

VENDOR VILLAGE



UFEST 2025
MAY 30 & 31

RETAIL/SERVICES
VENDOR
APPLICATION



GROWING FESTIVAL!

UFest 2025 is expecting over
65,000 people to attend!

WHY PARTICIPATE?

An excellent opportunity to showcase your goods/crafts/services to thousands of people over 2 days!

The Vendor Village is located in a high-traffic zone. All attendees will pass by the Vendor Village!

Affordable - excellent return on investment

Tent, power, table/chairs, security and overnight storage provided. Various options for tent sizes or shared spaces within larger tents.

Extremely well-organized event

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

Highly-effective marketing

The festival, Vendor Village and individual vendors are highly profiled on many UFest media platforms and our website!

HOW TO APPLY/APPLICATION TIMELINE

Click [HERE](#) to access application form

- Submit application **before February 28, 2025**
- Successful vendors will be notified by **March 16, 2025**
- Successful vendors must pay **in full** by **April 1, 2025**

FESTIVAL DATES

- Friday, May 30, 2025 **5pm - 11pm**
- Saturday, May 31, 2025 **11am - 11pm**
- Vendor Village closing hours may differ

FEES

- 10' x 10' tent **\$495**
- 10' x 10' area in a shared 10' x 20' tent **\$390**
- 10' x 20' tent **\$875**
- 10' x 10' area in a large, shared multi-vendor tent **\$375**
- Other tent sizes upon request and availability
- Tables, chairs, power included
- **NEW** - A limited numbers of **Turf Passes** (allowing vehicles to remain parked behind their tents) available this year. Details in application form.

IMPORTANT DATES

- **February 28, 2025** - Deadline for receipt of applications
- **March 16, 2025** - Successful vendors will be notified
- **April 1, 2025** - Entire vendor fee is due

NEW for 2025!

A **MANDATORY** Town Hall meeting (online) will be held in May, prior to the festival for all selected UFest Vendors to review rules and expectations.

THE FINE PRINT *Please read through to the end as you must sign this document*

Terms of Agreement

1. FEES

If you are selected as a UFest 2025 vendor, you must pay the full vendor fee by **April 1, 2025**.

Etransfer is our preferred method of receiving payments. Etransfers are to be sent to: **finance@ufest.ca** You MUST indicate (in the message section) your company name and detail for the etransfer.

If paying by cheque, make cheque payable to:
Edmonton Ukrainian Festival Society and mail to:

PO Box 70072 Londonderry
Edmonton, AB T5C3R6

A \$50.00 service charge will be levied for NSF (non-sufficient funds) cheques.

If payment is not received by deadline date, vendor will not be considered as a UFest 2025 participant.

2. SITE HOURS

UFest 2025 takes place May 30 – 31, 2025. Site hours are: Friday, May 30: 5 PM to 11 PM and Saturday, May 31: 11 AM to 11 PM. Retail/Service vendors **must** be **set up by 1pm on May 30, 2025** to accommodate necessary inspections and must remain open for the duration of the Vendor Village hours.

3. LOAD IN

Load in assistance MAY be provided at the discretion of the Vendor Committee, subject to the availability of a UFest volunteer-operated golf cart.

Vendors should come prepared with their own carts/dollies.

Vendors MUST arrive with their own sufficient manpower to assist them. UFest volunteers will not be permitted to assist in physical loading of vendor wares.

4. LOAD OUT

All vendors and equipment must be off site by **midnight Saturday, May 31, 2025.**

UFest volunteers with golf carts will be available to assist in transporting wares back to the parking lot. UFest volunteers will not be permitted to physically assist in loading wares onto golf cart.

A limited number of golf carts are available. Therefore, load out assistance is on a first-come/first served basis. **Verbal abuse of UFest volunteers will not be tolerated and will result in no assistance being provided.**

Site must be left clean and free of all product, equipment, garbage and debris.

5. ALLOTMENT AND USE OF SPACE

The signed vendor contract is a limited license to use UFest's site for the purpose of doing business. The vendor may occupy only the space that has been specifically allotted to them. Booth space may not be shared unless agreed upon in writing by the UFest Vendor Committee. Only approved products/services can be sold.

6. SIGNAGE AND ADVERTISING

Vendor signage must be professional-looking (no handwritten signs), fit on the booth, and not extend above the booth, or in front of it. Sandwich boards are only permitted within the total space allotment of the booth and may not protrude outward.

7. CITY OF EDMONTON LICENSES AND PERMITS

Vendors must have all applicable City of Edmonton licenses and permits as required.

