers, it shall be at the sole discretion of the EHFA to close down an offending Pavilion or Pavilions, or even the entire Festival if deemed necessary.

THE APPLICANT SHALL SAVE HARMLESS THE EDMONTON HERITAGE FESTIVAL ASSOCIATION FROM ANY AND ALL LEGAL ACTIONS WHICH MAY ARISE AS A RESULT OF ANY CLOSURE OF A PAVILION OR OF ALL OR PART OF THE FESTIVAL.

PAVILION SET-UP

Pavilion Hours: Pavilions must be open to the public for the following hours:
Saturday: Noon-9 p.m. Sunday: 10 a.m.-9 p.m. Monday: 10 a.m.-7 p.m.

Electricity/Power: A maximum of 100 amps/120 volts, or 50 amps/240 volts is available at each Pavilion site. In other words, there are eight outlets to your disposal. On some sites electrical/power will be shared. Please note that a power bar does not increase the power to your Pavilion. Pavilions should therefore plan food services, entertainment, and other requirements around this available power. Any use of additional generators is prohibited.

The Edmonton Heritage Festival Association encourages Pavilions to use propane cooking equipment whenever possible to relieve any electrical burdens.

Water supply: A double sink, complete with taps, is required in each Pavilions' kitchen. All Pavilions must use approved high-pressure, non-toxic marine and trailer type hoses for their water supply. **A hot water tank is also required by Capital Health.** A minimum of 5 (five) gallons must be set up so that the tap from the hot water container drains directly into the sink.

Propane Appliances: All such appliances used at the Festival must be examined and tagged by a certified gas fitter who can attest to their safety.

Propane Tanks: All propane tanks must be supplied, installed, and filled by the officially recognized propane supplier of the EHFA. 20-pound tanks will not be allowed.

Fires & Barbecues: All must be in approved containers, fenced and out of the reach of the general public. Ashes must be placed in special containers supplied for this use. **NO COOKING IS PERMITTED INSIDE OR UNDER TENTS owned by the Edmonton Heritage Festival or Special Event Rentals.**

First Aid kits: One approved First Aid kit is required to be visibly displayed in each Pavilion.

Fire Extinguishers: A fully charged and inspected 40BC dry chemical extinguisher is required in each Pavilion.

Waste Water: All Pavilions must provide a container to catch all waste water emptied from their sink. All collected waste water is to be stored in barrels provided by the EHFA. Waste water is not to be drained onto the ground.

Garbage: Each Pavilion is responsible for cleaning up its site. Any damage to the assigned site will be charged to the Pavilion. Garbage must be collected and piled neatly at the curb behind your Pavilion for pick up. Cardboard boxes may be used as garbage containers, provided they remain DRY, and can be lifted by ONE person. Otherwise, they MUST be folded flat for easier disposal. *The site must be left clean after each day, free of debris and in the same condition as prior to its occupation. Any failure to do so may result in a fine being levied, closure of your Pavilion or any portion of your Pavilion's operation, or disqualification of your Pavilion from future Festivals.*

Cont.-->

Tent Set Up: Tents set up by an agent of the EHFA may not be moved, or in any way be tampered with unless permission is obtained from the EHFA.

Pavilion site numbers: The EHFA will make every attempt to prominently display site numbers on the rear of each Pavilion.

Space Restriction: All tents, displays etc. must be approved by the EHFA and applicable regulatory authorities, and must be fully contained within the site provided. Pavilions are not permitted to expand out of their allotted space.

An added vendor to a specific Pavilion bringing in their facilities and merchandise to sell in front of specific Pavilions is not permissible.

No spikes or poles shall be driven into the ground without prior approval from the EHFA: This is to prevent any damage to underground power or water systems.

