

MARIPOSA FOLK FESTIVAL

2025 VENDOR WELCOME PACKAGE

Welcome and Next Steps:

If you are a returning vendor or participating at the Mariposa Folk Festival (MFF) for the first time, welcome! Food vendors are an essential component of the Festival and we value your contribution to the success of the event. We hope you find this year's MFF to be an enjoyable and rewarding experience!

We would like to provide an overview of what will happen between now and your arrival at the Festival:

- February to March: Vendors move their status from conditional to confirmed by submitting required documents on the Checklist.
- April: Vendors receive confirmation of acceptance.
- Mid to late June: Vendors receive a pre-Festival package which includes:
 - Set up times and processes (note Vendors must be fully set up by 1:30 pm on Friday, menu posted by 3:30 pm)
 - Parking and food court site plan
 - Cash out procedures
- Late June: Vendors will be scheduled to participate in a pre-Festival Zoom meeting with the Food Vendor and Greening Leads. In previous years, this meeting was held on the Friday afternoon at the Festival. The meeting would be optional for returning Vendors. Hopefully we will be able to answer any questions you may have.

Acceptance Checklist:

This checklist (see next page) will help you track your obligations to meet firm deadlines with the submission of documents, thereby securing your confirmed acceptance. Late or missing documentation is grounds for revoking your conditional acceptance. **Also be attentive in completing the Food Vendor Contract and the Electrical Contract. They must be accurate in all respects as you will be bound by them in your operations at the Festival.** You may be contacted by the Electrical Team if they need further information after reviewing your electrical application. **Electrical requests in excess of outlined allowances may be denied and/or you will be notified of the need for a surcharge as outlined in the Electrical Guidelines.**

Send all documents to officemanager@mariposafolk.com or by mail to Mariposa Folk Festival, Box 383, 10 Peter Street South, Orillia, ON, L3V 6J8.

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Acceptance Checklist and Deadlines:

REQUIREMENT/DOCUMENT	DUE DATE	DESCRIPTION	DONE
\$250 Security Deposit	Mar 21/2025	Payable by cheque to Mariposa Folk Festival or e-transfer to officemanager@mariposafolk.com Your security deposit cheque will be cashed and not be refundable should you subsequently withdraw . Security deposits will be refunded to vendors in the weeks following the Festival if the vendor has adhered to all guidelines and regulations.	
Food Vendor Contract	Mar 21/2025	Sign and return the contract by the due date. No changes are permitted once the contract is signed (see Guidelines for details). Ensure you complete the final page which includes set-up information. Note: While we make an effort to avoid approving multiple vendors with the same product focus, there may be an overlap on any individual menu item. We are no longer monitoring and approving menus to avoid such overlap.	
Food Vendor Electrical Contract	Mar 21/2025	Sign and return the contract by the due date. No changes will be permitted to electrical requirements once the contract is signed, submitted and approved by MFF.	
Proof of Purchase – Certified Compostable Serving Ware	Mar 21/2025	Supply proof that servingware is an acceptable BPI CERTIFIED COMPOSTABLE product when submitting receipt of purchase to the office. See Greening Guidelines for more details.	
Proof of General Liability Insurance	Mar 21/2025	A minimum of \$5M general liability insurance is required. The certificate naming MFF as an additional insured must be received by the due date.	
Health Unit Special Events Permit	Mar 21/2025	A Special Events Permit is required from each Vendor from the Simcoe Muskoka District Health Unit. See the General Guidelines for more details regarding this requirement.	
T.S.S.A. Certificate (Technical Standards and Safety Authority)	Mar 21/2025	This applies to food vendors using propane. If you have any questions about this T.S.S.A. regulation, please visit www.tssa.org and/or contact Fire Prevention Division at 705-325-5215.	

Send all documents by email to officemanager@mariposafolk.com or by mail to Mariposa Folk Festival, Box 383, 10 Peter Street South, Orillia, ON, L3V 6J8.

