



Saturday
September 16, 2023
10am to 6pm

VENDOR PACKAGE & AGREEMENT 2023

Heating up the Capital • Ottawa's Hot Sauce
Expo

Saturday September 16, 2023 • 10am – 6pm

EY Centre
4899 Uplands Drive
Ottawa, ON

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 2023! Here is the registration form for returning makers.

For 2023, we are moving indoors and inside Ottawa city limits plus on a bus route. The area in front of the booths is licensed for alcohol and the guests will have room to sit and enjoy food and beverages

As a returning maker, we are offering you a reduced early bird registration fee and guaranteed space until April 15, 2023.

On April 16, the price goes up. Anyone registering on or after April 16 will be entered into a draw on May 5, 2023 for the remaining spaces. The draw is open to all Canadian makers.

We will have a maximum of 35 hot sauce makers and an additional 10 spaces for salsas, seed sellers, baking, etc.

We will also have 4 food trucks, a cash bar and the very popular ice cream vendor!!

The room is huge so 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 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.

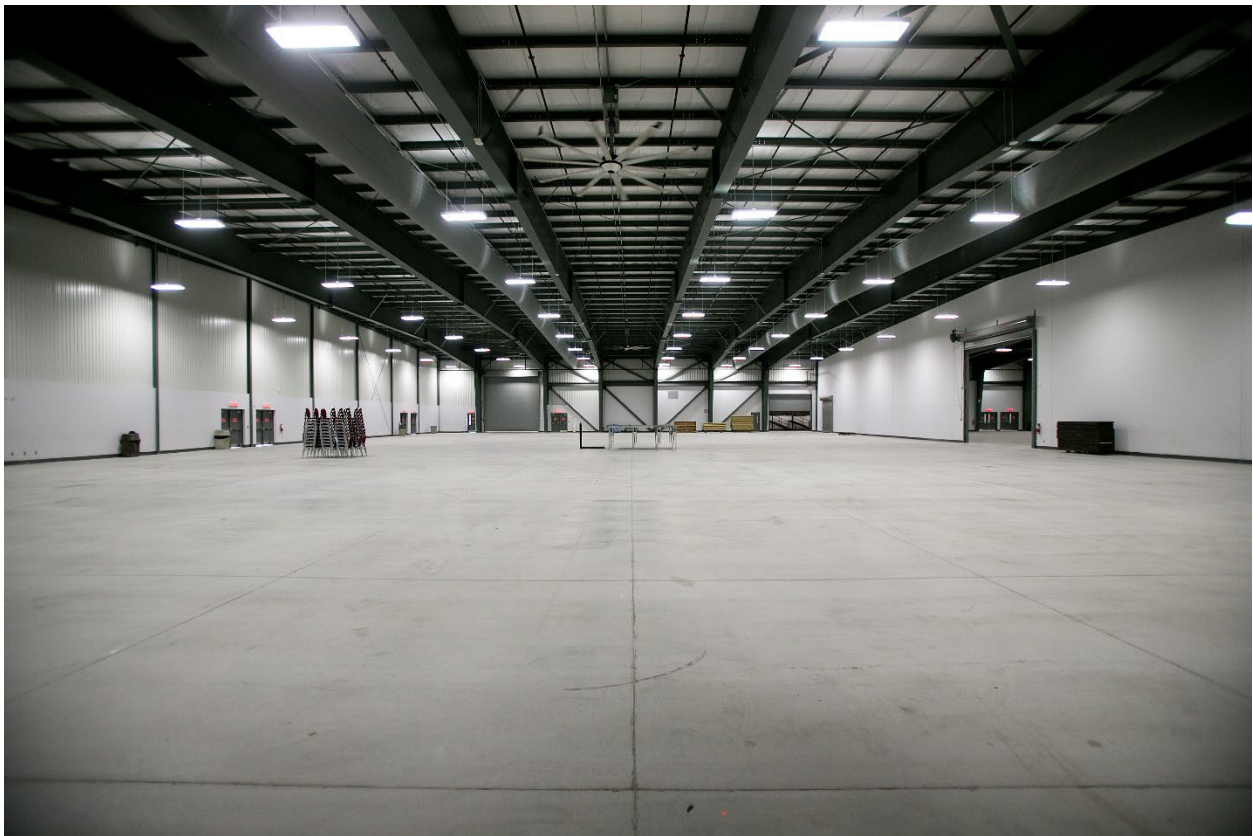
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ABOUT THE VENUE

EY Centre is the largest facility in Eastern Ontario with 220,000 square feet of space. We have booked Hall 4 (the smallest hall) which will allow us to grow in this location. Loading in and out can be done through the huge back door, side door and front doors. The food trucks will be outside the huge back doors. We will be using about half of this space so please bring your tents with a fire-retardant canopy.



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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, 2023**.
- c) No refunds issued after **Sunday, September 10, 2023**

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 is **Friday September 15, between 3 pm - 6 pm** and **Saturday, September 16, 2023 between 8 am - 9:45 am**. Doors open at 10 am.
- b) 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

Teardown starts at 6 pm on **Saturday, September 16**. 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 15** between 7 pm - 9 pm. Location to be confirmed. And there will be an impromptu gathering with BYOB and take out food 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) In 2021 and 2022, several vendors sold out completely so plan on bringing a lot of product.
- e) You are not allowed to leave before the end of the event.

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.
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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YOW! AWARDS

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 4 different categories... Mild, Medium, Hot, Extreme and Condiment. And 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.

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, 2023. One sauce per category please.

Winners will be announced at Heating up the Capital on September 16, first thing in the morning. 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, 2023** (in case you missed it the first time). Please send to 23 Pepperrall Cres, Ottawa, ON K2J 3W7 and indicate which sauce is in which category.



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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

#HUTC2023

#heatingupthecapital

Website _____

Facebook _____

Instagram _____

Twitter _____

LinkedIn _____

Other _____

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TERMS OF PAYMENT

After April 15, 2023

All registrations go into a draw on May 5

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 _____

(Note: Chairs and tables are not included)

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

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