8. INSPECTIONS

Inspectors will be on site to ensure all safety standards are adhered to. All instructions and advisements by the inspector must be adhered to. To not do so is grounds for removal from the Festival.

9. INSURANCE

In accordance with AHS and City of Edmonton requirements, vendors must also have insurance and may need to submit this documentation if asked to do so. If you will be selling a food product or an item that is ingested or can be applied to the skin, you are required to be listed on the City of Edmonton Approved Vendor List and must have a Certificate of Insurance for \$2M with the City of Edmonton listed as an Additional Insured registered with City of Edmonton - Vending.

10. PARTIAL PARTICIPATION

All UFest vendors must provide their services for the entire length of the Festival (2 days). One day only vendors will not be accepted.

11. BEVERAGES

Vendors will be permitted to sell non-alcoholic beverages such as bottled water, carbonated beverages, juices. **NO** alcoholic beverages may be sold by vendors. Sales of alcoholic beverages are the exclusive right of UFest. No alcohol consumption will be permitted in the Vendor Village.

12. PARKING/VEHICLES DRIVING ONTO FESTIVAL GROUNDS

There is NO vendor parking anywhere on the Festival grounds, unless a Turf Pass has been purchased/issued. Vendors caught driving or parking on the Festival grounds **will be disqualified from participating in UFest 2025** and vehicles will be towed at the vendor's expense. Parking will be available for vendors' use adjacent to Festival site.

13. GARBAGE

Personal garbage removal is the responsibility of the vendor during move in, throughout the Festival, and load out. During the 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 and under no circumstances are vendors allowed to use garbage receptacles designated for public use. A large, commercial garbage bin will be accessible for your trash.

If garbage or debris is left on site following load out, Vendor will not be considered for future UFest events

14. ON SITE CONDUCT

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

15. 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 Vendor Committee. Space in a locked facility will be available to vendors to store wares overnight.

16. VENDOR ON-SITE STAFF

All vendor employees must be at least 15 years of age, as per provincial law. Any person left in charge of a booth must at least 18 years of age. 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 known to the UFest Vendor Committee.

17. VENDOR SELECTION

Applying to be a UFest Vendor does not guarantee you space at the Festival. Vendors are selected to participate based on providing the best possible patron experience at the UFEST Festival. All application information must be complete and accurate. Failure to complete all areas will delay your application. From the information provided, we will choose vendors and allocate space as fairly as possible.

18. BOOTH ASSIGNMENT

Vendor booths will be assigned by the UFest Vendor Committee taking into consideration a number of variables. The Committee cannot guarantee space location; however, a vendor may request a certain location for consideration. Vendors sharing a 10' x 20' tent can request to be partnered with another specific vendor and UFest will try to accommodate. Vendors sharing the large multi-vendor tent will be assigned their spaces by the Vendor Committee. No changes or swapping spaces with other vendors will be permitted.

19. 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.

20. GOODS AND SERVICES

UFest is a family-oriented event and the sales of any kind of harmful, illegal or offensive items or services are prohibited. The decision of the Festival Board is final.

21. RAIN-OUT POLICY

In the event of inclement weather, the Festival Board will assess the situation and determine if it is 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.

22. 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 Vendor Committee.

23. VENDOR IDENTIFICATION

All Vendors must wear a UFest identification badge during festival hours. Identification badges will be provided upon check-in to the festival. The use of designated entrances/exits by vendors will only be permitted if a valid Vendor ID is presented.

24. FORCE MAJEURE

Neither the Vendors 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.

25. INDEMNIFICATION

The Vendor is responsible for their conduct. UFest will be compensated by the vendor for any and all damage done to UFest equipment and festival site by the vendors, their agents or guests. The vendor 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.

26. 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 according to the laws of the Province of Alberta.

27. GOOD FAITH

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

DECLARATION

By submitting a UFest 2025 Vendor Application, I acknowledge that I have read and understand the Terms of the Agreement as outlined above.

If selected as a UFest 2025 Vendor, I 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 successful application (to be sent out by March 16, 2025)
- If you are successful, submit payment (must be received by 6pm on April 1, 2025)

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

** When e-transferring money, be sure to clearly indicate (in the message field) whom the transfer is from (eg. Annie's Jewellery – UFest Vendor)*

OR

Mail a cheque (made out to Edmonton Ukrainian Festival Society) to:
UFest Vendor Committee
PO Box 70072 Londonderry
Edmonton, AB T5C 3R6

- Print this Vendor Application for your records

QUESTIONS?

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