The Edmonton Heritage Festival Association does not provide dividers within their tents. This is the responsibility of each Pavilion

FOOD & BEVERAGE

Preparation and handling: The preparation and handling of all food and beverage products must comply with Edmonton's Capital Health regulations. **ALL PAVILIONS MUST ENSURE THAT THE FOOD SERVICES DIRECTOR AND FOOD HANDLERS ATTEND THE SPRING PAVILION MEETING WHICH WILL INCLUDE A FOOD HANDLING PRESENTATION. FAILURE TO ATTEND MAY LEAD TO DISQUALIFICATION FROM THE FESTIVAL.**

***** There MUST be at least one person in each Pavilion at all times that has passed the Food Handling Home Study Course provided by Capital Health or hold a valid FOOD SAFE CERTIFICATE .******

Menu items: Only items submitted for prior approval by Capital Health may be sold at Pavilions. Items added at the last minute will **not** be permitted, so **plan your menus carefully**. If a Pavilion is found to be selling a food item that was not previously listed in Part 2 of this application, they will be asked to remove it from their kitchens. Failure to do so may result in a fine being levied, closure of your Pavilion or any portion of your Pavilion's operation, or disqualification of your Pavilion from future Festivals.

Pricing: All food or beverage items must be sold for the price displayed for that menu item in the magazine. Any failure to do so may result in a fine being levied, closure of your Pavilion or any portion of your Pavilion's operation, or disqualification from future Festivals.

Beverages: Aside from culturally authentic beverages (e.g. Fijian Kava, or Indian Lassi), all soft drinks, juice, and bottled water sold during the Festival **MUST** be purchased from the official beverage supplier to the *Edmonton Heritage Festival Association*. All beverages will be sold at a price established by the EHFA. **This year, beverages must be sold for 3 tickets.**

Ice: Any ice used during the Festival must be purchased from *Arctic Glacier Premium Ice*, the official ice supplier to the *Edmonton Heritage Festival Association*.

Ice Cream: All ice cream products sold at the Festival must be purchased from *Royal Treats Ice Cream*, the official ice cream supplier to the *Edmonton Heritage Festival Association*. Exceptions will be made only in circumstances where *Royal Treats* can not provide a culturally authentic item to a Pavilion. If a Pavilion intends to sell a particular ice cream dish that *Royal Treats* is unable to provide, it must be included on the menu submitted for publication in our souvenir program.

Low Alcohol (Near Beer) Sales: Near beer sales will be considered by the EHFA on a case-by-case basis. Pavilions will be permitted to sell near beer if, and only if, the cultural authenticity of this product relates to the Pavilion (i.e. no one will be permitted to sell Molson Excel). Requests must be submitted to the EHFA ***in writing, in advance*** of the Festival.

Glass containers: Unless prior approval is secured from the EHFA, no beverages may be sold in glass containers.

Biodegradable Plates and Containers: Biodegradable plates, knives, forks, spoons and containers will be used to serve food. All Pavilions **MUST** use biodegradable products **only and any failure to do so may result in fines being levied, closure of your Pavilion or any portion of your Pavilion's operation, or disqualification of your Pavilion from future Festivals.**

ENTERTAINMENT

Performances: All Pavilions may host performances on their stages for a maximum duration of ½ hour at a time. A list outlining your times will be provided. It will either be on the hour or the half hour. **PLEASE RESPECT NEIGHBOURING PAVILIONS.** The purpose of Pavilion performances is **NOT** to entertain all of Hawrelak Park at once, rather the immediate vicinity of your Pavilion. All performances must end by 9 p.m. on Saturday & Sunday, and 7 p.m. on Monday. We encourage Pavilions to share stages, thus resulting in a reduction of costs to each Pavilion. **Please inform the EHFA if you are willing to share a stage, and with whom, so we may partner your sites accordingly.**

Sound Systems: All sound systems **MUST** conform to the following requirements—systems are not to exceed 90 db's of sound pressure level on a C weighted scale at a distance of fifteen (15) metres (50 feet) from the stage.

Music with obscene and/or vulgar language is not permitted.

Stages: Stages may only be a maximum of 20' x 20' and must be constructed of approved building materials with proper support beams. The stages must be included in your site plan and cannot be moved unless prior approval has been made by the Edmonton Heritage Festival Association.

MARKETING & PROMOTION

The Edmonton Heritage Festival Association employs a Marketing & Communications Coordinator who works collaboratively with the Executive Director in all media and marketing endeavours of the Heritage Festival. The Marketing & Communications Coordinator liaises with media to coordinate radio, print, and television interviews as well as the creation of ads and commercials to advertise the upcoming Heritage Festival.