MARIPOSA FOLK FESTIVAL

2025 FOOD VENDOR GENERAL GUIDELINES

These regulations and guidelines form one component of vendor contractual commitments to the Mariposa Folk Festival (MFF). They have been established to provide clear operational rules to enhance the experience of Festival patrons, and to ensure that vendors adhere to all deadlines, regulations and guidelines as required by MFF. **By submitting an application, you are committing to conducting your business in accordance with all MFF regulations and guidelines including (but not limited to) Food Vending General Guidelines, Greening Guidelines, Electrical and Utilities Guidelines. Failure to comply with all regulations may result in forfeit of security deposit, forfeit of space for the day and/or weekend, and exclusion from all future events.**

APPLICATION/ADJUDICATION/ACCEPTANCE/CONTRACTS

- **Application Deadline:** January 31, 2025 with no extensions or exceptions
- **Any vendor with a set-up greater than 25 feet in width need not apply due to space restrictions.**
- **Security Deposit:** \$250.00, required after Conditional Acceptance, payable to Mariposa Folk Festival by cheque or Etransfer to officemanager@mariposafolk.com. Your security deposit will be cashed and will not be refundable should you subsequently withdraw from the Festival or have your Conditional Offer withdrawn due to neglect of Guidelines and/or failure to meet deadlines.
- **Adjudication:** Blind judging of applications will occur following the application deadline and vendors will be notified of outcomes by email in March.
- **Acceptance:** For successful applicants, **the offer to participate in the Festival is CONDITIONAL until all requirements are met.** Requirements include submitting the signed Food Vendor Contract, the Electrical Contract, a copy of your Insurance, Health Unit Permit, Greenware order, TSSA Certificate (if applicable) All documents are to be sent to the Mariposa office at officemanager@mariposafolk.com **ANY late or missed deadline is grounds for withdrawal of conditional offer at discretion of the FV Coordinators.**
- **Food Vendor Contract:** Legal contract outlining the conditions for participation in Festival. **Food vendors MUST adhere to all aspects of their contract**, and failure to do so may result in fines, revoking of ability to participate on the weekend and / or banning from future Festival participation.
- **Electrical Contract:** Outlines MFF and vendor responsibilities and agreements regarding utilities during the Festival.
- **General Liability Insurance Certificate:** \$5 million coverage required with MFF named as an additional insured.
- **Health Unit Special Events Permit Application:** Application to be submitted directly to Health Unit. Vendor must ensure that a copy of the Application is provided to the MFF office by the due date so MFF knows you have applied. Vendor application forms can be found at: <https://www.simcoemuskohealth.org/JFY/Businesses/specialevents.aspx>
- **Certified Compostable Greenware Order:** All items used for dispensing product to patron must be a BPI Certified Compostable product. Further details are to be found in the Food Vendor Greening Guidelines.
- **T.S.S.A. Certificate (new in 2024):** Proof of T.S.S.A. certificate must be provided in advance for all food vendors using propane. Orillia Fire Department will be inspecting 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 **prior to authorizing operations.** Any appliance without the appropriate certificate will not be allowed to operate by the Fire Department. If you have any questions about this T.S.S.A. regulation, please visit www.tssa.org and/or contact Fire Prevention Division at 705-325-5215.

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MFF FOOD VENDING CONTRACTUAL OBLIGATIONS

Please note that failure to adhere to **any vendor obligation** (as outlined here, in Greening and Electrical and Utilities Guidelines and in Food Vending and Electrical Contracts) will result in a \$50 fine per infraction (deducted from the vendor's security deposit), and vendor will risk expulsion from Festival and / or exclusion from future Festivals at the FV Coordinator's discretion.

Hours of Operation:

- MFF operating hours are Friday 4pm–11pm, Saturday 11am-11pm and Sunday 11am–11pm.
- **Vendors must be open during all Festival hours, unless otherwise authorized by FV Coordinators.** Failing to remain open for the entire duration of Festival hours is a serious infraction and will be addressed. In the event a vendor is unable to remain open within operating hours, the vendor must contact the Food Vendor Coordinator.
- Vendors may open prior to and close later than their contracted hours at their own discretion.
- Vendors are encouraged to consider breakfast food offerings, and to open earlier than 11am, as there are campers on site, and Festival gates will open at 10am both Saturday and Sunday, perhaps even earlier.

