

COMMUNITY PAVILION



UFEST 2024
MAY 24 & 25

APPLICATION



GROWING FESTIVAL!

UFest continues to grow!
Over 60,000 people attended in 2023!

WHY PARTICIPATE?

An excellent opportunity to showcase your organization/service/group to thousands of people over 2 days!

The Community Pavilion is located in a high-traffic zone.

Affordable - excellent return on investment

Tent, power, table/chairs, security and overnight storage provided.

Extremely well-organized event

A committee liaison is available to attend to your needs before and during the festival.

Exceptional marketing

The festival, Community Pavilion and individual organizations will be profiled on many UFest media platforms, mainstream media and our new interactive website!

HOW TO APPLY/APPLICATION TIMELINE

Click [HERE](#) to access application form

- Complete application **before March 17, 2024**
- Successful applicants will be notified by **April 1, 2024**
- Successful applicants must pay **in full** by **April 14, 2024**

FESTIVAL DATES

- Friday, May 24, 2024 **5pm - 11pm**
- Saturday, May 25, 2024 **11am - 11pm**

PAVILION HOURS

- Friday, May 24, 2024 **5pm - 9pm**
- Saturday, May 25, 2024 **11am - 9pm**

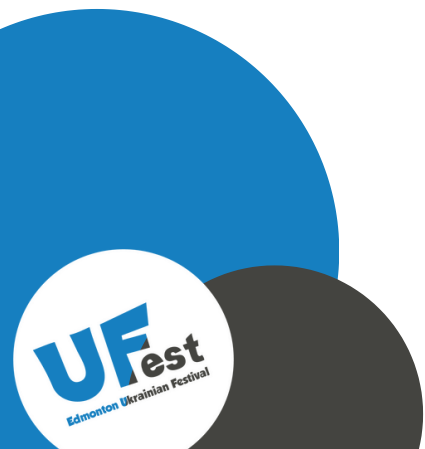
DETAILS AND FEES

- The Community Pavilion is one large tent, under which all approved organizations will be featured.
- Eligible groups will be provided with a 6ft table (no table covering) & 2 chairs.
- Fee is **\$90** per table.
- Power can be provided for an additional **\$20** per table.
- Table cannot be left unattended and must be manned at all times.

To be considered, a group or organization must meet the following criteria:

- Must be a registered not-for-profit organization
- Must provide a service or programming for our local, regional or national Ukrainian community
- Must be willing to abide by the Terms of Agreement (outlined on pages 5 - 8)

NOTE – Community Pavilion participants will **NOT** be permitted sell merchandise or to solicit for donations for their causes. Sale of select items (such as memberships or CD's/DVD's) will be permitted. An itemized list of any such items must be provided on the application and will be subject to approval.



Terms of Agreement

1. FEES

The \$90 fee is due once you have been notified of being a successful applicant. UFest prefers that payment be made by etransfer. E-transfer payments to be sent to finance@ufest.ca

If cheques or money orders are used as forms of payment, these are to be made payable to Edmonton Ukrainian Festival Society.

2. SITE HOURS

Festival hours are: Friday, May 24: 5 PM to 11PM and Saturday, May 25 11 AM to 11 PM.
Community Pavilion hours are: Friday, May 24: 5 PM to 9 PM and Saturday, May 25 11 AM to 9 PM. Community Pavilion participants must be **set up by 1:00 pm on May 24, 2024** to accommodate necessary inspections and must remain open for the duration of the Community Pavilion hours.

3. LOAD IN

The Load-in details will be provided to community groups when logistics details are finalized.

4. LOAD OUT

All community groups and equipment must be off site by midnight, Saturday, May 25, 2024. Site must be left clean and free of all product, equipment, garbage and debris.

5. ALLOTMENT AND USE OF SPACE

Community Groups may occupy only the space that has been specifically allotted to them. Tent space may not be shared unless agreed upon in writing by the UFest Committee.

6. SIGNAGE AND ADVERTISING

Vendor signage must be professional-looking (no handwritten signs), fit on the table, and not extend beyond the allocated space.

7. PARTIAL PARTICIPATION

All Community Groups must provide their displays for the entire length of the Festival (2 days). One day only participation will not be accepted.

8. PARKING

Parking will be available for Community Group use adjacent to Festival site. These limited parking spaces will be on a first come, first served basis.

9. GARBAGE

Personal garbage removal is the responsibility of the group during move in, throughout the Festival, and load out. During the Festival, all groups must keep their table and surrounding radius clean. No boxes or garbage are to be stored behind the tent. A large, commercial garbage bin will be accessible for your trash.