Pavilions are asked to participate in helping to promote the annual Festival. Various opportunities ranging in dates and times leading up to, during, and after the Festival are available. Pavilions will be asked to showcase their culture through entertainment (dance & music), food, and / or arts & crafts.

Media engagements provide your culture with the opportunity to not only promote the Edmonton Heritage Festival, but your cultural organization. For example, if a segment requires dancers and your Pavilion has some international performers attending, you can either mention their involvement or ask them to participate in the show / interview / photograph.

The Edmonton Heritage Festival Association does not pay individuals for their time or materials for the media engagements. Media engagements are voluntary endeavours to promote the Festival, while at the same time encouraging people to visit your Pavilion and educate the public on your culture / cultural organization. The Edmonton Heritage Festival is only as successful as the promotion of the event.

MISCELLANEOUS

Demonstrations: No political or religious printed material, activities or promotions will be tolerated. *the Edmonton Heritage Festival* is a CULTURAL celebration. Endorsements or demonstrations of those other than a cultural nature may result in the assessment of fines being levied or the closure of the offending Pavilion or any portion of the Pavilion's operations or disqualification of the Pavilion from future Festivals.

Commercial Advertising & Sales: Commercial partners of Pavilions are FORBIDDEN from advertising and selling on the site of *the Edmonton Heritage Festival*. Failure to comply with this regulation may result in the assessment of fines being levied or the closure of the offending Pavilion or any portion of the Pavilion's operations or disqualification of the Pavilion from future Festivals.

Games of chance: No lotteries, gambling, or games of chance are allowed at the Festival. Free draws for prizes are permitted, so long as no purchase is required.

National Identity: As per the bylaws of the EHFA the only flags that are permitted to be flown or displayed at the Festival are those of Edmonton, Alberta, or Canada. No overt display of national identity is permitted on the outside of the Pavilion. Inside, the sale of souvenir flags, pins, t shirts, books, videos and calendars sporting a national flag is permitted.

Maps: Only maps displaying the area in which the government of the Pavilions representing culture currently governs that area may be displayed.

Photographs, Video footage, and Audio recordings: The EHFA reserves the right to use any of the above properties to market and promote the Festival without recourse liability. Said images and/or recordings may also be used on the Festival website, television or radio spots, or in published literature in future years.

Vehicle passes: All vehicles, including detachable trailers, must have valid vehicle passes. Failure to display a vehicle pass will result in that vehicle being ticketed and towed.

Inappropriate Merchandise: The Edmonton Heritage Festival is a family oriented event and as such inappropriate merchandise exhibiting crude and vulgar words or actions, as determined by any member of the Board of Directors of the EHFA in their sole and unfettered discretion, will not be tolerated and must immediately be removed. The display of political or religious material that is not culturally related is also forbidden. Any failure to remove such merchandise or material may result in the assessment of fines being levied or the closure of the offending Pavilion or any portion of the Pavilion's operations or disqualification of the Pavilion from future Festivals.

FORMS

**PLEASE REVIEW FORMS AND
SUBMIT ALL FORMS BY
THEIR DUE DATE.**

**FORMS CAN BE SENT TO THE EDMONTON HERITAGE
FESTIVAL ASSOCIATION BY ANY OF THE FOLLOWING
MEANS:**

**Regular Mail to:
Edmonton Heritage Festival Association
10125-157 Street
Edmonton, Alberta
T5P 2T9**

**E-mail to:
info@heritage-festival.com**

**Or
FAX to: 780-455-9097**

**The EHFA reserves the right to reject any incomplete
application, or any application received after the submission
deadline of **NOON Friday, January 13th, 2012.****

APPLICATION—PART 1



36th Annual Edmonton Heritage Festival
August 4th, 5th & 6th 2012

Pavilion Name: _____

Please complete this form before returning your application. The following items **MUST** be submitted by **NOON Friday, January 13th, 2012 at 12:00 Noon**