Products Contracted for Sale:

- Food offered for sale by vendors at MFF will adhere exactly to the food description, quantity and price as outlined on the menu included in vendor contract. **Please note that no changes** (e.g., items available, price, size etc.) **will be allowed once the contract is signed without FV Coordinator 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 Equipment Required:

- **Canopy and Flooring** - Vendors must use a 'smooth, easily cleanable' canopy for cover and flooring at their booth, if they don't have an enclosed facility.
- **See Food Vending Electrical and Utilities Guidelines for Food Vendor requirements related to ...**
 - Required lengths of potable water hose to access water from manifold
 - Required means / capacity to transport grey water to the grey water collection tub
 - Required length / quality of extension cords required to access electricity from the electrical panel
 - Requirements regarding electrical equipment condition and coding
- Please note that all equipment must comply with **Food Vendor Electrical and Utilities Guidelines.**

Green Supplies and Processes:

- **Please see Food Vendor Greening Guidelines** for all Food Vendor responsibilities and requirements related to food dispensing, waste management and other issues related to Greening of the Festival.

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2025 FOOD VENDOR GENERAL GUIDELINES

Vendor Fees, Fines and Payment:

- Vendors will receive a Cash-Out Form at Festival outset and must cash out on Sunday night. **Failure to do so may result in exclusion from future Festivals. Cheque or E-Transfer are the only acceptable form of payment.**
- MFF will collect **15% of gross revenue** as a fee from each vendor.
- MFF is issuing **Mariposa Money**. Vendors are required to accept Mariposa Money as cash for the purchase of food and beverages. This includes issuing change in cash from any purchase made with Mariposa Money. Mariposa Money collected by vendors will be refunded at face value at cash out.
- Vendors will permit MFF personnel to review, during and after the Festival, all transactions, ledgers, and back-up as they reasonably require confirming compliance with this obligation. Please note that in any given year, there may be an audit of records to verify income, so it is incumbent upon the vendor to keep adequate records to meet this requirement.
- **Vendors with frontage greater than 20 feet will incur a surcharge of 1% per foot over 20 feet.** Note that due to space restrictions on vendor row, there is a maximum lot size of 25 feet in width.
- **Vendors with high electrical demands may incur an electrical surcharge** (ranging from \$50 to \$200) and will be informed of this prior to, or at the outset of the Festival.
- A **post-Festival inspection of the vendor site** will be conducted on **Monday post Festival at 3pm** and must be deemed satisfactory for a full refund. We suggest that you consider taking a photo of your site prior to leaving to verify the condition in which you left it as needed. Please note, there should be nothing remaining on your site, including garbage, cooking oil containers, recycling etc.
- **Security deposits will be refunded** to vendors in the weeks following the Festival, **only if, in the opinion of MFF, the vendor has adhered to all guidelines and regulations** put forward by MFF including (but not limited to) the **Food Vendor General Guidelines**, the **Food Vendor Greening Guidelines** and the **Food Vendor Electrical & Utilities Guidelines**.

Other Vendor Obligations:

- **Security:** Vendors are responsible for the security of their belongings. MFF and its staff, directors and volunteers are not responsible for lost, stolen, damaged or misplaced goods.
- **Set-Up Time for Opening Day:** Vendors are required to complete set up by **1:30 pm on Friday**.
- **Menu Posted:** Your menu with prices must be posted by 3:30 pm on Friday.
- **Sandwich Boards and Flags:** Use of sandwich boards and flags must not obstruct pedestrian traffic or site lines of other vendors on the row. MFF volunteers reserve the right to reposition boards and flags to ensure visibility of other vendors, ensure patron safety and to maximize pedestrian traffic flow.
- **MFF Code of Conduct:** All vendors (and vendor staff for which the vendor is responsible) agree to uphold MFF's Code of Conduct. Failure to do so may result in exclusion from future Festivals. For further information see our Code of Conduct on the Mariposa website at <http://www.mariposafolk.com/code-of-conduct/>

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2025 FOOD VENDOR GENERAL GUIDELINES

FOOD VENDING PROVINCIAL AND MUNICIPAL REGULATIONS

Public Health Requirements and Regulations:

- A **Special Events permit** is required for each vendor from the Simcoe Muskoka District Health Unit – found online at <https://www.simcoemuskokahealth.org/JFY/Businesses/specialevents.aspx>
- It is the responsibility of the vendor to obtain this permit, to submit permit by deadline, and to comply with all health/sanitation requirements. Vendor permit must be posted at all times. Health Officials will inspect all operations prior to Festival start-up and 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 MFF grounds. THE ENTIRE PARK IS SMOKE / VAPE FREE as per Orillia City Bylaw <https://www.orillia.ca/en/living-here/smokevapefreeorillia.aspx>

