



September 14, 2024
Shaw Centre, Ottawa

VENDOR PACKAGE & AGREEMENT 2024

Heating up the Capital • Ottawa's Hot Sauce Expo

Saturday September 14, 2024 • 10am – 6pm

Shaw Centre

55 Colonel By Drive, Ottawa

Heating up the Capital is owned and operated by Heating up the Capital Inc.

HeatingUpTheCapital.com



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BECOME A VENDOR

It's happening again!! Heating up the Capital 2024! Here is the registration form for returning makers.

For 2024, we are again indoors and at the beautiful Shaw Centre. Right in downtown Ottawa with lots of parking and transit. The show floor licensed for alcohol and the guests will be able to sit to enjoy food and beverages.

Returning vendors get first option to register until May 10, 2024. Anyone registering after May 10 will be entered into a draw on May 25, 2024 for the remaining spaces. The draw is open to all Canadian makers.

We will have a maximum of 40 hot sauce makers and an additional 10 spaces for salsas, seed sellers, baking, etc.

We will also have a food station run by the Shaw Centre, a cash bar with Jalapeno Beer and the very popular ice cream!!

Because the room is spacious, we are asking all the makers to bring their tent with a fire-retardant canopy. The fire department is firm on the fire-retardant canopy. You can bring your own table and chairs but rentals will also be available. Price to be confirmed. Electricity needs to be arranged through an exclusive supplier. So please indicate if you need electricity (it's expensive!!) and I will send you the information.

Don't forget you will need to have an up-to-date food handlers' certificate, \$2 million liability insurance and proof that your sauces are being made in a commercial kitchen.

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Heating Up The Capital 4
4th Annual Ottawa Hot Sauce Expo

ABOUT THE VENUE

The Shaw Centre has everything we need to make our event another success – **right in downtown Ottawa**. Lots of transit options and right next to the Rideau Centre (a huge shopping centre).

“Situated on the Old Congress Centre site, the Shaw Centre breathes new life into Ottawa’s downtown core. A striking redevelopment in 2011 tripled the Shaw Centre’s capacity, drawing attention from national and international planners and making it one of the most successful convention centres in the country.

Since 2011, we have proudly hosted thousands of conventions, meetings, and trade shows of varying scales and sizes.

In 2021, the Shaw Centre was awarded the International Association of Conference Centres (AIPC) APEX award for the elusive title of “**World’s Best Convention Centre**”

Loading docks, elevators to the event space and carpeted floors!

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TERMS AND CONDITIONS

CANCELLATION

- a) All cancellation requests must be made in writing.
- b) A refund of 50% of the total fee will be issued for cancellations made before **Friday, September 1, 2024.**
- c) No refunds issued after **Sunday, September 8, 2024**

INSURANCE

- a) Proof of liability insurance for \$2 million must be submitted to the organizers with the signed contract and payment.
- b) Heating up the Capital, staff and volunteers shall not be responsible for injury, loss, expense or damage to persons, goods, equipment or decorations caused by accident or any other cause, either directly or indirectly during load in/load out, preparations or during the event.
- c) If you do not have insurance, DUUO.ca can get you one day insurance for a very good price.

SETUP

- a) Setup/drop off is **Friday September 13, between 3 and 7 pm.** The facility requires we hire two loading dock supervisors and one freight elevator operator for a minimum of 4 hours so this is the only drop off time. Please send an email if this is going to be a challenge.
- b) Booth space is 10 x 10 with 5 feet of storage behind your tent.
- c) Doors open at 10 am on Saturday morning but we will be there at 8 am for last minute setup.
- d) The hall will be secure overnight.

Initials _____



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SAMPLES

- a) Samples are encouraged but need to be handed out individually.
- b) All products must be made in a commercial kitchen.
- c) All hot sauce vendors are required to adhere to Safe Food Handling procedures.
- d) Handwashing station required at each booth. A camping water container with soap, paper towel and a bucket is sufficient.
- e) Ottawa Public Health Unit requires you to fill out the following form at least 4 weeks before the event: <https://secureforms.ottawapublichealth.ca/Inspections/Special-Event-and-Farmers-Market-Vendor-Form>

TEARDOWN & GARBAGE

- a) Teardown starts at 6 pm on **Saturday, September 14**. Please remove all boxes and garbage. The vendor is responsible for proper disposal of all waste. Do not leave anything in your booth space after the event.