- Participation Fee: \$1000.00 (*Please see below for more information)
- PERFORMANCE BOND \$500.00 to ensure compliance with EHFA Rules and Regulations (**please see below for more information)
- Application to participate.
- Pavilion information.
- Letter of Undertaking.
- Letter of Understanding regarding food tickets (page 20)
- Pavilion Set-up Information.
- Tent rental request
- Tent Rental fees
- Pavilion Site Layout — Please inform us if you intend to share a stage with another Pavilion so we may situate your Pavilions accordingly.
- Copy of your society's annual return—this document must be submitted by ALL applicants.**
- Certificate of Incorporation from Consumer and Corporate Affairs (First time applicants only)

*Participation fee includes the cost of \$1,000,000 Pavilion Liability Insurance, but it is strongly recommended that Pavilions also carry their own liability insurance. Participation fee also includes electrical hook-ups and service, hydro service, inclusion in the souvenir guide, and all marketing expenses directly relating to the operation of the Festival. **All applications received after January 13, 2012 are subject to a late application fee of \$250 which shall be paid by a separate cheque. This late application fee must be received together with your application. The late application fee is earned by the EHFA immediately upon a late application being received, whether or not that application is successful. Cheques post-dated after January 13, 2012 will be subject to the late application fee and should therefore include an additional cheque for the late application fee.**

****Additionally all applicants are subject to a Performance Bond that must be posted in the amount of \$500.00. Pavilions may post this bond together with their application, or this bond may be deducted from ticket redemptions by deducting 25% of the redemption amounts until such time as the \$500.00 has been posted. If the Pavilion does not breach any of the Rules and Regulations of the Festival and has not been issued any fines or other levies from EHFA, the Performance Bond will be returned in full to the Pavilion. If there are any breaches of the Rules and Regulations by the Pavilion, that result in fines being issued, then the EHFA shall deduct the amount of those fines from the Performance Bond and return the balance of funds, if any, to the Pavilion subsequent to the Festival.**

Application to Participate

37th Annual Edmonton Heritage Festival

August 4, August 5 & August 6 2012

Name of Ethno-Cultural Association: _____

Mailing Address: _____

City: _____ Prov.: _____ Postal Code: _____

Phone _____ Fax: _____

E-mail: _____ (MUST BE CHECKED DAILY)

(If the association does not have an e-mail address, please select a chairperson who can be reached during the day by e-mail)

Date Association established: _____

Number of Association members: _____

Is the Association registered as a not-for-profit organization with the Societies Branch?

Yes

No

If yes, please attach a "letter of status" from Consumer & Corporate affairs

Society Registration or GST Number _____ (application MUST have this number to be accepted)

If you are applying to the EHFA for the first time, please attach a copy of your society's Certificate of Incorporation

How often, and during which month are your general elections held?

Are the activities of your Association conducted principally in Edmonton?

_____ Yes

_____ No

Please list the names, titles, and particulars of your Association's current Executive:

Position	Name	Home Address	Postal Code	Phone: Bus/Res/Cel
				B: R: C:
				B: R: C:
				B: R: C:
				B: R: C:

Pavilion Information

Pavilion Name: _____

Please provide us with at least ONE (1) email that is checked daily.

Pavilion Chairperson: _____

Home Address: _____ **Postal Code:** _____

Phone:(Daytime) _____ **(Evening)** _____ **(Cell)** _____

Fax: _____ **E-mail:** _____

Preferred method of communication: (Mail, Fax, E-mail) _____



Food Services Director: _____

Home Address: _____ **Postal Code:** _____

Phone:(Daytime) _____ **(Evening)** _____ **(Cell)** _____

Fax: _____ **E-mail:** _____

Preferred method of communication: (Mail, Fax, E-mail) _____



Arts & Crafts Director: _____

Home Address: _____ **Postal Code:** _____

Phone:(Daytime) _____ **(Evening)** _____ **(Cell)** _____

Fax: _____ **E-mail:** _____

Preferred method of communication: (Mail, Fax, E-mail) _____



Entertainment Director: _____

Home Address: _____ **Postal Code:** _____

Phone:(Daytime) _____ **(Evening)** _____ **(Cell)** _____

Fax: _____ **E-mail:** _____

Preferred method of communication: (Mail, Fax, E-mail) _____



Please notify us immediately if any of this information changes.



