

Toronto Korean Festival 2023

Market Vendor Application

Location: North York Mel Lastman Square
5100 Yonge St. North York, ON M2N 5V7

Tent Set Up Date: Thursday August 24 2023, 17:00 – 20:00

Festival Dates: Friday August 25, 12:00 ~ 22:00

Saturday August 26, 12:00 ~ 22:00

Sunday August 27, 12:00 ~ 22:00

Booth Tear Down

Sunday 10:30 PM ~ Midnight & Monday August 28th 9:00 AM ~ 12:00 PM.

All Vendors must stop sale at 10:00 PM Sunday August 27th

The annual Toronto Korean Festival 2023 will be held this year at Mel Lastman Square. The festival will serve as the main gateway to the people of Toronto interested in Korean culture and the Korean community. Many vendors and performers will participate this year to show the +35,000 attendees 'A Taste of Korea' and "Chimeck Garden" in Toronto. The 2023 festival will run from Friday August 25 to Sunday August 27, 2023. The following document will serve as an agreement between the booth operator or representative and the KCBA, the host of the festival.

Booth Type & Price:

Booth Type	Rate
Market Booth (Jewelry, goods, services, clothes, etc)	2 days - \$600 + HST (13%) Mini Booth 2 Days (\$300 + 13% HST) 3 days - \$900 + HST(13%) Mini Booth 3 Days (\$450 + 13% HST)

Application Deadline: June 30th, 2023 11:59PM

2 DAYS 10X10 BOOTH		2 DAYS- MINI BOOTH (SHARED TENT - 1 TABLE)	
1st Deposit by July 7th, 2023	\$300	1st Deposit by July 7th, 2023	\$150
2nd Deposit by July 31st, 2023	\$378	2nd Deposit by July 31st, 2023	\$189
3 DAYS 10X10 BOOTH		3 DAYS- MINI BOOTH (SHARED TENT - 1 TABLE)	
1st Deposit by July 7th, 2023	\$450	1st Deposit by July 7th, 2023	\$225
2nd Deposit by July 31st, 2023	\$567	2nd Deposit by July 31st, 2023	\$283.50

All payments are non-refundable.

****PLEASE DO NOT PAY UNTIL WE ASK YOU TO****

Due to the limited number of spots, the KCBA has to confirm spot availability first.

Amounts can be paid via e-transfer to kcba.toronto@gmail.com or

by cheque to the Korean Canadian Business Association

Please add vendor name & description in the memo for all e-transfers.

Please note:

- Maximum of 2 Booths can be applied under one business/organization/applicant.

- Vendors must be present for all days of the rented dates during the festival. If the vendor is not present during or before the final rented dates, the Toronto Korean Festival reserves the right to remove/relocate/substitute the vendor's assigned booth.

- Availability and placement of booths will be reviewed and chosen by the KCBA team.

- Food handler certificate is needed for anyone handling food at the festival.

- The KCBA must approve all menu & price items and cannot be changed without approval.

- Toronto Korean Festival 2023 may place your booth according to festival themes and location standards depending on the booth merchandise, theme, type of business.

- Please refer below to the "Market booth price and information" for the full list booth type and rental explanation

- NO Cash accepted. Payments are payable via cheque, bank draft and/or money orders or e-transfer

- Booth placement is reserved when full balance has been made and processed via post-dated cheque.

Market Booth Price and Information

Type of Booth	Rate	Duration of Rental	Inclusions
Market Booth	<p>2 Days - \$600 + HST (13%)</p> <p>3 Days - \$900 + HST (13%)</p>	<p>One(1) sided Access to Market Place</p> <p>3-day booth rental</p> <p>(Friday, Aug 25 ~Sunday Aug 27)</p> <p>Set up time:</p> <p>Thursday Aug. 24 2023</p> <p>5PM - 8PM</p> <p>Operation Time:</p> <p>Friday Aug. 25 2023</p> <p>12PM - 10PM</p> <p>Saturday Aug. 26 2023</p> <p>12PM - 10PM</p> <p>Sunday Aug. 27 2023</p> <p>12PM - 8PM</p> <p>Tear Down Time:</p> <p>Sunday Aug. 27 2023</p> <p>8PM ~ 10PM</p>	<p>One(1) Booth tent 10ft x 10ft</p> <p>One(1) 6ft Table</p> <p>Two(2) Chairs</p> <p>Electric Outlets</p> <p>Program Listing of Applicant</p> <p>Map & Website Advertising</p> <p>*Extra tables can be reserved for \$50/each. Side tent paneling can be reserved for \$15 per side</p>

Market Booth Application Form

Sponsored by the Korean Canadian Business Association of Ontario(KCBA),
Toronto Korean Festival Team

Please fill out the form below and submit scan/photo to vendors.kfest@gmail.com or mail to:
ATTN: TORONTO KOREAN FESTIVAL 2023
5469 YONGE ST. TORONTO
ON M2N 5S1