VENDOR PARTY

- a) Heating up the Capital is hosting a vendor party on **Friday, Sept 13** between 8 and 10 pm. Location to be confirmed. And there will be an impromptu gathering after the event.

PRODUCT SALES AND REVENUES

- a) Heating up the Capital does not take a percentage of the sales. You keep 100% of your sales.
- b) You set your own prices.
- c) Booths must be staffed at all times when open to the public.
- d) You are not allowed to leave before the end of the event at 6 pm.

Initials _____



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POLICIES AND REGULATIONS

1. Vendors may not share their vendor space, without written consent of Heating up the Capital.
2. The posted load in, set up and load out times must be adhered to. The Shaw Centre requires us to hire dock supervisors.
3. Vendor booths must be fully operational throughout all posted hours. If you have sold out, you may leave a sold-out sign and leave your booth.
4. All vendors agree to give their full cooperation to festival staff with regards to booth placement, festival policies, rules and regulations and all terms of this contract. There is a zero-tolerance policy for any Vendor who disrupts the event with negligent, uncooperative, harassing and/or violent behaviour. If behaviour is deemed as unacceptable by festival staff, security or the Ottawa Police department, the Vendor will be removed from the event without refund.
5. Vendors agree to read and abide by the terms and conditions listed.

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Initials _____

YOW! AWARDS

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Yes!! We will be holding the YOW! Awards again!

We have many judges that are willing to lay their lives on the line to help pick the 1st, 2nd, 3rd best sauces in 6 different categories ... Mild, Medium, Hot, Extreme, Condiment and BBQ. One sauce will be the Grand Champion “King of Sauces!”

We are doing a double-blind test and points will be given independently for taste, smell, texture, accurate heat rating and overall impression. Rating scale is 0 to 10.

To participate in the awards, you will need to provide 2 bottles of each sauce plus \$30 (plus HST) per category. We need your sauces by June 15, 2024. One sauce per category please.

Winners will be announced at Heating up the Capital on September 14, at 10:30 am. Open to all Canadian makers that comply with below mentioned rules. You do not need to be at the hot sauce expo to participate.

THE RULES (yup, here they are in case you missed them!)

1. Must be made in a commercial kitchen
2. Must be a Canadian product, made in Canada
3. Must be here by **June 15, 2024** (in case you missed it the first time). Please send to Heating up the Capital, 23 Pepperrall Cres, Ottawa, ON K2J 3W7 and indicate which sauce is in which category.



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VENDOR AGREEMENT

Please read the full terms and conditions and initial each page on the bottom right-hand corner. Then fill out the following details to confirm your contract. Booth is confirmed upon receipt of full payment.

Contact Name (first & last) _____

Company Name _____

Mailing Address _____

Email _____

Phone Number _____

SOCIAL MEDIA

#HUTC2024

#heatingupthecapital

Website _____

Facebook _____

Instagram _____

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TERMS OF PAYMENT

Returning makers get first option to register until May 10.

After May 10, 2024, all registrations go into a draw for remaining spaces on May 25, 2024

(Do not pay until you have been accepted)

Regular Booth 10 x 10 **\$200.00 plus \$26.00 HST = \$226.00** _____

Corner Booth 10 x 10 (1 available) **\$225.00 plus \$29.25 HST = \$257.25** _____

YOW! Awards

\$30.00 plus \$3.90 HST per Category **\$33.90 x _____ categories =** _____

(Note: Chairs and tables are not included but can be rented, price tbc)

TOTAL _____

■ **Pay by e-transfer to:**

Please submit your payment to: info@HeatinguptheCapital.com

(password September)

OR -- By cheque payable to:

Heating up the Capital Inc., 23 Pepperrall Crescent, Ottawa, ON K2J 3W7

■ **Please submit a copy of your insurance with co-insure as listed here:**

Heating up the Capital Inc, 23 Pepperrall Cres, Ottawa K2J 3W7

____ I have read the Terms and Conditions and agree to abide by all rules and regulations.

Printed Name / e-Signature

Date