Letter of Undertaking

We, the _____
(Name of Association sponsoring the cultural Pavilion)

have read, and understood ALL of the rules and regulations governing participation at The Edmonton Heritage Festival. We agree to abide by all these rules and regulations, and accept penalties imposed by “*The Edmonton Heritage Festival Association*” for breaching them including payment of any fines levied, closure of our Pavilion or any portion of our Pavilion’s operation or disqualification of our Pavilion from future Festivals.

CORN ROASTERS: Any Pavilion using corn roasters must first either show proof of ownership or a valid leasing agreement which is satisfactory to the Edmonton Heritage Festival Association.

By signing this agreement the Pavilion acknowledges that any breach of the conditions granted shall result in the Edmonton Heritage Festival Association sole and unfettered right to immediately issue fines, close of your Pavilion or any portion of your Pavilion’s operation or disqualification of your Pavilion from future Festivals.

Pavilion Chair (Please print clearly)

Signature

Date



Heritage Festival

EDMONTON

NAME OF PAVILION: _____

SCHEDULE “B” – “Letter of Understanding”

Goods and Service Tax Notice to Pavilions for the 2012 Heritage Festival Relating To Food Tickets

1. Sale of Food Tickets to Patrons and Use of Food Tickets by Patrons:

The sale of the Food Tickets to Patrons by the Edmonton Heritage Festival Association (“EHFA”) will be treated as a sale of gift certificates pursuant to section 181.2 of the Excise Tax Act (the “ETA”). As a result, the receipt of Food Tickets by Pavilions should be treated the same as sale of food, beverages, etc. for cash for the purposes of the GST. Each Pavilion is responsible for its own accounting and GST reporting to the Canada Revenue Agency depending on the nature of the goods and services sold and the type of legal entity that the Pavilion is.

2. Redemption of Food Tickets by Pavilions:

When Food Tickets are redeemed by Pavilions, the Food Ticket value of \$0.85 per Food Ticket is treated as an exchange of gift certificate for money which is not a supply in accordance with section 181.2 of the ETA. The \$0.10 per Food Ticket administration fee charge by the EHFA is an exempt supply of a service by a registered charity in accordance with Part V.1 of Schedule V of the ETA and the general treatment of supplies by charities as being exempt supplies.

Signature of Pavilion Chairperson

Tent Rental Request

Pavilion Name: _____

Payment for tent rentals is required by **January 13th, 2012**, along with Part 1 of the Pavilion Application.

30' x 30': 1st tent \$650, each subsequent tent \$765

20' x 20': 1st tent \$500, each subsequent tent \$630

10' x 10': 1st tent \$280, each subsequent tent \$350

Requests for additional tents will be accepted on a first come-first served basis. Orders for a 2nd tent will be filled before orders for a 3rd tent are accepted. We will provide EHFA tents at the quoted prices until our inventory is depleted. Tents required from an outside source will be charged on a cost-recovery basis.

Pavilion representative responsible for on-site arrangements:

Name: _____

Address: _____

City/Prov: _____ Postal Code: _____

Phone: (Daytime) _____ Evening: _____ Cell: _____

We require the following number of tents for our 2012 Pavilion:

_____ 30' x 30'

_____ 20' x 20'

_____ 10' x 10'

We will be supplying our own tent(s)

The size of each tent is: _____

The length of the tent pegs are: _____

Please be aware that the EHFA does not have interior tent dividers. White sidewalls are for exterior use only.

Pavilion Set-up Information

Pavilion Name: _____

The following information is required to assist in the allotment of site space for each Pavilion

Stage:

Dimensions (length x height x depth) _____

Are you using a flatbed trailer?

- Yes
- No

If yes, what is the size (l x h x d)? _____

Note: All flatbed trailers must be skirted on all 4 sides.

Additional information: Please provide us with any additional information you feel might be pertinent to your site.