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/>
- MFF asks that you be mindful of any 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 be in compliance with the Occupational Health and Safety Act (OHSA) and any related regulation that relates to the work or activity that 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 own 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:

- It is the responsibility of each MFF vendor to appreciate and adhere to all appropriate standards that will 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.
- **For those using Propane** - Orillia Fire Department will be inspecting 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 **prior to authorizing operations**. Any appliance without the appropriate certificate will not be allowed to operate by the Fire Department. If you have any questions about this T.S.S.A. regulation, please visit www.tssa.org and/or contact Fire Prevention Division at 705-325-5215
- **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 absolutely no exceptions. Failure to comply will result in a \$50 penalty per occurrence (deducted from vendor security deposit) and possible exclusion from future MFF events. Vehicles must be off site by 3pm on Friday and 9am on Saturday and Sunday. Each night MFF "Site Access" (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.**

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2025 FOOD VENDOR GENERAL GUIDELINES

MFF WILL PROVIDE THE FOLLOWING TO FOOD VENDORS

Space for Vendor's Booth:

- Vendor plot size (width and depth) will be as per vendor contract. We are unable to accommodate requests for larger plot sizes once contracts have been finalized.
- Placement of booths will be determined by Festival organizers. Successful applicants will be notified of booth location closer to the time of the Festival. Location is subject to change up to the beginning of the Festival, at the discretion of the food vendor 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 food vendor coordinators.

Parking Passes:

- Preferred vendor parking is located just outside of the South Gate of the park and each vendor will be provided with **up to** two parking passes. Please inquire with parking volunteers, if you are unsure of where to park.

Overnight Security:

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

General Admission Wristbands:

- Vendors will be provided **up to** five general admission wristbands for their staff. If vendor staffing is above 5 at any one time, the vendor can discuss needs with MFF FV 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 wristbands required for their operations.

Utilities - Electricity, Water and Grey Water:

- Electricity, water and grey water disposal will be provided as per individual Food Vendor Contracts and per **Food Vendor Electrical and Utilities Guidelines**.
- Please take note of the maximum electrical connection allowances as outlined in the Food Vendor Electrical and Utilities Guidelines. Electrical requests above this level may be refused once demands have been analyzed, and / or an additional surcharge may be applied to vendor and will be specified prior to the Festival.
- **Please note that no changes will be permitted to electrical and utilities requirements once the Contracts have been signed.**
- Ice will be available for purchase on site at Alice's (the beer tent right beside the food court) **during Festival hours but not before.**

WASTE MANAGEMENT

Please see **Food Vendor Greening Guidelines** for further guidance.

MARIPOSA FOLK FESTIVAL

2025 FOOD VENDOR ELECTRICAL AND UTILITIES GUIDELINES/REQUIREMENTS

All successful vendors agree to abide by all conditions set forth in the Food Vendor Electrical and Utilities Guidelines. Vendors will be required to acknowledge receipt of these Guidelines and certify that it has been read and understood.

Conditions:

- **Inspection:** The Festival retains the right to inspect the condition of vendor equipment.
- **Wiring:** All units must be wired to meet all electrical code requirements and may be subject to inspection.
- **Unsafe Equipment:** If vendor equipment is deemed unsafe by the Festival, it must be shut down and removed immediately unless repaired or replaced at the vendor's expense in accordance with the instructions from the Festival's Electrical Lead. Failure to follow these instructions may result in the withdrawal of the vendor's permission to operate at the Festival. The Festival will not be responsible for undertaking modifications to vendor's equipment to allow it to operate in the Festival environment.
- **No individual generators** are permitted to be used at the Festival. If vendors have any concerns regarding this prohibition, they must discuss with the Electrical Lead prior to submitting their application. Generators WILL NOT be allowed without prior approval by Electrical Lead.
- **Power Disruptions:** The Festival will not be responsible for loss of power, lost business or any food spoilage due to power disruptions.