For any questions or enquiries about the Market Booths or the application please email vendors@torontokfest.ca
or Call: Admin Manager 647-456-6929 Jen Park

Company or Organization Name		English & Korean Name (Where applicable)	
Business Category Description (eg. food provider, restaurant..etc)			
Contact Person		Title	
Mailing Address			
Business #		Fax #	
Cell #		Email	
Requested Market Booth (PLEASE SPECIFY TYPE)	<input type="checkbox"/> 2 Days (FRI/SAT) OR (SAT/SUN) <input type="checkbox"/> 3 Days <input type="checkbox"/> Half Booth	Number of Booths Requested (Max 2)	
Full Payment Due (+ HST)	July 31st, 2023		
Type of Products (Please describe in details what type of food items you are planning on bringing) PLEASE BE SPECIFIC	Please note that the 2023 Food Booths are arranged by the TKF Planning committee and your placement is only reserved once the full payment has been made after signing this contract)		

All products and services the vendor shall sell and display at the event will be the items listed above and must be accepted by the KCBA.

No other products or services may be displayed, sold or be given out at the event by the vendor. The products or services of the vendor may not conflict with the products or services of a sponsor with exclusivity rights at the event.

Payment of a 50% deposit for rental fees shall be due by July 7th, 2023. The remaining balance shall be paid by July 31st, 2023. If payment is not sent on time, the reserved spot will be withdrawn. All payments must be remitted in Canadian funds by a bank draft, money order, or cheque made **payable to: Korean Canadian Business Association**

If a cancellation is made before 08/14, 2023 – 80% of the deposit will be refunded / Cancellation after 08/14, 2023 – No refunds

Toronto Korean Festival 2023
5469 Yonge St, North York ON M2N 5S1
vendors.kfest@gmail.com
647-456-6929 / 416-302-8990

IMPORTANT - PLEASE READ Market Vendor Rules, Regulations and City Bylaws

- 1. Hours of Operation.**
 - a. Setup will be on Thursday August 24 2023 from 5PM – 8PM,. Vendors must stop sales at 10pm on Friday August 25, Saturday August 26 and Sunday August 27, 2023. Tear down start time is Sunday August 27 10:30 PM and Monday August 28 at 9AM-12PM.
- 2. Number of Booths per Vendor.**
 - a. No vendor will have more than two booths.
- 3. Electricity.**
 - a. Smaller equipment and basic lighting will be powered with no extra charge. You are responsible for bringing your own extension cords and power bars.
- 4. Neatness.**
 - a. Vendors will keep their items within a reasonable distance from their booth(s). Vendors display items shall not obstruct foot traffic.
- 5. Damages.**
 - a. Vendors shall be responsible for any damages they cause to Mel Lastman Square or Toronto Korean Festival property, including any rented equipment from the Toronto Korean Festival.
- 6. Garbage.**
 - a. Garbage is to be disposed of in the 40 yard bin located on site. Please ensure garbage bags are closed securely.
- 7. Noise and pollution.**
 - a. Vendors are not to use equipment that makes excessive noise or air pollution.
- 8. Security.**
 - a. There will be security patrols provided overnight. However, vendors are responsible for the security of their own equipment and booths at all times, including overnight.
- 9. Balloons.**
 - a. Helium balloons are not permitted to be sold, distributed or displayed on Mel Lastman Square grounds.
- 10. Alcohol.**
 - a. No alcohol is permitted to be sold on Mel Lastman Square grounds.
- 11. Bottled Water.**
 - a. No bottled water is permitted to be sold on Mel Lastman Square grounds
- 12. Festival Staff.**
 - a. Festival staff will be available to answer questions and assist you during the festival. They will also be ensuring that the festival rules are being followed by everyone. Any vendor found to be non-compliant with one or more of the above rules, their booth will be shut down by festival and Mel Lastman square staff. No refunds or compensation will be granted. If necessary a City of Toronto by-law officer will be called.
- 13. There will be a \$1,000 Fine for dumping Food and Cooking Oil waste on the ground of Mel Lastman Square.**

For questions and concerns, please contact:

Toronto Korean Festival 2023
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vendors.kfest@gmail.com
647-456-6929 / 416-302-8990

Market Booth Application Contract

This agreement has been made on _____(date)

Between

Company Name: _____(Hereafter referred to as "The Vendor")

AND

The Korean Canadian Business Association of North York located at 5469 Yonge St. Toronto ON M2N 5S1
Whereas the vendor has completely read and understood the terms and guidelines set out by the Toronto Korean Festival Vendor Booth Operation Team in the participation of the Toronto Korean Festival 2023.

By signing this agreement, the vendor has read and understood the vendor rules and regulations listed above.

Vendor Representative

Date (dd/mm/yyyy)

KCBA_Toronto Korean Festival

Representative Date (dd/mmm/yyyy)