Each Pavilion is allocated a maximum of 100 amps/120 volts, or 50 amps/240 volts.
NO GENERATORS ARE PERMITTED. Please list all electrical appliances you plan to use in your Pavilion include the number of each appliance, and their anticipated draw:

Appliance Type	Number Used	Appliance Draw

APPLICATION—PART 2

Part 2 is due by 3:00 pm March 7th, 2012



37th Annual Edmonton Heritage Festival August 4, August 5 & August 6 2012

To assist us with marketing and promotion of *The Edmonton Heritage Festival*, please submit the following items in their entirety by **WEDNESDAY MARCH 7TH, 2012 AT 3:00 P.M**

- Story of ethnic culture (This is the information that will be included in the souvenir program. Please note that the EHFA reserves the right to exercise editorial content over all submissions)
- Photo depiction of your culture
- Arts & Crafts information
- Entertainment information
- Food ticket redemption authorization form
- Food menu
- Food preparation information
- Capital Health Forms

Your effort to ensure all required information is complete prior to submission of Part 2 of your application is appreciated.

Souvenir Guide Information

Cultural History

Each year 110,000 copies of a souvenir guide are published. Prior to the Festival the Edmonton Journal inserts approximately 100,000 copies in the newspaper for distribution across the Greater Edmonton Region. This guide features information on the programming taking place at the Festival, as well as particulars on the Pavilions in attendance. One photograph, as well as a short (150 words) paragraph is required for inclusion in this guide. **The Souvenir Program is a key marketing tool for sponsorship opportunities. Please revise old write-ups to include a new one.** Please attach the write-up for the 2012 souvenir guide as a separate document.

PLEASE BE ADVISED THAT THE EHFA RESERVES THE RIGHT TO EXERCISE EDITORIAL CONTROL OVER THE CONTENTS OF THE SOUVENIR GUIDE. If a history is deemed misleading, or offensive to another culture, the EHFA will request that changes be made. The purpose of “*the Edmonton Heritage Festival*” is to foster a greater sense of understanding and harmony between cultures, not to fuel age-old conflicts. Please remember, this is a cultural Festival, **NOT** a religious Festival.

Photographic depiction of your culture

For the 2012 souvenir guide we require a NEW photograph depicting your culture. Please ensure that the photograph meets the following requirements:

- Representative of your culture. The photo should depict people in cultural attire, or engaged in a culturally relevant activity. Photos of the general public standing in front of your Pavilion do not represent your culture.
- For the sake of consistency, an original colour photo (hard copy) is preferred. Electronic high resolution digital photos are also accepted (Minimum of 300 dpi). **Scanned photos, photocopies, or printer copies are not acceptable.** Please identify clearly the culture being depicted, either on the disk, or on the back of the photograph. Note: Photo may be cropped at Edmonton Heritage Festival Association discretion to be properly displayed in the program.
- Full colour, bright, and in focus.

Arts & Crafts

Pavilion Name: _____

Arts & Crafts Director: _____

Home Address: _____ **Postal Code:** _____

Phone Number: Daytime _____ Evening _____ Cell _____

Fax: _____ **E-mail:** _____

Preferred method of communication: (Mail, Fax, E-mail) _____



Please describe the types of arts & crafts you will be demonstrating, selling, and/or displaying to the public. Be sure to indicate the times arts & crafts demonstrations will take place, as this information may be advertised to generate public interest. Please note that additional vendors, that have traditionally displayed outside a Pavilion, must contact the Edmonton Heritage Festival Association to participate.

Arts & Crafts demonstrations

Description	Saturday Hours	Sunday Hours	Monday Hours

Arts & Crafts sales

Description	Saturday Hours	Sunday Hours	Monday Hours

Arts & Crafts displays

Description	Saturday Hours	Sunday Hours	Monday Hours

FOOD TICKET REDEMPTION AUTHORIZATION FORM

PLEASE INCLUDE THIS FORM WITH PART 2 OF YOUR APPLICATION, DUE WEDNESDAY MARCH 7TH, 2012 AT 3 P.M.

We, the _____, responsible for
(Ethno-Cultural Association)

hosting the _____ Pavilion, hereby authorize
(Name of Pavilion)

any, or all of the parties listed below to redeem the food tickets collected at the 2012 Edmonton Heritage Festival.