MFF Electrical Services Provided:

- **Electrical Service:** 15 AMP U ground receptacle OR 4 pin 30 AMP 125/250 volt twistlok receptacle (not both). Connection for a maximum of 4 (pre-authorized) 120 volt 15 AMP GFI receptacles OR one (1) 125/250 volt 30 AMP (approved in advance). Please note vendor responsibilities detailed below, if the 125/230volt, 30 amp option is chosen.
- Assistance in connecting to the Festival provided utilities.
- **PLEASE NOTE the maximum connection is 30 amps. Electrical requests above this level MAY BE considered once all electrical requests have been submitted, and demands have been analyzed by MFF Electrical Lead. There is no assurance that any supplies above the ratings specified above will be available. Additional electrical requirements that are approved, but deemed to be above the 30 amp maximum provided to each vendor will be subject to a minimum surcharge of \$200.**
- If available, a 50 amp service request will be subject to a \$200 surcharge.
- If approved prior to the Festival, a maximum of one 50 amp service can be requested.
- **Power Availability:** Power is available Thursday and remains available until Monday morning for freezer and fridge connections only.

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2025 FOOD VENDOR ELECTRICAL AND UTILITIES GUIDELINES/REQUIREMENTS

Vendor Responsibilities – Electrical:

- **Extension Cords:** Supply grounded, 12 gauge extension cords, suitable for outdoor use and in good condition, with molded plugs and ground pin intact, **for EACH 120 volt electrical circuit requested, OR 10 gauge extension cord for a 125/250 volt 30 Amp circuit requested.** (Note ONLY one OR the other circuit is permitted – please see below)
- **Cord Length:** Cords to connect to electrical panel should be 100 feet in length (or two 50 foot lengths).
- **Label Cords:** 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 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/kettle 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. (See note below about generator versus “grid” supplies)
- **Cord Condition:** Check regularly throughout the Festival to ensure that all extension cords to be used on site remain in good condition. Protect power cords located in the vicinity of heat sources and/or moisture.
- **Electrical Code and GFI:**
 - Ensure all units are wired to meet the Ontario electrical code. Ensure that wiring within their unit meets GFI standards.
 - Ensure all power supply will be suitable for connection to 120 volt 15 AMP GFI receptacle **OR** 125/250 volt 30 AMP receptacle. Correct connectors for 125/250 volt 30 Amp circuits will need to be confirmed with Electrical Lead prior to arrival at Festival.
 - **If using 125/250 volt, 30 amp option, the vendor is responsible for GFI protection of individual circuits at their booth/trailer** in compliance with the Electrical code, as the 125/250 volt 30 amp supply is NOT GFI protected.
- **Balanced Electrical Load:** Vendor is responsible for ensuring that the electrical load is balanced to a reasonable degree (i.e. to ensure that current draw on each phase of the supply is similar.) It is suggested the vendor speak with their own electrical contractor if they have any concerns re the balancing of their loads.
- **Lighting:** Ensure that lighting is compact fluorescent or LED (**NOT Halogen**) and is designed for outdoor use, unless within closed space protected from the weather.
- Ensure that all electrical equipment is raised off the ground on a non-conductive and dry surface.
- Keep connector plugs, power bars, etc. off the ground and protected from moisture.
- **Sign off on an electrical contract, identifying the exact equipment** being brought on site requiring electricity. The due date for the electrical contract will be specified in the acceptance package.

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2025 FOOD VENDOR ELECTRICAL AND UTILITIES GUIDELINES/REQUIREMENTS

Notes for Electrical:

- The Electrical Team may identify the need for an **additional surcharge to vendor fee** if the approved electrical requirements are deemed to be well above average vendor usage. This surcharge will be in the range of \$100 - \$200 dollars, depending on requested usage, and will be communicated to vendor at the time of approval of electrical contract.
- **NO CHANGES OR INCREASE IN ELECTRICAL DRAW** will be permitted beyond the electrical requirements identified and agreed upon in **signed electrical contract**.
- Power may be available on site from “grid” supplies and/or “diesel generators”.
- “Grid” electrical supply to the site is a 208 volts system and as such 220/240 volt equipment will tend to draw more power or work at lower temperatures and speeds. Please make sure that your equipment will work with this supply, and factor this in when determining whether your unit can meet the Food Safety requirements of the Simcoe Muskoka District Health Unit.

MFF Utilities Services Provided:

- **Potable water** from a water manifold centrally located in the vendor area(s). Vendor is responsible for hose to transport water from manifold to booth as described below.
- **Grey Water Collection Systems** centrally located in the vendor area(s). Vendor is responsible for transporting grey water from their booth to the MFF collection tubs as described below.