10. ON SITE CONDUCT

Pavilion participants shall familiarize themselves with, and observe all applicable bylaws. Neither your organization volunteers nor your table products can encroach on another participant's space and signage must be contained within your purchased space. Pavilion participants must allow passersby unencumbered passage down the aisle and only initiate contact with attendees when they are in close proximity to the table. The UFest Committee will arbitrate all disputes between participants, or between participants and the public. UFest reserves the right to cancel a participant's contract if public conduct is deemed consistently or extremely offensive. All decisions made by the UFest Committee are final.

11. SECURITY

Security personnel will be on site at the Festival; however, UFest will not be held responsible for lost or stolen property. In case of security or safety questions or concerns during the Festival, please contact UFest Administration at a phone number to be provided before the event, or speak with a member of the UFest Committee. Space in a locked facility will be available to groups.

12. COMMUNITY PAVILION VOLUNTEERS

All Community Pavilion volunteers must be at least 15 years of age. Any person left in charge of a table must at least 18 years of age. If the owner, or person signing the 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 known to the UFest Committee.

13. GROUP SELECTION

Applying to be a UFest Community Pavilion participant does not guarantee you space at the Festival. Groups will be selected based on suitability and providing the best possible patron experience at UFest. All application information must be complete and accurate. From the information provided, we will choose vendors and allocate space as fairly as possible.

14. TABLE ASSIGNMENT

Table location within will be assigned by the UFest Committee taking into consideration a number of variables. The Committee cannot guarantee space location.

15. COMPLIANCE

Vendors, their representatives, agents and employees will comply with all general rules and regulations prescribed by the Festival Board. The vendor certifies that this information will be properly and completely communicated to its associates to ensure complete compliance.

16. GOODS AND SERVICES

UFest is a family-oriented event and the promotion of any kind of harmful, illegal or offensive items or services are prohibited.

17. RAIN-OUT POLICY

In the event of inclement weather, the Festival Board will assess the situation and determine if it necessary to close down booths at the festival and call a rain out. Vendors will be informed if this is the case by the Festival staff. No vehicles will be allowed on the festival grounds until the general public is cleared of the festival area. No refunds will be made due to weather conditions.

18. UFEST LOGO

Vendors are not permitted to use the UFest logo, name, or likeness on any items they offer without expressed permission by the UFest committee.

19. VENDOR IDENTIFICATION

All Group Volunteers must wear a UFest identification badge during festival hours. Identification badges will be provided upon check-in to the festival.

20. FORCE MAJEURE

Neither the Groups nor UFest will be held liable for failure to perform its obligations under this Agreement where such breach is due to any of the following: acts or regulations of public authorities, labour difficulties or strike, inclement weather, epidemic, interruption or delay of transportation service, acts of God, or any other legitimate cause beyond the reasonable control of the performer and UFest.

21. INDEMNIFICATION

The Group is responsible for their conduct. UFest will be compensated by the Group for any and all damage done to UFest equipment and festival site by the Group, their agents or guests. The Group indemnifies and holds UFest staff, volunteers and committee members harmless for any and all property damage or personal injury that results from or is related to the vendor that is not directly caused by the UFest.

22. GOVERNING LAW

UFest and the vendors submit to the jurisdiction of the courts of the Province of Alberta for the enforcement of this Agreement or any arbitration award or decision arising from this Agreement. This Agreement will be enforced or construed according to the laws the Province of Alberta.

23. GOOD FAITH

UFest and the Groups agree to perform their obligations under this Agreement, in all respects, in good faith.

DECLARATION

By submitting a UFest 2024 Community Pavilion Application, on behalf of our organization, I acknowledge that I have read and understand the Terms of the Agreement as outlined above.

If selected as a UFest 2024 Community Pavilion participant, our organization will abide by these Terms.

Electronic Signature/Initials to be provided on actual Application Form.

NEXT STEPS

- Complete electronic [APPLICATION FORM](#)
- Wait for notification of being a successful applicant (to be sent out by April 1, 2024)
- If you are a successful applicant, submit payment (must be received by April 14, 2024)

Preferred method of payment is by etransfer
Send your etransfer payment to: **finance@ufest.ca**

** When etransferring money, be sure to clearly indicate (in the message field) whom the transfer is from (eg. Blue & Yellow Sports- Community Pavilion Participant)*

OR

Mail a cheque (made out to Edmonton Ukrainian Festival Society) to:

**UFest
PO Box 70072 Londonderry
Edmonton, AB T5C 3R6**

- [Print this Application for your records](#)

QUESTIONS?

Email us at: **communitypavilion@ufest.ca**