The cheque must be made payable to:

(Please print the name of the organization to whom the cheque should be issued)

Name	Position	Address	Phone	Signature	Driver's License #

PLEASE NOTE THAT PHOTO ID WILL BE REQUIRED TO REDEEM

TICKETS. ONLY APPROVED PARTIES, LISTED ABOVE WILL BE ALLOWED TO REDEEM TICKETS. NO ADDITIONS WILL BE ALLOWED AT THE PARK

AND THAT IF THE \$500.00 PERFORMANCE BOND HAS NOT BEEN PAID IN ADVANCE, 25% OF EACH TICKET REDEMPTION SHALL BE HELD BY THE EHFA UNTIL THE FULL BALANCE OF \$500.00 FOR THE PERFORMANCE BOND HAS BEEN REACH. ANY OTHER MONIES OWING TO THE EHFA FOR SERVICES SUCH AS BIODEGRADABLE PRODUCTS WILL ALSO BE DEDUCTED FROM YOUR FIRST FOOD TICKET REDEMPTION.

Food Chair Information

Pavilion Name: _____

Food services Director: _____

Home Address: _____ Postal Code: _____

Phone Number: Daytime _____ Evening _____ Cell _____

Fax: _____ E-mail: _____

Preferred method of communication: (Mail, Fax, E-mail) _____



Names of Persons with the Home Study Course (Expiry date included) OR Food Safe Course (Certificate number included)

Name: _____

Home Study or Food Safe (please circle one) Expiry date or Certificate number _____

Name: _____

Home Study or Food Safe (please circle one) Expiry date or Certificate number _____

Name: _____

Home Study or Food Safe (please circle one) Expiry date or Certificate number _____

Name: _____

Home Study or Food Safe (please circle one) Expiry date or Certificate number _____

Name: _____

Home Study or Food Safe (please circle one) Expiry date or Certificate number _____

Name: _____

Home Study or Food Safe (please circle one) Expiry date or Certificate number _____

Name: _____

Home Study or Food Safe (please circle one) Expiry date or Certificate number _____

Food Menu and Preparation Information

The aim of the food services program is to offer the public a **sampling** of your native dishes, not an entire meal. You are encouraged to serve smaller, rather than larger portions. **With the food ticket system, please price items in increments of \$0.75, with a recommended maximum price of 7 tickets (\$5.25 equivalency). Beverages sell for 3 tickets (\$2.25 equivalency).** Please list menu items in order of priority. As menu space is somewhat limited, please keep descriptions concise—listing every ingredient is not necessary. Menu items **MAY NOT** deviate from the list below. **ALL FOOD/BEVERAGE ITEMS MUST BE LISTED**

Please indicate where each of the items on your menu will be prepared OR from where they will be purchased for sale at *The Servus Heritage Festival*. **ITEMS MUST BE PREPARED IN THE KITCHEN OF A HEALTH DEPARTMENT APPROVED FACILITY.**

1. Name of dish: _____ # of tickets: _____

(Please print clearly)

Brief description of dish: (e.g.; marinated beef on a skewer, fish cakes, pastry etc.)

Prepared at Pavilion or Prepared off site at _____ (Circle one):

MEAT SUPPLIER: _____

If prepared off site by whom? _____ **When?** _____

If prepared off site how will food be stored and transported _____

OR

Purchased from (keep all food receipts) _____

2. Name of dish: _____ # of tickets: _____

(Please print clearly)

Brief description of dish: (e.g.; marinated beef on a skewer, fish cakes, pastry etc.)

Prepared at Pavilion or Prepared off site at _____ (Circle one):

MEAT SUPPLIER: _____

If prepared off site by whom? _____ **When?** _____

If prepared off site how will food be stored and transported _____

OR

Purchased from (keep all food receipts) _____

3. Name of dish: _____ # of tickets: _____
 (Please print clearly)
 Brief description of dish: (e.g.; marinated beef on a skewer, fish cakes, pastry etc.)

Prepared at Pavilion or Prepared off site at _____ (Circle one):
MEAT SUPPLIER: _____
If prepared off site by whom? _____ When? _____

If prepared off site how will food be stored and transported _____

OR

Purchased from (keep all food receipts) _____

4. Name of dish: _____ # of tickets: _____
 (Please print clearly)
 Brief description of dish: (e.g.; marinated beef on a skewer, fish cakes, pastry etc.)