Vendor Responsibilities – Potable Water Equipment

- Vendor will supply their own food grade hose to the potable water manifold located near vendor row. We would **recommend that each vendor carry two 50' lengths of potable water hose**.

Vendor Responsibilities – Grey Water Management

- Vendor will provide their own means of transporting grey water from their booth to MFF grey water tubs.
- Please note that all cleaning of serving ware etc. must be done in the vendor’s own booth (not in the MFF grey water tubs) or taken off site nightly for proper cleaning.

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2025 FOOD VENDOR GREENING GUIDELINES

These regulations and guidelines form one component of Food Vendor contractual commitments to the Mariposa Folk Festival (MFF). They have been established to ensure that vendors adhere to all regulations and guidelines related to Festival Greening as required by MFF. By submitting an application, you are committing to conducting your business in accordance with all Food Vending regulations and guidelines. **Failure to comply with the Food Vendor Greening Guidelines may result in forfeit of security deposit, forfeit of space for the day and/or weekend, and exclusion from all future events.**

Dispensing of Food Items:

Vendors may purchase serving ware from any company of their choosing but must supply proof that it is an acceptable BPI CERTIFIED COMPOSTABLE line when submitting receipt of purchase to the office. No other serving ware or utensils may be brought onto the grounds. **Note: all serving ware includes forks, knives, spoons, plates, bowls, cups, straws, stir sticks (and any other item involved in food dispensing).**

- **It is essential that you are clear about your needs when purchasing product so that all serving ware meets BPI certified compostable requirements.**
- Conditionally accepted applicants are required to place an order for an adequate supply of all necessary serving ware, in order to receive final approval for participation in the Festival.
- **A copy of the greenware order must be sent to officemanager@mariposafolk.com. Failure to do so may result in withdrawal of vendor conditional acceptance.**
- If vendors have product left over from a previous year and intend to use it, proof of purchase from one of the approved product lines **must still be provided, with a notation of intentions.**
- Greenware must remain unaltered to preserve its compostable properties. No use of labels, business stickers, flags, etc. will be permitted.
- Please note – Vendors must order adequate supplies to meet their needs for the entire weekend.

Dispensing of Beverages:

- **No bottled water** is allowed for sale by vendors. Potable Water is provided on site. Vendors are encouraged to bring reusable containers for personal use. **Vendors found with plastic water bottles in their waste stream will be fined \$50 (taken from deposit).**
- With the exception of water, sealed beverages may be sold to patrons in plastic, glass or cans as long as the container is recyclable.
- Vendors are required to honour the use of personal coffee mugs and bottles by patrons and must dispense product in these containers if requested to do so by the patron.

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Waste Management:

- MFF will provide each vendor with a green bin, a recycle box and clear plastic garbage bags for regular garbage. Please note that these vendor receptacles are intended for use **within** the vendor's booth. **Vendors are required to set up a waste management system within their booth, minimizing the chances of cross-contamination of waste streams. Vendors will be held responsible if the sorting bins are located outside of their booth and are contaminated by patrons.**
- Large waste diversion containers, exclusively for vendor use, will be located directly behind each 'row' of vendors. The containers will be labelled for each of the waste streams: Compost, Recycling, Garbage and large cardboard items (Note all cardboard containers must be flattened and plastic wrapping or windows removed).
- Vendors must carefully sort and place all waste from their booth in the appropriate large waste diversion containers.
- MFF volunteers will be checking at Festival outset, and periodically throughout the Festival to make sure that waste is being properly sorted, to offer support, and to answer any questions.
- Waste pick-up from these food vending waste stations will be ongoing at no charge. Vendors are asked to notify MFF volunteers when these containers are nearing 2/3 full. This will allow the Greening volunteers time to collect the waste, avoiding the bin becoming unusable.
- Vendor's site, including the area immediately behind and adjacent to the booth, must be free of garbage and debris throughout, and after each Festival day.
- Further education regarding sorting of waste into the approved streams will be provided to vendors at the pre Festival Zoom meeting in late June.
- **Anyone found not separating waste as per guidelines will be fined \$50 per occurrence, which will be deducted from their vendor security deposit and will also risk future event exclusion.**

Not Accepted in MFF Waste Stream:

- All cooking oils must be taken by the Vendor from the MFF site. No oil will be accepted in the waste diversion program.