Prepared at Pavilion or Prepared off site at _____ (Circle one):
MEAT SUPPLIER: _____
If prepared off site by whom? _____ When? _____

If prepared off site how will food be stored and transported _____

OR

Purchased from (keep all food receipts) _____

5. Name of dish: _____ # of tickets: _____
 (Please print clearly)
 Brief description of dish: (e.g.; marinated beef on a skewer, fish cakes, pastry etc.)

Prepared at Pavilion or Prepared off site at _____ (Circle one):
MEAT SUPPLIER: _____
If prepared off site by whom? _____ When? _____

If prepared off site how will food be stored and transported _____

OR

Purchased from (keep all food receipts) _____

Capital Health Registration Form

If the food for your Pavilion is being prepared off site, the owner of the Capital Health approved facility where the food will be prepared must complete the following form. If the food for your Pavilion is being prepared onsite please indicate so.

FAILURE TO RETURN THE COMPLETED FORMS TO THE EDMONTON HERITAGE FESTIVAL ASSOCIATION BY THE DUE DATE MAY RESULT IN FAILURE TO RECEIVE APPROVAL FROM CAPITAL HEALTH FOR YOUR FOOD OPERATION.

Please send completed form to:

Edmonton Heritage Festival Association
10125-157 Street
Edmonton, AB
T5P 2T9
Fax:780-455-9097



Answer the following questions COMPLETELY

During the Festival, what equipment will be used to keep perishable foods **COLD**? (eg: Fridge Freezer, coolers, reefer trucks)

What equipment will be used to keep perishable foods **HOT**? (eg: chafing dishes, steam tables, warming tables, BBQ, stove)

What equipment will be used to cook and/or re-heat food when food temperature **falls below 63 degrees Celsius**? (eg: Grill, BBQ, Stove, Griddle, Deep Fryer, Microwave, rice cooker)

MUST HAVE EQUIPMENT: Hot Water Tank, potable water hoses (not garden hoses), 2-compartment sink, sump pump & spigot water container

Pages 1 – 3 of the **Environmental Health Temporary Food Establishment (Vendor) Notification** MUST be submitted by **March 7th 2012 at 3pm** with Part 2 of the Pavilion Application.

Page 10 of the Special **Events Temporary Food Establishment VENDOR PACKAGE** must be completed if applicable and returned to Edmonton Heritage Festival Association Office **prior to NOON Friday May 25th 2012.**

This form is necessary if ANY food preparation is done at an Alberta Health Services approved facility prior to or during Servus Heritage Festival.

SUGGESTED VOLUNTEER WORK SCHEDULE

Please note that based on previous experience, these number should be sufficient to staff a medium-sized Pavilion. Please adjust accordingly. Volunteers should be asked to check-in at least fifteen minutes prior to their shift for any instruction or preparation needed for their assigned duties. Volunteers should be directed to check-in with a “volunteer coordinator” or “Pavilion chairperson” to then be directed to their appropriate tasks.

Position	Optimum Staff
Food Preparation	3
Beverage Servers	2
Food Servers	6
Craft Vendors	4
Stage MC	1
Relief Volunteers	6

There are a variety of shifts you can schedule depending on your preference. Please refer to the following as examples:

Example A

	First Shift	Second Shift
Day 1	12 p.m. – 4 p.m. (4 hrs)	4 p.m. – 9 p.m. (5 hrs)
Day 2	10 a.m. – 3 p.m. (5 hrs)	3 p.m. – 9 p.m. (6 hrs)
Day 3	10 a.m. – 3 p.m. (5 hrs)	3 p.m. – 7 p.m. (4hrs)

Example B

	First Shift	Second Shift	Third Shift
Day 1	11:30 a.m.-3 p.m. (3.5 hrs)	3 p.m.- 6:30 p.m. (3.5 hrs)	6:30 p.m. -9:30 p.m. (3 hrs)
Day 2	9:30 a.m.-1:30 p.m. (4 hrs)	1:30 p.m. -5:30 p.m. (4 hrs)	5:30 p.m. -9:30 p.m. (4 hrs)
Day 3	9:30 a.m. -1 p.m. (3.5 hrs)	1 p.m. -4:30 p.m. (3.5 hrs)	4:30 p.m. -7:30 p.m. (3 hrs)